

FAIRFAX COUNTY PARK AUTHORITY

SAFETY AND RISK MANAGEMENT MANUAL



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FCPA Safety Office**

March 2012

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AND RISK MANAGEMENT MANUAL
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Foreword

The safety and health of each employee, volunteer and citizen who come in contact with the Fairfax County Park Authority's property, equipment or operations are of vital concern to us. As employees, each of us must pursue the highest standards in our assigned activities and responsibilities. The well being of citizens involved and the protection of our physical resources is as important as the activity or work being performed.

The Fairfax County Park Authority Safety and Risk Management Manual provides you with a general reference on basic safety, fire prevention and risk management requirements. The words "shall" and "must" where used in this manual shall be construed as mandatory. This manual is not intended to be an all-inclusive document. It is designed to give managers a basic level of knowledge and understanding of their duties and responsibilities. Managers remain responsible for complying with appropriate laws, codes, and standards commensurate with their facility operations. To assist you with basic safety training requirements for new employees, a checklist has been developed and can be found in Appendix K.

This version of the manual updates most of the forms in the appendices and several reporting procedures. The updated forms and procedures are also posted on the Safety Office section of the Park Authority info web.

Managers should alert their staff to the updates and ensure that a copy of this manual is available for their review during any work shift. An electronic version of the FCPA Safety & Risk Management Manual should be available by Fall 2012. If further information on a specific safety topic is required, please contact the FCPA Safety Office at (703) 324-8707.

Your continued support of the agency's safety and risk management program is appreciated.

John W. Dargle, Jr.
Director

Updated By:
Lori Bassford, Safety Analyst
March 2012

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POLICY STATEMENT

It is the policy of the Fairfax County Park Authority to ensure that its mission of providing facilities, natural areas, and services to the citizens is achieved without compromising the safety of the employees or the public.

The objectives of this policy are:

- The protection and preservation of Park Authority assets and work force against injuries and losses which could deplete resources or impair the Authority's ability to provide services to its citizens.
- The institution of practical measures to eliminate or control injury to employees and patrons; to create an awareness of hazards in the workplace; to foster skills and knowledge related to safety and risk management; to encourage employees to report and correct hazards.
- The institution of all practical measures to eliminate or control loss to property or other loss-producing conditions.
- To achieve such objectives in the most effective and economical manner.
- To comply with federal, state and local laws, codes and ordinances.

RESPONSIBILITY AND AUTHORITY

FCPA Safety Analyst

The Park Authority Safety Analyst is responsible for directing and coordinating all safety, health and risk management related functions relative to the Safety Management Program. The FCPA Safety Analyst will work with division directors, section managers, site managers, supervisors, employees, and external agencies to identify and respond to issues concerning the program.

Division Directors, Section Managers, Site Managers, and Supervisors

The Fairfax County Park Authority expects an absolute and demonstrated commitment by all levels of management to the safety of all Park Authority employees. All levels of management shall be inherently responsible for promptly resolving safety and loss producing exposures and ensure compliance with applicable policies and procedures.

Employees

All employees shall adhere to safety regulations and practices and report to management any potential hazards or deficiencies in the design or maintenance of equipment, facilities, or personal protective equipment which may constitute a safety or health hazard. Willful or flagrant violations of established or accepted safety practices are unacceptable and may subject the employee to appropriate disciplinary action consistent with personnel regulations.

IMPLEMENTATION

The Safety Analyst shall, in concert with appropriate division directors, develop, update and disseminates relevant policies and procedures to implement, manage, and monitor various elements of the program. Necessary changes to established policies and procedures shall be made as the need dictates. The Fairfax County Park Authority safety and risk management policy should have the full cooperation and support at all levels to ensure a successful program.

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1.0 GENERAL

1.1 Introduction

A. Far too often safety is limited solely to reported employee or citizen injuries. Such a narrow view of safety can be an open invitation to disaster. Minor injuries or near-misses are often dismissed or brushed aside. Statistics have shown that major injuries represent a very low percentage of total accidents. Sometimes solutions to minor or near miss accidents will enable management to find and eliminate the causes before a more serious accident occurs.

B. Each accident or injury is a symptom of something wrong in the operation of a facility or in the performance of a task. Accidents are caused they don't "just happen." Accidents are caused by an unsafe act or condition, lack of training, or a series of events which, when combined, lead to an accident or injury.

C. Accidents could indicate an employer lack of awareness, inadequate design of facilities or equipment, inadequate employee training, or poorly defined work procedures.

D. Safety is a broad science that is a critical aspect of every activity in which the Fairfax County Park Authority is involved. This manual is designed to establish uniform safety and risk management procedures and to inform all Fairfax County Park Authority employees about management policies that are the basis for the Park Authority's safety and risk management program.

1.2 Purpose

A. The prevention of accidents and occupational illness is an assigned responsibility for all levels of the Park Authority. To obtain effective results, we must direct our efforts in a planned, organized, and coordinated program to minimize unnecessary losses. This program is adopted to:

1. Reduce pain, suffering, and associated costs of employee and patron injuries and illnesses.
2. Decrease liability exposure resulting from harm to employees and patrons.
3. Decrease operating costs through conservation of Park Authority property, equipment, and facilities.

1.3 Scope

A. This manual and the programs it covers applies to all employees of the Fairfax County Park Authority. It also applies to volunteers engaged in activities for the agency. Persons directed by the courts to perform community service work as an alternative to penal sentences are not considered volunteers for the purpose of this manual.

B. The policies and procedures are intended to supplement but not replace the provisions of Virginia Occupational Safety and Health Standards for General Industry and Construction,

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National Fire Prevention Code, National Building Code or other applicable references. This manual does not provide work procedures and is not intended to substitute for or replace employee training.

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2.0 SAFETY LEGISLATION

A. Since the 1960's, there has been a growing movement to fix employer responsibilities toward providing a safe work environment for employees. By the late 1970's, approximately 14,000 workers were killed annually in job related accidents and 2.5 million were disabled. This trend led to the Occupational Safety and Health Act (OSHA) which was signed by President Richard M. Nixon on December 29, 1970.

B. The Williams-Steiger Occupational Safety and Health Act of 1970 requires, in part, that employers furnish employees a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm. Employers must comply with occupational safety and health standards promulgated under the Act. Management is required to comply with safety and health standards in the areas of industrial hazards such as insufficient lighting, extreme noise, poor housekeeping, ventilation, defective machinery or tools, exposure to toxic or hazardous materials, and environmental conditions. Employees are required to comply with standards, rules, regulations, and orders issued under the Act and Fairfax County Park Authority policies and procedures.

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3.0 DUTIES AND RESPONSIBILITIES

3.1 Senior Management. The Director of the Fairfax County Park Authority is responsible for:

- A. Developing and disseminating a written safety/risk management policy statement.
- B. Establishing safety program goals and general objectives.
- C. Delegating and fixing responsibility for safety at all levels throughout the Park Authority.
- D. Establishing safety performance as part of performance evaluations.
- E. Recommending a budget adequate for implementation of the safety program.
- F. Assigning staff responsibilities and authority to an investigative team in the event of a major safety incident.
- G. Reviewing the investigative team accident final report and directing implementation of corrective actions based upon team recommendations.

3.2 Middle Management. Division directors and section managers are responsible for:

- A. Providing positive, enthusiastic leadership in the implementation of safety policy.
- B. Fixing specific responsibilities, objectives and duties at lower levels of management and staff.
- C. Organizing and controlling activities that support the safety program.
- D. Appointing safety coordinators to act as liaison to the Safety Office.

3.3 Site Managers/Supervisors. Site managers/supervisors are responsible for:

- A. Ensuring that employees have access to this FCPA Safety and Risk Management Manual and that employees have read the manual.
- B. Developing site specific objectives that support overall safety and risk management policies.
- C. Assigning specific authority and responsibilities for implementing safety and risk management policies.
- D. Developing and implementing written, site specific safety/risk management plans, programs, and procedures within the standards, guidelines, and parameters established in the agency safety program and specified professional or technical references.

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- E. Developing and implementing a formal on-the-job training program to train employees on tools, equipment, and procedures necessary for the safe, efficient completion of their duties.
- F. Conducting routine physical inspections of their site and grounds to ensure compliance with fire, building, occupational safety, and other appropriate codes and laws.
- G. Recording and forwarding accident, injury, theft, damage, and vandalism reports to the Safety Office in accordance with established risk management procedures.

3.4 FCPA Safety Analyst. The FCPA Safety Analyst is responsible for:

- A. Planning, implementing, and enforcing the safety and risk management program for the Park Authority.
- B. Conducting research on safety codes, standards, laws, and regulations.
- C. Updating and disseminating the FCPA Safety and Risk Management Manual as necessary.
- D. Receiving, completing, and processing citizen automotive, general liability, and property loss claims.
- E. Reviewing vehicle accident, citizen injury, park property loss, and citizen damage/loss reports for completeness and accuracy.
- F. Requesting supplemental claims documentation and information from citizens and park sites.
- G. Photographing scenes and evidence, and analyzing claim information to support claim investigations.
- H. Designing and maintaining an injury, general liability, agency property loss, and automotive accident database.
- I. Analyzing accident data to determine frequency and severity of losses.
- J. Consulting with the Risk Management Division on status of claims, insurance coverage, and technical assistance.
- K. Enforcing compliance with Virginia Occupational Safety and Health Hazard Communication Standard 1910.1200.
- L. Enforcing Park Authority compliance with federal, state, and local laws, codes and standards.
- M. Conducting annual safety audits of each site within the Park Authority and re-inspection of sites with serious deficiencies or violations.

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- N. Making recommendations to first-line, middle management, and senior management on correction of safety and loss control problems.
- O. Receiving, completing and processing Employee Notice of Job Related Injury/Illness (workers' compensation) reports.
- P. Implementing and enforcing the County's Employee Driving Record Review Program.
- Q. Enforcing compliance with County mandated programs as they relate to safety, health, loss control and risk management.
- R. Implementing and enforcing the County's Emergency Response Plan program.
- S. Enforcing compliance with the County's Automated Defibrillator Program.

3.5 Employees. Employees are required, as a condition of employment, to develop and exercise safety work habits in the course of their employment. These work habits are designed to prevent injuries to themselves, their fellow workers, and the public and to conserve resources. All employees and volunteers shall:

- A. Become familiar with and comply with approved work practices and the policies described therein.
- B. Wear required personal protective clothing and equipment and immediately report missing or defective equipment to the supervisor.
- C. Arrive at work suitably attired for the job they are expected to perform.
- D. Immediately (but no later than 24 hours) report all accidents and injuries occurring within the scope of their employment to their supervisor.
- E. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
- F. Cooperate with and assist in the investigation of accidents to identify the cause and determine methods to prevent their recurrence.
- G. Keep work areas clean and orderly at all times.
- H. Avoid engaging in horseplay and refrain from distracting other employees.
- I. Responsible for completing and returning the Employee Safety Pledge to their supervisor. The pledge can be found in Appendix F of this manual.

3.6 Employee Training.

3.6.1 Purpose. Employee training is required to ensure that they receive formal training, knowledge, and skills needed for the safe and efficient use of tools, equipment, and operational procedures in the workplace.

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3.6.2 Scope. The employee training policy applies to all full-time, part-time employees and volunteers performing tasks or participating in activities sponsored in full or in part by the Fairfax County Park Authority.

3.6.3 Training.

A. General Training. General training provided to employees, supervisors, and management is generally broad in scope and covers the basic aspects of safety and health subjects.

B. Functional Training. Functional training is training that is oriented to a specific job or activity. It is intended to ensure that an employee can perform his or her job related tasks safely.

C. Hands-On Training. This is a combination of education and skills enhancement. Employees use the classroom training they receive to perform specific tasks. This type of training allows employees to practice and improve skills needed to safely perform a variety of specific tasks or procedures.

3.6.4 Documentation

A. All training, regardless of type, must be documented. This serves a number of purposes. First, it gives the supervisor the date of training, name of the instructor, an outline of the subjects taught, and a written acknowledgment from the employee indicating he or she received the training. Secondly, the documentation serves to remind the supervisor of who attended training, who needs to attend, and when training should be scheduled in the future.

B. The Safety Office has developed and disseminated several standardized training documentation forms for the agency. Their use is mandatory. This ensures that all employees are trained on the minimum required subjects and the format for documenting the training is uniform throughout the agency. Copies of various forms currently in use are included in Appendix B. The forms may not be changed without the written approval of the Safety Analyst.

C. Employee training records should be maintained in the department where the employee works. The first line supervisor is responsible for ensuring that employees are properly trained and their training is documented. Training records will be readily available for inspection by the Safety Analyst and other authorities having jurisdiction in their respective fields.

D. When employees transfer to other park sites their training file should be sent to their new supervisor within two weeks of their start date.

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4.0 THE HAZARD COMMUNICATION STANDARD (29 CFR 1910.1200)

- 4.1 Background.** To increase awareness of employees and fix responsibilities for identifying hazardous chemicals in the workplace, Congress established the Hazard Communication Standard on September 23, 1987. Federal regulations required all states to adopt the standards verbatim within six months or promulgate equivalent changes that are at least as effective as the Federal standards. The Virginia Occupational Safety and Health Codes Board adopted the federal OSHA standard on November 18, 1987. The Virginia standards apply to both the private and public sector.
- 4.2 Purpose.** The purpose of the Hazard Communication Standard is to ensure that the hazards of all chemicals are evaluated and the information concerning these hazards are provided to employers and employees through a comprehensive written program.
- 4.3 Hazard Assessment.**
- A. The Standard requires chemical manufacturers and importers to assess the hazards of chemicals they produce or import. It requires distributors of these chemicals to transmit the required information to employers such as the Park Authority.
- B. The Park Authority is responsible for providing its employees with information about the hazardous chemicals to which they may be exposed. This applies to chemicals known to be present in the workplace under conditions which employees may be exposed to them under normal situations or in a foreseeable emergency.
- 4.4 Written Hazard Communication Program.** The Park Authority Safety Office has developed and implemented a written hazard communication program manual as required by law. A copy must be maintained at each site. It includes information on labels, material safety data sheets, a list of chemicals known to be present in the workplace, and employee general and site specific training requirements. See the Fairfax County Park Authority Hazard Communication Program Manual for detailed information. This manual is updated on an annual basis.
- 4.5 Hazardous Materials Emergency Response.**
- 4.5.1 Purpose.** Each site manager must develop a hazardous materials emergency response plan to provide written procedures for employees who are faced with hazardous chemical spills and releases at sites.
- 4.5.2 Hazardous Chemical.** A hazardous chemical is any chemical that is a health or physical hazard. A health hazard is any chemical for which there is statistically significant evidence based upon at least one study in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. A physical hazard is a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable, or water-reactive.

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4.5.3 Procedures.

A. Any report of a hazardous chemical spill or release should be reported immediately to the site manager or manager-on-duty. The manager will make the determination if the Fire and Rescue Department should be notified.

B. Any decision by the manager to contain and cleanup any hazardous material release should be based upon the following elements:

1. Identification and toxicity of the chemical or material.
2. Size of the spill or release.
3. Availability of protective equipment and clothing, cleanup materials, containment materials, and level of training of employees to conduct cleanup operations.

4. IF THE MANAGER IS NOT ABSOLUTELY CONFIDENT OF THE IDENTIFICATION OF THE CHEMICAL OR SUBSTANCE, OR THE ABILITY OF HIS/HER EMPLOYEES TO PROPERLY AND SAFELY CONTAIN AND CLEAN UP THE SPILL, THEN NO CLEANUP ACTIONS BY THE SITE STAFF SHOULD BE TAKEN.

5. If the situation is beyond the capability of site employees, immediately call 911 to request assistance and notify the Park Authority Safety Office at (703) 324-8707. The manager should also follow the division's procedure for notification of superiors.

6. Immediate action should be taken to evacuate the affected areas and erect temporary barriers or post guards, as appropriate, to keep-unauthorized staff and public out of the area.

7. The following information must be available to provide to the Fire and Rescue Department personnel:

- a. Name of the site, address, and specific location within the site where the spill or release occurred.
- b. Name of the chemical or substance (if known). Refer to the material safety data sheet for information on a specific chemical or substance.
- c. Estimate of the quantity released or spilled.
- d. The time the spill or leak occurred and how long the substance or chemical was released or spilled.
- e. Medium into which release or spill occurred (i.e. ground, water, sewer, etc.).

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- f. Known health risks (refer to the material safety data sheet).
 - g. Special precautions (refer to the material safety data sheet).
 - h. Any medical attention required for exposed employees or citizens (see material safety data sheet for emergency first aid procedures).
 - i. Name and telephone number of the person to contact for further information.
8. The Fire and Rescue Department will stabilize and contain the released material, and coordinate all emergency activities at the scene.
9. Once the situation has been stabilized, the site manager must coordinate cleanup arrangements through the FCPA Purchasing section. A purchase request will be initiated with the county hazardous waste removal contractor.
10. The affected area will remain closed to the public and employees until cleanup operations are completed. Approval to re-enter the area will be determined by fire and rescue, the hazardous response team, health department, or other appropriate agency official having jurisdiction.
11. Information concerning the release or spill will be handled by the Public Information Office and/or the Fairfax County Fire and Rescue Department Information Office. Employees should NOT admit guilt or negligence regarding spills. Do not discuss the facts with anyone except the police, the site manager or supervisor, the FCPA Safety Office, and the Risk Management Division and its authorized agents.
12. All citizen injury and property damage forms must be submitted to the Safety Office within 48 hours of the incident. Employee Notice of Job Related Injury/Illness forms for all employee injuries must be forwarded via fax/scan to the Park Authority Safety Office within 48 hours.
13. Any potential claims for civilian medical expenses or damage resulting from the spill must be referred to the FCPA Safety Office. Site employees are NOT authorized to discuss claim situations or complete claim forms.
14. Site managers must submit a detailed accident report outlining the causes, circumstances, and results of the incident to the FCPA Safety Office.

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5.0 FIRE PREVENTION AND PROTECTION (29 CFR 1910 Subpart L)

- 5.1 Administration.** The Virginia Statewide Fire Prevention Code is a mandatory statewide set of regulations designed to protect life and property from the hazards of fire and/or explosion. The Code has adopted the technical requirements of the BOCA National Fire Prevention Code and the National Fire Protection Association standards. The Virginia Statewide Fire Prevention Code supersedes all fire prevention regulations previously adopted by local governments or other political subdivisions.
- 5.2 Purpose.** The purpose of the Park Authority fire prevention and protection program is to prescribe minimum requirements and controls to safeguard employee and public life, park property, and public welfare from the hazards of fire and explosion arising from the storage, handling, or use of substances, materials, or devices and from the conditions hazardous to life, property, or public welfare in the use or occupancy of buildings, structures, or premises.
- 5.3 Electrical.**
- A. Employees must provide a clearance of not less than 30 inches between all electrical service equipment and storage.
 - B. Multi-plug adapters such as cube adapters, unfused power strips or any other device not complying with National Fire Protection Standard 70, National Electric Code are **prohibited**.
 - C. Extension cords and flexible cords are only permitted for **temporary** use. ***They may not be used as a substitute for permanent wiring.*** Employees will not affix extension and flexible cords to structures; extend them through walls, ceilings, or floors, or under doors or floor coverings; nor will such cords be subjected to environmental damage or physical impact.
 - D. Open junction boxes and open wire splices are **prohibited**. All switch and electrical outlet boxes must have approved covers. All electric motors shall be maintained free from excessive accumulations of oil, dirt, waste, and debris.
- 5.4 Fire Lanes.** Designated fire lanes shall be maintained free of obstructions and vehicles and shall be identified in an approved manner. All designated fire lane signs or markings shall be maintained in a clean and legible condition at all times and replaced when necessary to ensure adequate visibility.
- 5.5 Smoking Conditions.**
- A. County Procedure Memorandum No. 25-27, Smoking Policy, as amended on February 1, 2006 shall be adhered to when developing site specific smoking procedures.
 - B. Each division director and site manager shall establish smoking rules that control fire hazards and address smoking concerns of employees using the above procedural memorandum as a reference.

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C. Each supervisor must designate smoking areas that do not create fire hazards and do not affect nonsmokers.

D. Supervisors will strictly enforce “No Smoking” areas. The smoking or carrying of a lighted pipe, cigar, cigarette, or any other type of smoking paraphernalia or material is prohibited in designated areas. Smoking shall be prohibited where conditions are such as to make smoking a hazard, including: warehouses, industrial plants, places of public assembly, and in spaces where combustible materials are stored or handled.

E. “No Smoking” signs shall be prominently and conspicuously posted in each structure or location in which smoking shall be prohibited.

5.6 Accumulation of Waste. Work and storage areas must be kept free of accumulation of waste paper, wood, hay, weeds, litter, or combustible or flammable waste or rubbish of any kind. Combustible rubbish, oily rags, or waste material kept inside a building must be stored in an approved container. Flammable and combustible liquids must be stored in an approved flammable and combustible liquids cabinet.

5.7 Materials Storage.

A. **Inside Storage.** Storage in buildings and structures must be orderly and must not be within 2 feet (24 inches) of the ceiling in a non-sprinklered building or within 18 inches of a sprinkler head in a building with a sprinkler system. Such storage must not be located in such a manner that obstructs egress from the building or structure.

B. **Outside Storage.** Storage of combustibles or flammable materials must be less than 20 feet high and at least 15 feet from any other building.

C. **Metal 55-Gallon Drums.** Drums stored outside will be stored horizontally on metal or wooden racks sufficiently blocked to prevent shifting of the drums. Drums, which must be used in a vertical position, will be placed on dunnage to prevent contact with the ground and provided with an overhead cover, tarp, or similar protection against the accumulation of rain and snow. Drums used for dispensing oils and fluids will be equipped with drip pans to catch spills and drips. **All** drums will be labeled with their contents.

D. **Bung Caps.** Bung caps must be kept in place on all drums to prevent water from entering them.

5.8 Commercial Kitchen.

A. **Exhaust Systems.** Commercial kitchen exhaust systems must be cleaned every 6 months to remove deposits of residue and grease in the system. Thorough cleaning of ducts, hoods, and fans must be accomplished by scraping, brushing, or other positive cleaning methods.

B. **Automatic Fire Suppression Systems.** Commercial kitchen automatic fire suppression systems must be inspected and serviced every 6 months. Food service employees must be familiar with the location of portable fire extinguishers and be knowledgeable of how to manually activate the fire suppression system.

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C. **Training.** Training shall be conducted annually by supervisors on how to manually activate the fire suppression system. At the same time employees shall also be trained on the location of fire extinguishers and how to safely operate them.

5.9 Fire Protection Systems (General). This section governs the installation, operation, maintenance, and testing of all new and existing fire protection systems, devices, units, and fire safety equipment.

5.9.1 Fire Sprinkler Systems (29 CFR 1910.159).

A. Each building sprinkler system must have the inspector's test connections, main drain valves and all control valves on all sprinkler systems operated at least once a year to determine that there is a free flow of water at adequate pressure. An internal inspection of the piping shall be performed periodically, but at least once every five years to check for debris buildup, and the piping flushed, if needed. Each dry pipe valve must be cleaned and reset at least once a year.

B. These and other tests and inspections must be conducted in accordance with manufacturer's specifications and the National Fire Protection Association Standard 13A, Inspection, Testing, and Maintenance of Sprinkler Systems by an authorized building sprinkler system contractor. A copy of the completed service invoice must be maintained in the site fire inspection and test file.

5.9.2 Automatic Sprinkler System Impairment Program.

A. The closing of valves controlling the water supply to all or a part of a sprinkler system must be inspected frequently to ensure that they are in proper working condition. The closing of control valves without proper authorization can seriously jeopardize the safety of employees, the public, and the structure.

B. All preplanned impairments shall be authorized and coordinated in advance in accordance with the Park Authority Sprinkler System Impairment Standard Operating Procedure (See Appendix G). Questions concerning the impairment procedures should be directed to the Supervisor, Equipment and Facilities Support Section, Park Operations Division.

5.9.3 Fire Protective Signaling Systems (29 CFR 1910.164).

A. **Automatic Fire Alarm Systems.** Automatic fire alarm systems must be inspected and tested annually by an authorized contractor in accordance with the manufacturer's recommendations and the National Fire Protection Association standards.

B. **Manual Fire Alarm Systems.** Manual fire alarms must be checked monthly in accordance with the manufacturer's instructions and recommendations. A detailed log must be maintained on the premises indicating the alarm box number, location, date, name or initials of the person conducting the test, and type of device tested (see Appendix C for sample inspection log).

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C. **Audible and Visual Alarms.** Emergency warning fire protection signaling devices must include both audible and visual alarms which comply with paragraph 4.28, Alarms, of the Americans With Disabilities Act Guidelines.

D. **Smoke/Heat Detectors.**

1. Inspections. All smoke/heat detectors must be inspected in place at 6-month intervals to identify missing detectors, detectors with impeded smoke entry, dirty detectors, and detectors no longer properly located because of occupancy or structural change.

2. Tests. Each smoke/heat detector must be tested every 6 months to assure that it is operative and produces the intended response by initiating an alarm at the installed location when the manufacturer's approved testing agent can initiate the alarm.

3. Records. A detailed log must be maintained on the premises indicating the detector number, location, date, name or initials of the person conducting the test, and type of device tested (see Appendix C for sample inspection log).

5.9.4 Portable Fire Extinguishers (29 CFR 1910.157).

A. **General Requirements**

1. Portable extinguishers must be maintained in a fully charged, operable condition and kept in their designated places at all times when they are not being used. They must be conspicuously located where they will be readily accessible and immediately available in the event of a fire. Preferably, they should be located along normal paths of travel, including exits from areas.

2. Extinguishers must not be obstructed or obscured from view. They will be installed on the hangers or brackets supplied, mounted in cabinets, or set on shelves unless the extinguisher is of the wheeled type. If they are installed under conditions where they are subject to dislodgment, they must be installed in brackets specifically designed to prevent damage as a result of falling, being knocked over, or impact.

3. Extinguishers weighing less than 40 pounds will be installed so that the top of the extinguisher is not more than 5 feet above the floor. Extinguishers weighing more than 40 pounds will be installed so that the top of the extinguisher is not more than 3 ½ feet above the floor. In no case will the clearance between the bottom of the extinguisher and the floor be less than 4 inches.

4. Operating instructions must be located on the front of the extinguisher. Extinguishers mounted in cabinets or wall recesses or set on shelves must be placed in a manner that the extinguisher operating instructions face outward. The location of such extinguishers must be conspicuously marked.

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5. An extinguisher instruction manual giving condensed instructions and cautions necessary to the installation, operation, inspection, and maintenance of each type of extinguisher must be maintained on the premises. The source for more detailed instructions is the National Fire Protection Standard 10, Portable Fire Extinguishers.

B. Selection of Extinguishers.

1. The selection of an extinguisher for a given situation must be determined by the characteristics of the fire anticipated, the construction and occupancy of the individual property, the vehicle or hazard to be protected, ambient temperature conditions, and other factors.

2. Extinguisher for protecting Class A hazards must be either water-type or multi-purpose dry chemical.

3. Extinguishers for Class B type hazards must be of the aqueous film forming foam, film forming fluoroprotein foam, carbon dioxide, dry chemical, halogenated agent type.

4. Extinguishers for Class C hazards must be of the carbon dioxide or dry chemical type.

C. Distribution of Extinguishers.

1. The minimum number of fire extinguishers needed to protect a property must be determined as outlined in this section. Frequently, additional extinguishers may be installed to provide protection that is more suitable.

2. Rooms or areas will be classified generally as light (low), ordinary (moderate), or extra (high) hazard. Scattered or widely separated hazards must be protected individually. An extinguisher in the proximity of a hazard must be carefully located to be accessible in the presence of a fire without undue danger to the operator.

3. Fire extinguisher size and placement for Class A hazards. On each floor level, the area protected, and the distances are based on extinguishers installed in accordance with Table 1. Where the floor area of a building is less than that specified in Table 1, at least one extinguisher of the minimum size recommended must be provided. The protection requirements may be fulfilled with extinguishers of high rating provided the travel distance to such larger extinguishers does not exceed 75 feet.

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Table 1 Extinguisher Size and Placement for Class A Hazards

	Light (low) Hazard Occupancy	Ordinary (moderate) Hazard Occupancy	Extra (high) Hazard Occupancy
Minimum rated extinguisher	2-A	2-A	4-A
Maximum floor area per unit of A	3,000 sq. feet	1,500 sq. feet	1,000 sq. feet
Maximum distance to extinguisher	75 feet	75 feet	75 feet

4. Fire extinguisher size and placement for Class B fires. Minimum sizes of fire extinguishers for the listed grades of hazard will be provided on the basis of Table 2. Two or more extinguishers of a lesser rating cannot be used to fulfill the protection requirements of Table 2. The protection requirements may be fulfilled with extinguishers of higher ratings if the travel distance to such larger extinguishers does not exceed 50 feet.

Table 2 Extinguisher Size and Placement for Class B Hazards

	Basic Minimum Extinguisher Rating Occupancy	Maximum Travel Distance to Extinguisher in Feet	Maximum Travel Distance to Extinguisher in Meters
Light (low)	5-B	30	9.15
	10-B	50	15.25
Ordinary (moderate)	10-B	30	9.15
	20-B	50	15.25
Extra (high)	40-B	30	9.15
	80-B	50	15.25

5. Fire extinguisher size and placement for Class C hazards. Extinguishers with Class C ratings are required where energized electrical equipment may be encountered that would require a non-conducting extinguishing medium. This includes fire either directly involving or surrounding electrical equipment. Since the fire itself is a Class A or Class B hazard, the extinguishers are sized and located on the basis of the anticipated Class A or B hazard.

D. Inspection, Maintenance, and Recharging.

1. The site is responsible to ensure all inspections, maintenance, and recharging of portable fire extinguishers is accomplished. The Park Authority maintains a contract with a commercial fire equipment company for those services beyond the capabilities of site employees.

2. Maintenance, servicing, and recharging will only be performed by trained persons having the appropriate service manuals, the proper tools, recharge

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materials, lubricants, and manufacturer's recommended replacement parts or parts specifically listed for use in the extinguisher.

3. Extinguishers will be serviced annually as outlined in section 4-4, National Fire Protection Association Standard 10.

4. Monthly inspections of extinguishers consist of a "quick check" to determine that is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. Periodic inspection of extinguishers will include a check of at least the following items:

- a. Located in designated place.
- b. No obstruction to access or visibility.
- c. Operating instructions on nameplate legible and facing outward.
- d. Seals and tamper indicators are not broken or missing.
- e. Determine fullness by weighing or "hefting."
- f. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
- g. Pressure gauge reading or indicator in the operable range or position.

5. When an inspection of any extinguisher reveals a deficiency in any of the conditions listed above, immediate corrective action must be taken. Personnel making inspections must keep records of those extinguishers that were found to require corrective actions. It is recommended that at least one spare fire extinguisher be maintained for immediate replacement of unserviceable extinguishers.

6. Portable fire extinguishers must be inspected monthly. A detailed log must be maintained on the premises indicating the extinguisher number, location, date, and the name or initials of the person conducting the test (see Appendix C for sample inspection log).

7. Maintenance is a thorough examination of the extinguisher. It is intended to give maximum assurance that an extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair or replacement. It will reveal if hydrostatic testing is required. Maintenance is restricted to those individuals described above in paragraph 2.

E. Employee Training and Education. The Park Authority provides portable fire extinguishers for employee use in the workplace at each site. In accordance with paragraph 157(g), Part 1910, Virginia Occupational Safety and Health Standards for General Industry, site managers and supervisors are responsible for providing employee training and education to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. This training shall be provided upon initial employment and annually thereafter. Employee training must be documented on the standardized Park Authority training documentation form (See Appendix B). Training records must be maintained on site for each employee.

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5.9.5 Inspection and Test Records.

- A. A complete written record of all fire prevention tests and inspections must be maintained on the premises by the site manager and made available for inspection and evaluation upon demand of the fire marshal, other code officials, and Park Authority officials (see Appendix C for sample inspection log).
- B. Each smoke detector, heat detector, duct smoke detector, manual fire alarm pull station, portable fire extinguisher, emergency lighting unit, electric EXIT sign and any other fire protection signaling devices must be consecutively numbered and its location annotated on the appropriate inspection records. Units must be inspected and/or tested in accordance with the guidelines in this manual and the manufacturer's instructions.
- C. Records must consist of accurate logs indicating the number, location, type of device tested, the date of the inspection or test, and the name or initials of the employee conducting the inspection or test. Any defects, modifications, or repair must be logged and the log made available upon demand by appropriate officials (see Appendix C for a complete monthly inspection and test record log sample).

5.10 Flammable and Combustible Liquids (29 CFR 1910.106).

5.10.1 Fire Prevention Code Permits. A current fire prevention code permit is required for any site performing any of the following:

- A. To install, remove, repair or alter a stationary tank for the storage of flammable or combustible liquids or to modify or replace any line or dispensing device connected thereto.
- B. For the storage, handling, or use of Class I liquids in excess of 5 gallons in an institutional or residential occupancy, or exceeding 10 gallons in any other occupancy, or exceeding 60 gallons outside of any building, except that a permit shall not be required for the following purposes:
 - 1. For the storage or use of flammable liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant.
 - 2. For the storage or use of paints, oils, varnishes or similar mixtures when such liquids are stored for painting, maintenance, or similar purposes on the premises and are not stored for a period exceeding 30 days.
- C. Storage, handling or use of Class II combustible liquids or Class III combustible liquids exceeding 25 gallons in a structure or exceeding 60 gallons outside of a structure, except for fuel oil utilized in connection with oil-burning equipment in single family residential occupancies.
- D. For the storage of flammable or combustible liquids in stationary tanks.

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- E. For placing any flammable or combustible liquid stationary tank temporarily or permanently out of service and to place a tank back into service.
- F. For any structure utilized for servicing or repairing a motor vehicle therein.
- G. For any tent or air-supported structure covering an area exceeding 900 square feet including all connecting areas or spaces with a common means of egress or entrance and with an occupant load of more than 50 persons. Tent permits are issued on a per-event basis.
- H. Welding or cutting operations.
- I. For storage of cylinders or containers used in conjunction with welding or cutting operations where the storage exceeds 2,000 cubic feet of flammable compressed gas other than liquefied petroleum gas, 300 pounds of liquefied petroleum gas, or 6,000 cubic feet of nonflammable compressed gas.
- J. For the storage, handling, or use at normal room temperature and pressure of more than 750 cubic feet of flammable compressed gas, 6,000 cubic feet of nonflammable compressed gas, and any quantity of highly toxic or toxic compressed gas.
- K. For the storage and use of corrosive materials exceeding 1,000 pounds of solids, 100 gallons of liquids, or 810 cubic feet of gases.
- L. For the storage, use, or handling of highly toxic materials in any quantity and toxic materials exceeding 500 pounds of solids or 50 gallons of liquids.
- M. For each installation of liquefied petroleum gas utilizing storage containers exceeding 30 gallons individual water capacity, and where the combined container quantity exceeds 60 gallons regardless of individual container size.
- N. For the storage, use or handling of any quantity of Class 3 and 4 oxidizers; more than 50 pounds of Class 2 oxidizers; and more than 200 pounds of Class 1 oxidizers.
- O. Any building or room or space within a building having a legal occupancy of 50 or more persons which has been designated and intended to be operated, used, or maintained as a place of assembly or educational purposes.
- P. If a site has several situations requiring fire prevention code permits, EACH TYPE OF HAZARD MUST BE IDENTIFIED AND LISTED ON THE PERMIT. Please contact the Fire Inspections Section at (703) 246-4849 if you have any questions.

5.10.2 Fire Safety Requirements.

- A. Disposal of Waste.
 - 1. Site managers will ensure that actions are taken to prevent the discharge of flammable or combustible liquids or any waste liquid containing petroleum or

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its products from being discharged into or upon any street, pavement, highway, drainage canal, storm or sanitary drain, lake, waterway, or the ground.

2. All waste petroleum products will be properly stored and scheduled for regular disposal by an authorized contractor or vendor. Employees must consult the product material safety data sheet to obtain information on proper storage procedures and compatibility of the product with other substances.

3. Crankcase oil, hydraulic fluids, antifreeze, and other similar products will not be dumped into sewers, streams, or upon the ground. These products will be stored in approved tanks or containers until removed from the premises.

4. Hazardous and contaminated waste must be disposed of in accordance with Virginia Hazardous Waste Management Regulations. Proper disposal of waste liquids should be conducted on a regularly scheduled basis. Site managers should contact the FCPA Safety Office for additional information on the proper disposal of hazardous wastes.

B. Fuel Dispensing Systems.

1. Fuel Inventory. Accurate daily records must be maintained and reconciled on all gasoline and diesel fuel storage tanks for indication of possible leakage from tanks or piping. Records must include by product, daily reconciliation by use, receipts, and inventory on hand.

2. Fuel Dispensing.

a. A clearly identified and easily accessible switch(es) or circuit breaker(s) must be provided at a location remote from the pumps to shut off the power to all fuel pumps in the event of an emergency.

b. Fuel hoses must be equipped with automatic self-closing valve type delivery nozzles.

c. It is unlawful to transfer fuels into portable containers unless the container is constructed of metal or is approved by county code, has a tight closure, and is fitted with a spout or design that the contents can be poured without spilling. A number of approved, chemically inert, high-density polyethylene containers with flame arresters and pouring spouts are available from a variety of safety equipment vendors. Many of these vendors also offer toll free telephone numbers for technical assistance with specific products to meet user needs.

d. Operating instructions for dispensing fuel must be visibly posted on each pump at self-service fuel dispensing areas. "No Smoking" warning signs must be visibly posted in fuel dispensing areas.

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- e. One or more fire extinguishers having a minimum classification of 40:BC must be located so that it is within 100 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service bay.
 - f. Never fill an approved gas can in the bed of a truck having a bed liner in it due to potential static electricity. All cans should be placed on the ground away from vehicles and people when being filled with fuel.
3. Warning Signs. Warning signs must be visibly posted in every fuel dispensing area. The signs must indicate a warning against the following:
- a. It is illegal and dangerous to fill unapproved containers with fuel.
 - b. Smoking is prohibited.
 - c. The engine must be shut off during refueling.
 - d. Cell phones should be turned off.

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6.0 OCCUPATIONAL SAFETY AND HEALTH (29 CFR 1910)

6.1 Means of Egress (29 CFR 1910-Subpart E 1910.35-37).

A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure to a public way and consists of three separate and distinct parts: the way of exit access, the exit, and the way of exit discharge. A means of egress comprises the vertical and horizontal ways of travel and shall include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

6.1.1 Egress Doors. All interior exit stairway doors in required exit stairways must be capable of opening from both sides without the use of a key or special knowledge or effort at all times the building or area served is occupied. Egress doors must be free of encumbrances of any kind. All other egress doors must be capable of being opened from the side from which egress is to be made without the use of a key or special knowledge or effort at all times the building or area served is occupied.

6.1.2 Mistaken Egress. Any door, stairway, or passage which is not a means of egress or access to a means of egress must be clearly identified so as not to be mistaken for a means of egress. This also applies to passageways and stairwells that may obviously be mistaken for a means to an outside exit.

6.1.3 Signs and Lighting. All “EXIT” and/or LED signs must be maintained in a clean and legible condition. Electric signs must be clearly illuminated at all times the building is occupied. Supplemental internal illuminated direction signs, when necessary, will be installed indicating the direction and way of egress.

6.1.4 Sign Obscuration. Decorations, furnishings, or equipment which impair the visibility of egress signs are prohibited. Brightly illuminated signs, displays or objects in or near the line of vision to the required egress sign which may detract attention from it so that it will not be noticed are also prohibited.

6.1.5 Fire Doors and Exit Doors. All fire doors must be maintained in good working order. The use of hold-open devices such as doorstops, wedges, etc. are ***prohibited***. Interior fire doors which are required to be self-closing must **not** be blocked open.

6.1.6 Emergency Lighting.

A. All electric “EXIT” signs must be connected to an emergency electrical system (battery or emergency generator). A storage battery must be of suitable rating and capacity to supply and maintain not less than 97 ½ percent of system voltage of the total load of the circuits supplying legally required standby power for a period of at least 1-½ hours in case of primary power loss.

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B. All electric “EXIT” signs must be tested on a monthly basis for a minimum of 30 seconds. This test must be documented in a log (see Appendix C for sample inspection log).

C. Emergency lighting must be provided to illuminate the exit discharge. Means of egress lighting in all buildings, rooms and spaces required to have more than one exit or exit access must be connected to an emergency electrical system that will assure continued illumination for a duration of not less than 1 ½ hours in case of emergency or primary power loss. One and one-half hour function tests of the emergency lighting units must be conducted and documented on an annual basis.

6.2 ADA Accessibility.

A. Accessible routes serving any accessible space or element must also serve as a means of egress for emergencies or connect to an accessible area of rescue assistance. Please see the Americans With Disabilities Act Compliance Guide for specific requirements or contact Gary Logue, ADA Coordinator at (703) 324-8727.

B. Areas of rescue assistance are not required in buildings or facilities having a **supervised** automatic sprinkler system.

6.3 Places of Assembly.

A. **Permit Requirement.** A place of assembly is any room or space used or designed for the gathering of persons for civic, social, or religious functions, recreation, food, or drink consumption, or awaiting transportation. A room or space used for assembly by less than 50 persons and which is accessory to another use group will be included as a part of the main use group. Every building and structure designed as a place of assembly or education must have a non-residential use permit. The permit must be displayed in the administrative area of the building or structure.

B. **Posting of Occupant Load.** An approved legible sign in contrasting colors identifying the maximum occupant load must be conspicuously posted near the main exit from the room or space stating the number of occupants permitted within the room or space. Authorized signs may be obtained from the DPWES, MEP Plan Review & Inspections Branch at 703-324-1091.

6.4 Walking and Working Surfaces (29 CFR 1910 Subpart D).

6.4.1 General Requirements (29 CFR 1910.22).

A. All places of employment shall be maintained in a clean, orderly, and sanitary condition. Work area floors shall be maintained in a clean, dry condition to the extent that the workplace conditions permit.

B. Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways must be kept clear and in good repairs, with no

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obstructions across or in aisles that could create a hazard. Permanent aisles and passageways must be permanently marked.

C. Covers and/or guardrails shall be provided to protect personnel from the hazard of open pits, tanks, vats, ditches, etc.

6.4.2 Guarding Floor and Wall Openings and Holes (29 CFR 1910.23).

A. A standard railing must guard every stairway floor opening. The railing must be provided on all exposed sides (except at the entrance to the stairway).

B. Every ladder way floor opening or platform must be guarded by standard railing with standard toeboard on all exposed sides (except the entrance to the opening), with the passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.

6.4.3 Portable Wooden Ladders (29 CFR 1910.25).

A. Materials. All wood parts must be free from sharp edges and splinters. It must also be sound and upon visual inspection, free from shake, wane, compression failures, decay, or other irregularities.

B. Types of Ladders.

1. Stepladders. There are three types of stepladders.

a. Type I – Industrial. Stepladders 3 to 20 feet long. They are used for heavy-duty work such as utilities, contractors, and industrial use.

b. Type II – Commercial. Stepladders 3 to 12 feet long. They are used for medium duty work such as painting, offices, and light industrial work.

c. Type III – Household. Stepladders 3 to 6 feet long. They are used for light household use.

2. Single Ladders. Single ladders longer than 30 feet are not permitted.

3. Two-Section Ladders. Two section ladders longer than 60 feet are not permitted.

C. Care of Ladders.

1. Ladders must be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings must be securely attached. Moveable parts must operate freely without binding or undue play. Wooden ladders shall not be painted.

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2. Safety feet and other auxiliary equipment must be kept in good condition. Ladders shall be inspected frequently and those with defects shall be taken out of service for repair or destruction. Ladders taken out of service for repair must be tagged or marked as “Dangerous, Do Not Use”.

D. Use of Ladders.

1. Portable rung ladders shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder must be placed to prevent slipping or it must be lashed or held in position.

2. Ladders shall not be used in horizontal positions as platforms, runways, or scaffolds. Ladders shall not be used by more than one person at a time nor with ladder jacks and scaffold planks where use by more than one person is anticipated.

3. Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked, locked or guarded.

4. Ladders shall not be placed upon boxes, barrels, or other unstable bases to obtain additional height. Short ladders shall not be spliced together to provide long sections. Ladders made by fastening a cleat across a single rail are prohibited.

5. No ladder should be used to gain access to a roof unless the top of the ladder extends at least 3 feet above the point of support, at eave, gutter, or roofline.

6.4.4 Portable Metal Ladders (29 CFR 1910.26).

A. General. The length of single ladders shall not exceed 30 feet. Two-section ladders shall not exceed 48 feet in length and over two-section ladders shall not exceed 60 feet in length.

B. Use.

1. Portable ladders are designed as a one-person working ladder based on a 200-pound load. The ladder base section must be placed with a secure footing. The top of the ladder must be placed with the two rails supported, unless equipped with a single support attachment.

2. When ascending or descending, the climber must face the ladder.

3. Ladders must not be tied or fastened together to provide longer sections. They must be equipped with the hardware fittings necessary if the manufacturer endorses extended uses. Ladders should not be used as a brace,

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skid, guy or gin pole, gangway or for other uses other than that for which they were intended, unless specifically recommended for use by the manufacturer.

4. Metal ladders should not be used near any electrical source.

6.5 Compressed Gases (29 CFR 1910-Subpart H- 1910.101).

A. Compressed gas cylinders will be legibly marked to identify the gas with either the chemical or trade name. The marking will be made by stenciling, stamping, or labeling and will not be readily removable.

B. Cylinders will be assigned storage areas where they will not be knocked over or damaged by passing or falling objects or subject to tampering by unauthorized persons. Cylinders will not be kept in unventilated enclosures such as lockers and cupboards.

C. Valve protection caps will always be in place, hand-tight except when cylinders are in use or connected for use.

D. Compressed gas cylinders, including helium, carbon dioxide, and freon, must always be stored standing upright regardless of whether full or empty. Cylinders must never be stored horizontally or upside down.

E. Cylinder valves must be closed when work is finished and when cylinders are empty or are moved. Torch valves must not be relied upon for cylinder shutoff.

F. Cylinders must be kept at a safe distance from radiators and other sources of heat and shielded from welding or cutting operations. Cylinders must not be placed where they can contact an electrical circuit or other source of ignition.

G. Regulators must be marked or stenciled for a specific compressed gas and only be used with that gas cylinder. Regulators must be kept in proper working order and must not be interchanged.

H. If a leak develops in a cylinder, immediately remove it to a safe location outside the building. If the leak cannot be corrected, notify the contract coordinator immediately.

***Never trace gas leaks with matches, candles or open flames. Soapy water is recommended for detecting gas leaks.**

I. The contractor's name must be affixed to each cylinder brought to the facility.

J. Hoses must be periodically inspected and replaced if abrasions or cuts are discovered.

K. Cylinders that are damaged or contain a buildup of scale or rust, which could weaken the container, must be removed by the contractor from the facility.

L. Acetylene cylinders must not be transported, used, or stored with the cylinder lying down. This may result in the release of liquid acetone. If acetone release occurs, shut off the cylinder, tag it as unsafe, and immediately contact your supervisor.

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M. Flammable gas, such as acetylene and hydrogen must be separated from oxidizing gas such as oxygen and chlorine by a minimum distance of twenty (20) feet.

N. Oil and oxygen under pressure reacts violently, therefore, never use grease or oil to lubricate the valve or joints of compressed gas cylinders. A drop of grease in an oxygen valve can cause an explosion.

6.6 Occupational Health & Environmental Controls (29 CFR 1910 Subpart G).

6.6.1 General Environmental Controls (29 CFR 1910 Subpart J).

A. Site managers are responsible for ensuring routine inspections at their site. Hazardous conditions should be promptly removed or corrected through the use of proper maintenance of equipment and safety devices and the immediate removal of combustible waste materials.

B. Floors must be kept clean and free of oil and grease. Only water solutions, detergents, floor sweep compounds, and grease absorbents will be used for cleaning floors.

C. Approved metal receptacles with self-closing covers are required for the storage or disposal of oil-soaked waste or cloths. Combustible rubbish must be placed in covered metal receptacles until removed to a safe place for disposal. Contents of waste cans must be removed daily.

D. Smoking will be restricted to designated areas.

6.6.2 Vermin Control. Each enclosed workplace will be constructed, equipped, and maintained, so far as reasonable and practical, to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing, effective extermination program will be instituted where their presence is detected.

6.6.3 Water Supply. An adequate supply of potable water will be provided at all work sites. Portable containers used to dispense drinking water will have tight-fitting covers and be equipped with a tap. Water will not be dipped from containers. All containers used to distribute potable water will be clearly marked as to the nature of its contents and not used for any other purpose. Communal drinking cups are prohibited. Potable water containers will not be stored with containers used for storage or mixing of toxic or hazardous substances.

6.6.4 Toilet Facilities. Washing facilities will be provided for employees engaged in the application of paints, coatings, pesticides to include herbicides, fungicides, and insecticides, or in other operations where contaminants may be harmful to the employee. Food handlers must wash their hands after using the toilet. All employees should wash their hands before eating or smoking. Employees should be encouraged to remove unsanitary uniforms prior to leaving the workplace. Locker room facilities must be provided in which employees can keep clean clothing, change clothes, and/or shower.

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6.6.5 Emergency Eyewash and Shower Stations (29 CFR 1910.151).

- A. Emergency eyewash and shower stations are installed in agency facilities where the eyes or body of any person may be exposed to injurious hazardous/corrosive materials.
- B. Plumbed emergency eyewash units must allow for the continuous flow of water for 15 minutes. These units must be inspected and tested on a weekly basis and the test results documented.
- C. Emergency shower facilities must be activated weekly to verify proper operation. This test should be documented.
- D. Gravity-feed units shall be maintained according to the manufacturer's instructions. Bottles should be checked for expiration dates and replaced accordingly.

6.6.6 Food Handling (FDA 1999 Food Code/Code of Fairfax Chapter 43.1).

- A. Employees should only eat and drink in designated areas. All sites which do not have an area specifically designed for a snack bar or break area should designate one. This area should be maintained in a manner so as to provide a clean, wholesome environment for employees to consume food and beverage.
- B. No food or beverages will be stored in a toilet room nor in any area exposed to toxic material.
- C. Food service operations must have a current Fairfax County Health Department license and Certified Food Manager (CFM) certificates conspicuously posted in the food service area. There must be at least one Certified Food Manager on duty anytime the site provides food service operations. If the person operating the food service concession is not a certified manager, he or she must be under the *direct supervision* of an employee who is certified.
- D. Information about becoming a CFM can be obtained by contacting ORS Interactive, 6316 Castle Place, Suite 201, Falls Church, Virginia 22044, telephone 703-533-7600.
- E. If your Health Department certificate has or is about to expire, please call (703) 246-2444 to schedule an inspection.

6.7 Fall Protection (29 CFR 1910.268).

6.7.1 Introduction.

- A. Fairfax County Government is committed to providing a safe work environment for County employees and contractors that is safe, healthful, productive, and compliant with federal and state laws and regulations. Meeting this requirement is

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the responsibility of each department/division, and their employees. Each department/division shall ensure that their employees are aware of the fall hazards that they are exposed to, and that they know how to protect themselves from these hazards. This fall protection section was established to assist county agencies in meeting all applicable rules and regulations, it is not intended to replace the federal or state regulations. For detailed information on fall protection, the following standards should be consulted.

B. The following rules and regulations were referenced during the development of this plan:

29 CFR 1910.21-.24	Walking & Working Surfaces
29 CFR 1910.25-.27	Ladders
29 CFR 1910.28-.32	Scaffolding
29 CFR 1910.66-.70	Work Platforms
29 CFR 1910.66-.70	Powered Work Platforms
29 CFR 1926.104-.107	Personal Fall Protection
29 CFR 1926.451	Scaffolding
29 CFR 1926.500	Personal Fall Protection
29 CFR 1926.502(k)	Personal Fall Protection, Alternative Plan
29 CFR 1926.502-.503	Personal Fall Protection
29 CFR 1926.556	Powered Work Platforms
29 CFR 1926.651-.652	Excavations
29 CFR 1926.1050-.1053	Ladders
ANSI A10.8-1969	Scaffolding
ANSI A14.1-1982	Ladders, Wood
ANSI A14.2-1990	Ladders, Metal
ANSI A14.5-1982	Ladders, Reinforced Plastic
ANSI A92.1-1971	Scaffolding

6.7.2 Responsibility.

A. Management. Department management is responsible for selecting “competent” individuals who will be responsible for examining each work task or location to determine which manner of fall protection is best suited for each specific situation. If conventional fall protection will expose employees to greater hazards, then the competent person will have the responsibility of developing an alternative fall protection plan in accordance with 29 CFR 1926.502(k). Management will also have the responsibility of planning safety into every task, and assuring that employees know how to recognize hazards and how to properly use protective equipment. Management also has the responsibility of providing employees with the necessary training.

B. Employees. All employees have the responsibility of working safely, and adhering to all established safety rules and regulations. Every employee is expected to be able to identify potential hazards in the work place, and to make their supervisors aware of these hazards. If, while using fall protection, the employee feels that the use of such equipment places them in a more hazardous situation, the employee shall notify their supervisor prior to beginning the job.

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6.7.3 Plan Evaluation. The Fall Protection Plan shall be evaluated at least annually to ensure compliance with current regulations, and to measure the effectiveness of the plan. In addition, training records shall be reviewed to ensure that all affected employees have received adequate training to safely perform their jobs.

6.7.4 Training and Record Keeping.

A. Training. Each division/department is responsible for training their employees whose job requirements might expose them to fall hazards. Each employee shall be able to recognize the hazards of falling, and how to minimize these hazards. A competent, qualified person(s), who is knowledgeable in the following areas, shall conduct training to include:

1. The nature of fall hazards in the work place.
2. The correct procedure for erecting, maintaining, disassembling, and inspecting fall protection systems.
3. The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
4. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
5. The correct procedures for erecting, maintaining, disassembling, and inspecting scaffolds.
6. The correct procedures for safely operating aerial lifts.
7. The correct use and inspection of ladders. Retraining will be conducted annually or when any of the following occur:
 - a. Changes in the workplace render training inadequate.
 - b. The type of fall protection used renders previous training inadequate or obsolete.
 - c. Employees no longer have an adequate understanding of fall protection.
 - d. Records of training shall be maintained by each division/department. These records should indicate: 1) employees trained, 2) the name of the trainer(s), 3) an outline of the topics covered.

6.7.5 Definitions.

A. Competent Person. A person who by reason of education, training and experience, is capable of identifying existing and predictable hazards in the surroundings

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or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

- B. Deceleration Device. Any mechanism such as a rope grab, ripstitch lanyard, specially-woven lanyard, tearing or deforming lanyard, automatic, self-retracting lifeline/lanyard, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.
- C. Guardrail System. A barrier erected to prevent employees from falling to lower levels. Guardrails shall be at least 2" x 4" nominal stock or manufactured railing, and measure 42 inches high. The midrail, shall be at least 1" x 4" nominal stock. Toeboards shall be at least 4 inches in height.
- D. Guardrail. A barrier erected to prevent employees from falling to lower levels.
- E. Handrail. A single bar or pipe supported on brackets from a wall or partition as on a stairway or ramp to furnish persons with a continuous handhold in case of tripping.
- F. Hole. A gap or void 2 inches or more at its least dimension, in a floor, roof, or other walking/working surface.
- G. Ladder, Extension. A non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.
- H. Ladder, Fixed. An appliance permanently attached to a building or other structure, consisting of two side rails joined at regular intervals by cross pieces, on which a person may step to ascend or descend.
- I. Ladder, Portable. A portable appliance consisting of two side rails joined at regular intervals by cross pieces, on which a person may step to ascend or descend. This can include stepladders, single ladders, or extension ladders made of wood, aluminum, or fiberglass.
- J. Ladder, Step. A stepladder is a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rail.
- K. Leading Edge. The edge of a floor, roof, or form work for a floor or other walking/working surface which changes location as additional floor, roof, decking, or form work sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side or edge" during periods when it is not actively and continuously under construction.
- L. Lifeline. A component of a Personal Fall Arresting system consisting of a flexible line for connection to an anchorage at one end to hang vertically, or for

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connection to anchorages at both ends to stretch horizontally, and which serves as a means for connecting other components of the system to the anchorage.

M. OSHA. The Occupational Safety and Health Administration, a federal agency within the United States Department of Labor with safety and health regulatory and enforcement authorities.

N. Personal Fall Arrest System. A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a safety harness, and may include a lanyard, deceleration device, lifeline, or suitable combination of these devices. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

O. Roof, Low-Slope. A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

P. Roof, Steep. A roof having a slope greater than 4 in 12 (vertical to horizontal).

Q. Safety Belt. A strap with means for both securing it around the waist, and for attaching it to a lanyard, lifeline or deceleration device. Belts are only permitted to be used as positioning devices. January 1, 1998, the use of body belts as a device for arresting a fall was prohibited.

R. Safety Harness. A portion of the personal fall arresting system that has straps that can be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components in the system.

S. Snaphook. A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. There are two types:

1. The locking type. This type has a self-closing keeper which remains closed and locked until unlocked and pressed open for connection or disconnection.

2. The non-locking type. This type has a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of non-locking snaphooks as part of a personal fall arrest system and positioning devices are prohibited.

T. Stair Railing. A vertical barrier erected along exposed sides of a stairway to prevent falls of persons.

U. Toeboard. A four-inch high protective barrier that prevents material and equipment from falling to lower levels and which protects employees from falling.

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V. VOSH. The Virginia Occupational Safety and Health, a state agency within the Virginia Department of Labor and Industry, with safety and health regulatory and enforcement authority.

W. Walking/Working Surface. Any surface whether horizontal or vertical on which an employee walks or works, including but not limited to floors, roofs, ramps, but not including ladders and vehicles, on which employees must be located in order to perform their job duties.

6.7.6 Working Over or Near Water.

A. Employees who are working over or near water, or in situations where the possibility of drowning exists shall adhere to the following guidelines:

1. Employees shall be provided a life jacket or buoyant work vest that is approved by the U.S. Coast Guard.
2. Ring buoys with at least 90 feet of line shall be provided and readily available for emergency use. The distance between ring buoys shall not exceed 200 feet.
3. Prior to and following use, personal floatation devices shall be inspected for defects that could effect their buoyancy.
4. At least one life saving skiff shall be located in the immediate area.

6.7.7 Roof Maintenance.

A. Employees shall not perform any work activities within six (6) feet of an unprotected edge without perimeter guarding. When work is required to be performed within six feet of an unprotected edge, an alternative method of fall protection shall be used (i.e., personal fall arrest system, safety net, etc.).

B. A standard guardrail shall be installed on all open sides more than six (6) feet above the ground.

C. Employees are not to perform maintenance on a steep roof without perimeter guarding.

D. Materials are not to be stored within six (6) feet of an unprotected edge.

E. Mechanical equipment shall not be used within ten (10) feet of an unprotected edge.

6.7.8 Scaffolds (29 CFR 1926.451).

A. **Definition.** A scaffold is an elevated, and usually temporary platform used to support workers, materials and tools during construction or maintenance work. There are various types of scaffolds and we have described those types that will most

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commonly be used by county employees. ANSI Safety Codes A10.8 – 1969 and A92.-1 – 1971 and Federal Regulations 29 CFR 1926.451 and 1910.28 can be consulted for further information on scaffolds.

B. Inspection Requirements of ALL Scaffolds.

1. 29 CFR 1926.451(f)(3) states that: “each scaffold and its components shall be inspected for visible defects by a competent person before each work shift and after any occurrence which could affect a scaffold’s structural integrity.”

2. Each scaffold shall be installed or relocated under the supervision of a competent person per 1926.451(f). As defined in the preamble of the OSHA standard for excavations: **“A competent person** is someone who, by reason of education, training and experience, is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”

3. In order to comply with this standard, each scaffolding system shall have a permit attached to it. The permit shall be in the form of a weather resistant tag. A competent person shall inspect the scaffolding system on a daily basis and the competent person shall sign off on the permit daily.

4. If the scaffold meets all safety requirements, a green colored permit shall be placed and maintained at the access point.

5. If the scaffold does not meet all safety requirements, a red colored permit shall be placed and maintained at the access point.

C. General Requirements for Stationary Scaffold.

1. Scaffolds must be provided for employees engaged in work that cannot be done safely from the ground or from solid construction. Work of a short duration that can be done safely from ladders will be the only exception.

2. Scaffold or staging more than ten feet (10’) above the ground shall have a safety or guardrail and toeboards properly attached. Scaffolds 4’ to 10’ in height having a minimum horizontal dimensions in either direction of less than 45 inches shall have standard guardrails and toeboards installed on all open sides.

3. Guardrails shall be two inches by four inches (2” x 4”) or the equivalent, and a minimum of 42 inches high with a midrail when required. Supports shall be at intervals not to exceed 8 feet. Toeboards shall be a minimum of four inches (4”) in height. This protective rail should allow for the delivery of material. However, the delivery opening should be temporary and must not weaken the remainder of the safety rail. The removable railing shall be kept in place when the opening is not in use and should preferably be hinged or

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otherwise mounted to be conveniently replaceable. A hazardous condition must not exist while material is being delivered.

4. Where persons are required to work or to pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and the guardrail extending along the entire opening consisting of No. 18 gauge U.S. Standard wire, one-half inch mesh or the equivalent.
5. All scaffolds should be adequately designed to carry, without failure, four (4) times the maximum intended load. At no time shall any scaffold be overloaded.
6. All scaffolds must be maintained in safe condition and scaffolds damaged or weakened from any cause shall be immediately repaired and shall not be used until repairs have been completed.
7. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
8. Scaffolds shall not be used for the storage of material except for material being currently used.
9. The poles or vertical legs of scaffolds must be securely and rigidly braced to prevent swaying and displacement.
10. Ties, guys, braces, or outriggers shall be used to prevent the tipping of the scaffold in all circumstances where an eccentric load is applied or transmitted to the scaffold.
11. When materials are being hoisted up on a scaffold, a tag line must be used to prevent the material from striking against the scaffold, unless hoisting equipment is arranged so that there is no danger of material striking the scaffold.
12. Scaffolds must be cleared of all tools, loose material and rubbish at the end of each working day.
13. Employees shall not work on scaffolds during storms and high winds.
14. An access ladder or equivalent safe access shall be provided.
15. Lean-to scaffolds and makeshift platforms are prohibited.

D. General Requirements for Mobile Scaffolds (29 CFR 1926.453).

1. **Definition.** Mobile scaffolds are any temporary elevated platform and their supporting structure that are designed to be moved by humans or a powered source. Fairfax County employees may be required to use a variety of mobile scaffolds to include manually propelled tubular frame scaffolds; self-propelled elevating work

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platforms, manually propelled work platforms, or vehicle mounted elevating work platforms.

2. These devices must be inspected and/or serviced annually by an approved vendor.
3. Employees shall not be permitted to ride mobile scaffold unless they have been trained (a training outline is available from the Safety Office) and the following conditions are met:
 - a. The surface on which the scaffold is being moved is within 3 degrees of level, and free of pits, holes, and obstructions.
 - b. The height to base width ratio of the scaffold during movement is two to one or less. Thus, a mobile scaffold that has a four by eight foot (4' x 8') work platform would have a maximum mobile work height of eight feet (8').
 - c. Outrigger frames, when used, shall be installed on both sides of the scaffold.
 - d. When power systems are used, the propelling force is applied directly to the wheels, and does not produce speed in excess of 1 foot per second.
 - e. No employee is permitted to be on any part of the scaffold that extends outward beyond the wheels, casters, or other supports.
 - f. Before the scaffold is moved, each affected employee shall be notified of the move.
4. Scaffolds must be secured to prevent tipping during movement, and all materials must be removed.
5. Do not attempt to manually move a rolling scaffold from the top.
6. All work levels ten feet (10') or higher above the ground or floor shall have a guardrail of two inch by four inch (2" x 4") nominal or the equivalent installed no less than 42 inches high. A mid-rail, when required, of one inch by four inch (1" x 4") nominal lumber or equivalent shall also be installed. Additionally, scaffolds must have a standard four-inch (4") toeboard installed.
7. The maximum work level height shall not exceed four (4) times the minimum or least base dimensions. A mobile scaffold that has a four foot by eight foot (4' x 8') work platform will have a maximum work platform level of sixteen feet (16'). Higher work levels may be achieved by utilizing outriggers, or by employing guys or braces to prevent tipping.
8. Caster brakes must be applied at all times when scaffolds are not being moved.

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9. All wheels or casters shall be designed to support four (4) times the design workload.
10. Scaffolds and their components shall be capable of supporting at least four (4) times the maximum intended load.
11. No portion of a mobile scaffold is permitted to be altered without the manufacturer's written authorization.
12. A ladder or stairway shall be provided for proper access and exit. The ladder or stairway shall be affixed or built into the scaffold and so located so that when it is used, it will not have a tendency to tip the scaffold. A landing platform must be provided at intervals not to exceed thirty-five feet (35').
13. The use of horizontal members of the end frames of metal scaffolds may be used to provide access or egress if the end frames horizontal members have an equal length, uniform distance apart, and are designed by the manufacturers as a ladder access.
14. Employees shall always stand firmly on the deck of the scaffold, and shall not sit or climb on the guardrails to gain additional height. Ladders shall not be used on the deck of the scaffold to gain additional height.
15. Employees shall not work on scaffolds during storms or high winds or when covered with ice or snow.

E. Personal Fall Arrest System, Safety Net, and Guardrail System.

1. General. Each employee on a walkway/working surface (horizontal and vertical surface) with an unprotected side edge which is six feet (6') or more above a lower level shall be protected from falling by the use of either:
 - a. A Personal Fall Arrest System
 - b. A Safety Net System
 - c. A Guardrail System
2. Personal Fall Arrest System, General.
 - a. A personal fall arrest system is designed to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness and may include a lanyard, deceleration device, lifeline, or a suitable combination of these.
 - b. Employees working over any operating machinery, open spaces, hazardous substances, unguarded heights, steep slopes or otherwise subjected to falls six (6') feet or greater and not protected by fixed scaffolding, guardrails, or a safety net shall be secured by a Personal Fall Protection System.
 - c. Either a personal fall arrest system, covers, safety net, or guardrail system shall protect each employee on a walking/working surface from falling

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through holes (including skylights) more than six (6') feet above a lower level. Likewise, employees shall be protected from objects falling through holes or covers.

d. The most important aspect of a personal fall protection system is fully planning the system before it is put into use. Probably the most overlooked component is planning for suitable anchorage points. Such planning should be done prior to beginning any work. All anchorage points shall be able to support 5,000 pounds per employee.

e. Proper tie-off procedures shall be observed to calculate tie-off distances accurately. One should remember that shock-absorbing lanyards may elongate up to 3 ½ feet.

f. If it is feasible or it creates a greater hazard to use conventional fall protection equipment, then a Fall Protection Plan shall be prepared by a competent person in accordance with 29 CFR 1926.502(k).

g. Note: this option is only available to individuals engaged in leading edge work, precast concrete erection work, or residential construction work.

h. Only locking type snap-hooks are permitted to be used in a personal fall arrest system.

i. Safety harnesses, lanyards, and lifelines shall be inspected and maintained in a safe condition. Prior to use, they shall be visually inspected for any signs of damage or deterioration, such as wear, fraying, cuts, tears, or damage caused by heat. Harnesses shall also be inspected for stitch failures in the fabric or worn, cracked or deformed buckles and D-rings. Any devices found to be damaged shall be immediately removed from service.

j. Any harness, lanyard, lifeline, or any other part of the personal fall arrest system that is exposed to the stresses of a fall shall be removed from service.

k. The personal fall arrest system will be arranged so that the worker can NOT fall more than four (4) feet.

l. Every part of the personal fall arrest system shall meet or exceed the requirements established by OSHA and ANSI.

3. Safety Harnesses.

a. Safety harness means a design of straps which may be secured about the employee in a manner to distribute the fall arresting forces about the employee in a manner to distribute the fall arresting forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

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- b. Employees shall be provided with and shall be required to use an approved safety harness, adjusted to the correct size to properly fit them.
- c. The safety harness shall be attached by means of a lanyard to either a fixed anchor or a lifeline.
- d. Where the employee must be retrieved from a confined space, the lanyard must have a D-ring affixed to the center of the back.

4. Lanyards.

- a. A lanyard is a rope suitable for supporting one person. One end is secured to a safety harness, and the other is fastened to an anchorage point.
- b. The lanyard will have a maximum length of six feet (6').
- c. Where tools are used which are likely to sever, abrade or burn the lifeline, lanyard or safety-strap, wire rope of equivalent strength shall be used.
- d. Where a hook is used to attach a lanyard to a fixed anchor, it shall be an approved safety hook.
- e. Where workers are engaged in work in proximity to energized electrical circuits non-conductive safety straps shall be used.

5. Lifelines.

- a. A lifeline is a component consisting of a flexible line for connection to an anchorage at one end to hang vertically, or for connection to anchorages at both ends to stretch horizontally, and which serves as a means for connecting a lanyard or safety harness to the anchorage.
- b. Secure attachment points shall be used, and each shall be visually inspected for damage or deterioration prior to use. Any damage or deterioration should be immediately reported to your supervisor, and the lifeline should not be used until the attachment point is repaired or replaced.
- c. Only qualified individuals may design a horizontal lifeline system.
- d. Each anchorage serving as an attachment point shall be load tested prior to use, after rework, and annually.
- e. Lifelines shall be secured above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of 5,400 lbs.

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6. Safety Nets.

- a. Safety nets shall be installed as close as practicable under the walking/working surface, but in no case are they permitted to be more than thirty feet (30') below the working level.
- b. Safety nets shall extend outward from the outermost projections, from the working surface as follows:

Vertical distance from the working level to the horizontal plane of the net	Minimum required horizontal distance of outer edge of net from the edge of the working surface
Up to 5 feet	8 feet
More than 5 ft and less than 10 ft	10 feet
More than 10 feet	13 feet

- c. Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force.
- d. Except when unreasonable, safety nets shall be drop tested at the site after initial installation. Records of testing shall be maintained at the site where the net is used.
- e. Safety nets shall be inspected weekly, and after any occurrence that could affect the performance of the system for wear, damage, and deterioration.
- f. The size and construction shall be performed in accordance with 29 CFR 1926.502.

7. Guardrail System.

- a. A standard guardrail system consists of a top rail, an intermediate rail, upright supports and a toeboard.
- b. Every floor opening, permanent or temporary, shall be guarded by a standard guardrail or equivalent on all exposed sides. The guard shall protect all the sides except at the entrance to a ramp, stairs, or fixed ladder. A cover can be used to guard floor openings, but must be of sufficient strength to support anticipated loads. The cover shall be secured in place to prevent any accidental removal or displacement. While the cover is not in place, such openings shall be constantly attended, or protected by a portable closing rail or by other effective means.

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- c. When guardrails systems are used around floor openings, they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- d. Every guardrail system shall be installed in accordance with 29 CFR 1926.502 and 29 CFT 1910.23.
- e. The height of a guardrail system shall be 42 inches plus or minus 3 inches from the walking/working surface. If employees are using stilts, the height of the top rail shall be increased an amount equal to the height of the stilts.
- f. Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no parapet 21 inches high. The midrail shall be midway between the floor or platform and the underside of the top rail.
- g. A toeboard shall be installed whenever beneath the open sides, 1) a person can pass, 2) there is moving machinery, 3) there is equipment with which falling material could create a hazard.
- h. A standard toeboard shall be a minimum of four (4) inches in height from the floor to the top edge of the board.
- i. Where material is piled to such a height that a standard toeboard does not provide sufficient protection, paneling or screening not greater than ½ inch wire mesh from the floor to the midrail or to the top rail shall be installed.
- j. Posts or uprights shall be spaced not more than eight (8) feet apart.
- k. Guardrail systems shall be capable of withstanding a force of 200 pounds applied within two (2) inches on the top edge in an outward or downward direction. Midrails and other guardrail structures shall be able to withstand a force of 150 pounds.
- l. The guardrail should be surfaced to prevent puncture, laceration, and the snagging of clothes.

6.8 Excavations (29 CFR 1926.650-652).

A. This section explaining fall protection is NOT intended to cover all of the hazards associated with excavating activities, it focuses on the fall hazards associated with excavating. The specific excavating standard, 29 CFR 1926.651-.652, should be consulted for specific information.

- 1. A barrier to protect both the employees in the trench and the employees out of the trench shall be installed around all excavations four (4) feet or more in depth.

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2. The necessary barricades, postings and lighting shall be provided for the protection of the public and employees at the excavation.
3. A stairway, ladder, ramp, or other safe means of egress shall be located in trenches that are four (4) feet or more in depth so as to require no more than 25 feet of lateral travel for employees to exit.
4. Walkways, ramps, or bridges that place employees six (6) feet or more from the bottom of the excavation shall be protected by an approved guardrail system.
5. Excavated or other materials shall be stored at least two (2) feet from the edge of the excavation.

6.9 Pressure Vessels (16 VAC 25-50.10 et seq.).

A. Power boilers and high-pressure, high temperature water boilers, as well as compressed air tanks are required by the Virginia Department of Labor and Industry to receive an inspection certification according to schedule. Power boilers and high-pressure, high-temperature water boilers are required to receive an annual inspection certification. Heating boilers and compressed air tanks are required to receive an inspection certificate every two years.

1. Heating boilers shall receive a certificate of inspection every two years.
2. Steam boilers shall receive an internal inspection where construction permits annually.
3. Water boilers shall receive an external inspection with an internal inspection at the discretion of the inspector where construction permits.

B. The original inspection certificate must be posted in close proximity to the vessels. If the inspection certificates are not received, if the vessels have not been inspected, or if a new vessel is being installed, contact the FCPA Safety Office at 703-324-8707 to schedule an inspection.

6.10 Accident Prevention Signs and Tags (29 CFR 1910.145 and NFPA).

6.10.1 Danger Signs (Red in Color). Danger signs are designed to indicate a hazard that has a high probability of death or severe injury. It signals immediate danger and special precautions are necessary. It is not for protection against property damage accidents unless personal injury risk is also present. These signs are red, black, and white in color. They are used in situations involving electrical shock hazards, hazardous chemical storage, close clearances, danger from belts, gears, or pulleys.

6.10.2 Caution Signs (Yellow in Color). These signs are only used to warn against potential hazards or to caution employees against unsafe practices. It signals a hazard may result in moderate or minor injury. The sign has a yellow background with a black panel and yellow letters. Any letters used against the yellow background will be black. They are commonly used

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to caution the employee to use eye, hearing, and face protection when using grinders, saws, power tools, etc.

6.10.3 Safety Instruction Signs.

- A. **Emergency Signs (Green in Color).** Instructional signs are used to provide general instructions and suggestions relative to safety measures. These signs are not to be used with a physical hazard. They have a white background and a green panel with white letters. Any letters used against the white background will be black.
- B. **Notice Signs (Blue in Color).** Notice signs state a company policy related to the safety of personnel or protection of property. These signs are not to be used with a physical hazard.
- C. **Warning Signs (Orange in Color).** Warning signs are used to indicate a potentially hazardous situation which, if not avoided, could result in death or serious injury.
- D. **Biological Hazard (Fluorescent Orange or Orange-Red in Color).** Biological hazard signs shall be used to identify the actual or potential presence of a biological hazard which, if not avoided, could result in a health hazard.

6.10.4 Americans With Disabilities (ADA) Signs. Detectable warning signs must be posted on walking surfaces, doors to hazardous areas, and in hazardous vehicular areas as required by paragraph 4.29, Detectable Warnings, and 4.30 Signage, Americans with Disabilities Compliance Guide.

6.10.5 National Fire Protection Association (NFPA) 704 Signs. NFPA 704 signs are used to identify the health, flammability, reactivity, and related hazards that may be present at a work site. These visible hazard identification signs are placed at all entrances to locations where hazardous materials are stored, dispensed, used or handled in quantities exceeding the amounts requiring a permit.

6.10.6 Accident Tags.

- A. Accident prevention tags are used to prevent accidental injury or illness to employees exposed to hazardous or potentially hazardous conditions, equipment, or operations which are out of the ordinary, unexpected or not readily apparent.
- B. Tags will be used until such time as the identified hazard is eliminated or the hazardous operation is completed.
- C. Tags are not necessary where signs, guarding, or other positive means of protection are being used.
- D. All accident prevention tags will contain a single word and a major message. The single word will be either "DANGER," "CAUTION," or "BIOLOGICAL HAZARD."

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E. The major message will indicate the specific hazardous condition or the instruction to be communicated to the employee. The single word must be readable from a minimum distance of five (5) feet or greater distance as warranted by the hazard.

F. All employees must be informed of the meaning of the various tags used throughout the workplace and what special precautions are necessary.

6.11 Personal Protective Clothing and Equipment (29CFR 1910 Subpart I and 29 CFR 1926 Subpart E).

6.11.1 General. Under OSHA 1910.132-139, protective equipment for the eyes, face, head, and extremities, protective clothing, respiratory devices, protective barriers and shields must be provided, used, and maintained in a sanitary and reliable condition whenever it is necessary that they be used to prevent injury to employees.

6.11.2 Responsibilities.

A. General. Protective equipment and clothing will be provided by the agency and worn by all Park Authority employees and volunteers when entering a hazardous environment even if the exposure is temporary or non-routine.

B. Supervisory.

1. Supervisors are responsible for providing formal training in the proper selection, fitting, and use of protective clothing and equipment to each employee who is required by Occupational Safety and Health Standards for General Industry to wear such equipment. Each affected employee must demonstrate an understanding of the training and the ability to use personal protective equipment properly before being allowed to perform work requiring the use of personal protective equipment. Employee training must be documented on the Park Authority standardized training documentation form (see Appendix B).

2. Site managers must develop site specific requirements for which types of tasks will require specific types of protective clothing and equipment. A list of generic tasks which require the mandatory use of protective clothing and equipment by all employees or volunteers performing them is provided at Appendix E.

3. Supervisors must plan to ensure adequate equipment is available for the work anticipated, number of employees, contingencies, and replacement requirements. If the ability to correct substandard conditions is beyond the site's ability, the problem must be brought to the attention of the next level of management. This process must continue until the problem is resolved or some alternative is found.

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C. Employee.

1. Employees are responsible for adhering to the provisions of federal, state, and local laws, standards, and codes in the areas of occupational safety and health as outlined in this manual and other references and sources as appropriate.
2. Employees are responsible for notifying their supervisor of missing, unserviceable, or inadequate personal protective equipment for the job to be performed.
3. Employees must physically inspect personal protective equipment prior to use and clean, disinfect, and properly store it after use.
4. Employees will not perform tasks requiring protective equipment until ALL required items are available.
5. Prior to starting a task that poses a hazardous threat, employees must ensure that they are trained in the proper use of the equipment, the equipment is serviceable, and employees are confident that they can safely perform the task based upon that training.

6.11.3 Compliance.

- A. Supervisors are responsible for enforcing the mandatory use of protective equipment and clothing by employees and volunteers.
- B. It is unlawful to knowingly subject an employee to a hazardous environment without appropriate and functional protective clothing and equipment.

Willful failure to comply with the mandatory requirement to wear protective equipment and clothing may result in disciplinary action and potential loss of injury leave and workers' compensation benefits in the event of an injury.

6.11.4 Hazard Assessment (29 CFR 1910 Subpart I).

A. General.

1. To effectively select the proper protective devices for the workplace, Virginia Occupational Safety and Health Standards for General Industry have mandated that the site manager or his or her designated representative shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The assessment will be documented in writing (see Appendix I for a sample job hazard analysis form and other related information).

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2. If such hazards are present, or likely to be present, the person conducting the assessment must select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment; communicate selection decisions to each affected employee; and select PPE that properly fits each affected employee.

B. Certification. The site manager shall verify that the required workplace hazard assessment has been performed through a written certification that identifies it as such, the workplace evaluated, the person certifying that the evaluation has been performed, and the date(s) of the hazard assessment. The written hazard assessment will be reviewed annually thereafter.

C. Survey of the Workplace. The supervisor must conduct a physical walk-through survey of each area or activity associated with the workplace. The purpose of the survey is to identify sources of hazards to employees and the public. The supervisor should consider the five basic hazard categories: impact, heat, chemical, dust, and optical radiation.

D. Sources of Hazards. During the survey, the supervisor should look for:

1. Sources of motion, i.e. machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects.

2. Sources of high temperature, i.e. kilns, welding equipment, torches, boiler rooms that could result in facial burns, eye injury, or ignition of clothing.

3. Sources of chemical exposure, dust, or electrical hazards.

4. Sources of optical radiation, i.e., welding, brazing, cutting, furnaces, high intensity lighting, sunlight, etc.

5. Sources of hazards related to the layout of the workplace and location of employees, i.e. confined spaces, handling rough materials, continuous exposure to the sun, storage, etc.

E. Analysis of Survey Data.

1. Following the walk-through survey, the supervisor must organize the data and information for use in the assessment of the hazards. The objective is to prepare for an analysis of the hazards in the environment to select the proper protective equipment to protect employees. Whenever possible, engineering techniques and designs should be used to eliminate or reduce hazards.

2. Having gathered and organized the data on the workplace, the supervisor must make an estimate of the potential for head, eye and face, hearing, respiratory, body and extremity, and foot injuries. Each of the basic categories should be reviewed and a determination made as to the type and level

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of each hazard found in the workplace. The possibility of exposure to several hazards simultaneously should not be overlooked.

F. Selection and Reassessment. Once the walk-through survey and analysis data is completed, the manager or supervisor must identify and procure the personal protective equipment and clothing required for the hazards identified. Annually, the supervisor should reassess the workplace hazard situation by identifying and evaluating new equipment and processes, reviewing accident records, and reassessing the suitability of previously selected protective equipment and clothing.

G. A sample of tasks and required personal protective equipment is listed in Appendix E.

6.11.5 Headgear Protection (29 CFR 1910.135 & 29 CFR 1926.100).

A. Required Protection.

1. Helmets or “hard hats” must be worn for protection from impact and penetration from falling and flying objects, limited electrical shock and burns, and exposure to the rays of the sun whenever there is a reasonable probability that an injury could be prevented by the use of such headgear.

2. All protective headgear must meet the current American National Standard Institute Standard ANSI Z89.1, Protective Headwear for Industry Workers – Requirements.

3. Headgear for pesticide applicators is addressed in Chapter 9, of this manual.

B. Selection of Headgear.

1. Lightweight, high-density polyethylene hard hats are available from a number of safety equipment vendors.

2. There are two types of hard hats. Type 1 helmets have full brim. Type 2 helmets have no brim but may include a visor. The type 2 helmet is the standard helmet to be worn by Park Authority employees.

3. Hard hats also come in 3 classes: A, B, and C. All three helmets are designed to reduce the impact of falling objects and classes A and B reduce the danger of electrical shock hazards. See the glossary for a more detailed definition of these classes. All hard hats worn by Park Authority employees will be either Class A or B.

4. Persons responsible for purchasing hard hats must be certain that helmets conform to ANSI Standard Z89.1 and that the helmet bears identification on the inside of the shell which states the name of the manufacturer, ANSI Z89.1, and the class(es) of the helmet.

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5. “Bump caps” do not meet ANSI standards and are not authorized for wear by Park Authority employees. However, baseball caps or other similar lightweight headwear is appropriate for protection against the rays of the sun if protection from impact and penetration from falling or flying objects is not required.

C. Fitting of Headgear.

1. Helmets are designed to fit a variety of head sizes through the use of an adjustable harness and neck strap. All hard hats purchased for use by Park Authority employees will be white in color. The use of chin straps and goggle clips is optional.

2. Helmets should fit snugly on the head and should not fall off when the wearer bends over. Adjustments to the suspension band and neck strap will assure a proper fit.

3. The suspension harness is designed to distribute the impact of a falling object and allow the even dissipation of energy. Helmets should never be worn without the suspension and neck bands in place and properly adjusted.

4. Follow the instructions provided by the manufacturer to ensure maximum protection from the helmet.

D. Cleaning and Maintenance.

1. The polyethylene shell should be washed with a mild detergent and rinsed in clear water at approximately 60 degrees C. After cleaning, the shell should be checked for signs of damage.

2. Removal of tars, paints, and other materials may require the use of a solvent. Since many solvents may attack and damage the shell, the owner’s manual or manufacturer should be consulted to identify an acceptable solvent.

3. Helmets will not be painted. Paints and thinners can attack and damage the shell and reduce its protection.

E. Periodic Inspections.

1. All components, shell, suspension, neck bank, etc. must be visually inspected daily or before each use for signs of dents, cracks, damage due to impact, rough treatment, or wear that might reduce the degree of safety originally provided.

2. Any headgear requiring repair or replacement of any parts will be removed from service until such repairs or replacements are completed.

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F. Limitation of Protection.

1. Employees are cautioned that unusual conditions such as extreme high or low temperatures, physical abuse, or mutilation of the helmet may reduce the effectiveness of the helmet.
2. Do not store the helmet for extended periods in direct sunlight. This will degrade the materials of the helmet. The degradation will become apparent first by a loss of surface gloss. This is called chalking. Upon further degradation, the surface will craze or flake away.
3. The shell must be replaced immediately at the first signs of damage for maximum safety.
4. The voltage identified with class A and B helmets is not intended to be an indication of the voltage at which the headgear protects the wearer.
5. Because helmets can be damaged, they should not be abused. They should be kept free from abrasions, scrapes, and nicks and should not be dropped, thrown, or used as supports. The addition of accessories to the helmet may adversely affect the original degree of protection. When precautions are indicated by the manufacturer, they should be transmitted to the wearer and care taken to see that such precautions and limitations are strictly observed.

6.11.6 Eye and Face Protection (29 CFR 1910.133 & 29 CFR 1926.102).

A. Required Protection.

1. Protective eye and face equipment is mandatory for protection from flying objects, glare, liquids, and/or any combination of these hazards where there is a reasonable probability of injury that can be prevented by the use of such equipment.
2. All protective eye and face equipment must meet the current American National Standard Institute Standard ANSI Z87.1-2003, Occupational and Educational Eye and Face Protection.
3. Persons responsible for purchasing eye and face protectors must ensure that the devices conform to ANSI Standard Z87.1 and that the device bears a trademark identifying the manufacturer and is marked “Z87” to indicate compliance with the standard.

B. Selection of Eye and Face Protection Equipment.

1. There are two categories of eye and face protectors. A primary protector is a device that may be worn alone or in conjunction with a secondary protector. A secondary protector is a device that MUST be worn in conjunction with a primary protector.

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2. There are four basic types of eye and face protectors:
 - a. Spectacles. Eyeglass designed devices intended to shield the wearer's eyes from a variety of hazards. They are commonly used to provide primary protection from impact and optical radiation. All spectacles must have side shields.
 - b. Face Shields. Protective devices generally intended to shield the wearer's face, or portions thereof, in addition to the eyes from certain hazards. Face shields are secondary protectors and must be worn only with protective spectacles or protective goggles.
 - c. Goggles. Primary protective devices intended to fit the face immediately surrounding the eyes in order to shield the eyes from a variety of hazards. There are three types of goggles:
 - (1) Vented goggles have small perforations to allow air to circulate through them. They are only used for protection against impact from solid particles.
 - (2) Indirect vented goggles are designed for protection against liquid chemicals. They are designed with baffles in the vents which allow air to circulate but prevent liquids from entering.
 - (3) Non-vented goggles are specifically designed to form an airtight fit against the face. These goggles are used in environments where both liquids and fumes are hazardous to the eyes.
 - d. Welding Protection. Protective devices intended to shield the eyes and face from optical radiation and impact. Welding helmets or shields are secondary protectors and **MUST** be worn in conjunction with primary protectors.

C. Fitting of Eye and Face Protection.

1. Managers and supervisors must give special consideration to the comfort and fit of eye and face protection. Devices that fit poorly will not afford the protection for which they were designed. Continued wearing of the device is more likely if it fits the wearer comfortably.
2. Protective devices generally come in a variety of sizes, shapes, and colors. Care should be taken to assure that the right size is selected.
3. Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Extra care should be taken in fitting goggles for protection against dust and chemical splash to assure that they are sealed to the face.

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4. In all cases, the manufacturer's instructions and recommendations should be followed.
5. Each employee should be issued his or her own pair of eye protection. Spectacles should fit snugly and comfortably on the face. Spectacles with adjustable temples are ideal. Over-the-ear fittings should hold securely without binding or pinching.
6. Spectacles with replacement lenses are not only economical but permit the use of dark lenses for protection against solar and ultraviolet light.
7. Spectacles and goggles should have a wrap around frame that provides the best panoramic and peripheral view.
8. Employees who wear prescription eyeglasses should be fitted with protective eyewear that is specifically designed for wear over prescription glasses.

D. Cleaning and Maintenance.

1. There are a variety of commercially produced cleaning agents available to keep protective equipment clean. Cleaning liquids come in silicone and non-silicone based formulas. Cleaning tissues are also convenient and easily stored with the equipment particularly when working at mobile sites.
2. Protectors should be cleaned according to the manufacturer's instructions. If none are available, clean with mild soap and warm water solution by soaking the device in the soap solution maintained at 120 degrees Fahrenheit for 10 minutes. Rinse thoroughly and allow to air dry.
3. Solvents should never be used to clean paint or tar from lenses. Consult the owner's manual or manufacturer to identify an acceptable cleaning method.
4. Commercially sold lens paper and solutions are available to treat lenses to keep them from fogging during use.
5. When not in use, eye and face protective devices must be stored in a designated location where they may be kept accessible, clean, and ready for use.

E. Periodic Inspections.

1. Employees must make a visual inspection of their protector daily or before each use. Protection devices which exhibit broken parts, heat distortion, or excessive scratches on the lenses are unsuitable for use and WILL NOT be worn.
2. Any protective devices requiring repair or replacement of any parts will be removed from service until such repairs or replacements are completed.

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3. Supervisors should check protective devices to ensure they are being maintained in a useable condition. Reasonable care must be taken so as not to subject protective devices to unnecessary abuse.

F. Limitation of Protection.

1. Employees are cautioned that unusual conditions such as extreme high or low temperatures, physical abuse, or mutilation of protection devices may reduce the margin of safety of the devices.

2. Personal eye and face protection devices alone should not be relied upon to provide protection against hazards, but should be used in conjunction with machine guards, engineering controls, and sound industry practices.

3. Employees performing swimming pool and spa filter operations should not wear contact lenses. Goggles used during these operations must be of the non-vented type. Employees should be warned that dusty or chemical environments may represent an additional hazard to contact lens wearers.

6.11.7 Hearing Protection (29 CFR 1910.95 & 29 CFR 1926.101).

A. Numerous factors such as background noises, equipment use, length of exposure, type of noise, and individual sensitivity to noise will influence the effects of noise on each employee. Consequently, it is difficult to establish fixed rules concerning hearing conservation. Hearing protection must meet American National Standards Institute Standard ANSI S12.6, Method for Measurement of Real-Ear Protection of Hearing Protectors (or latest revision).

B. Generally, hearing protection should be worn whenever it is not feasible to reduce the duration of employee exposure or reduce noise levels below 90 decibels. Additionally, hearing protection is mandatory in environments where:

1. It is necessary to speak in a loud voice in the ear of the person to be heard.

2. Exposure to noise causing a ringing in the ears when the employee is removed from the noise environment.

3. The employee notices that speech or music sounds are muffled after leaving the noise environment but clears up the following day.

C. When noise levels reach or exceed 85 decibels, the Occupational Safety and Health Administration requires employers to implement a "Hearing Conservation Program." The program must: test noise levels, test employee's hearing, keep records, conduct training and make hearing protection readily available to employees. The site manager is responsible for ensuring that testing and monitoring is accomplished either in-house or by an outside agency or contractor.

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D. A noise reduction rating (NRR) is an approximate measure (in decibels) of a hearing protector's ability to reduce an employee's exposure to hazardous noise. The NRR is based on the attenuation of continuous noise and may not be an accurate indicator of protection against impulsive noise. The range of NRRs for hearing protectors is approximately 0-30 decibels. When properly used, the higher the number the greater the effectiveness in most environments.

E. In general, a hearing protector's NRR is deducted from the measured noise level to estimate the level of noise entering the ear. OSHA requires noise entering the ear be less than 90 decibels averaged over an eight-hour day. For example, if the measured noise level is 100 decibels and your hearing protector has a NRR of 25, the noise entering the ear will be approximately 75 decibels.

F. The Loss Prevention Manager, Risk Management Division can be contacted at 324-2144 to test noise levels in the workplace.

6.11.8 Respiratory Protection (29 CFR 1910.134 & 29 CFR 1926.103).

A. Respirators or filtering face pieces (dust/particle masks) will be provided to employees when such equipment is necessary or desired to protect the health of the employee from occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

B. Respirators furnished by the Park Authority must be designed in accordance with standards established by competent authorities such as the National Institute for Occupational Safety and Health (NIOSH).

6.11.9 Respiratory Protection Program.

A. The site manager is responsible for establishing and maintaining a respiratory protection program. Employees must be provided respiratory protection in accordance with instructions and training received.

B. Requirements for a minimal acceptable program include:

1. Written standard procedures governing the selection and use of respirators.

2. Selection of respirators which provide adequate respiratory protection against the particular hazard associated with the task to be performed. Technical references must always be consulted when determining the proper type of filter(s) required to perform a specific task. Respirators must be approved by the National Institute for Occupational Safety and Health (NIOSH). The American Standards Institute Standard ANSI Z88.2 contains specific information on workplace requirements for respiratory protection.

3. Compliance with guidelines governing the selection, fitting, and use of respirators. Employees must be instructed and trained in the proper use of

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respirators and their limitations. This includes responsibility for personal protective devices which are supplied by employees.

4. Respirators must be cleaned and disinfected regularly and a log or record kept. Those used by more than one person must be thoroughly cleaned and disinfected after each use. Once cleaned, they must be stored in a convenient, sanitary location.
5. Respirators used regularly will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators used for emergencies will be thoroughly inspected at least monthly and after each use.
6. Employees will not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. This will be determined by a medical exam.
7. Supervisors must coordinate with the FCPA Safety Office to request a medical evaluation of all employees who will be required to use respirators prior to them performing the work. INOVA Health Services will determine what health and physical conditions are pertinent. The employee's medical status should be reviewed every two (2) years thereafter. See the Park Authority Written Respiratory Protection Plan for complete details.

6.11.10 Protective Gloves (29 CFR 1910.138 & 29 CFR 1926.951).

A. Selection. Evaluate the properties of the material. Materials vary in physical toughness. Select gloves which provide resistance to abrasions, tears, flame and punctures anticipated in the job. Glove materials vary widely in chemical resistance. What may be safe with one chemical may prove harmful with another. Gloves used for protection against physical hazards should be matched accordingly. Consult the manufacturer of the gloves or manufacturer of the chemical to determine which types of gloves are suitable for the task you are performing.

1. Butyl. Synthetic rubber material offers the highest permeation resistance to most gas and water vapors.
2. Neoprene. Synthetic rubber material provides excellent tensile strength, heat and ozone resistance. Withstands most acids and caustics and remains flexible at low temperatures. Offers moderate abrasion resistance.
3. Nitrile. Synthetic rubber material offers superior chemical, cut and abrasion resistance. Also provides excellent resistance to petroleum products.
4. PVC (Polyvinyl chloride). Synthetic thermoplastic polymer provides excellent wet grip and abrasion resistance. Chemically resistant to oil, grease, acids, and solvents.

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5. Latex. Natural rubber material features outstanding tensile strength and temperature resistance. Thicker latex gloves also provide resistance to acids and alkalis.

B. Length and Thickness.

1. Wrist/Forearm Length. (9-14 inches) Provides complete hand protection for most applications. Protects the hand and wrist area from a wide variety of workplace hazards.
2. Elbow Length. (14-18 inches) Protects the forearm from heat, abrasion or chemicals.
3. Shoulder Length. (30-31 inches) Best for maximum arm protection. Ideal for deep tank cleaning.
4. Gauge. The thickness of the glove material usually measured in mils (1 mil = 0.001 inch). Thin (lower gauge) gloves allow better dexterity and flexibility. Thick (higher gauge) gloves provide better overall protection but less flexibility.

C. Lining.

1. Unlined. Offers better sensitivity and dexterity than lined gloves. Required when mixing or spraying chemicals such as pesticides.
2. Lined. Lined gloves absorb perspiration and help insulate the hand. Lined gloves should never be used for spraying chemicals.
 - a. Flock-Lined. Shredded fiber, usually cotton, applied to the inside surface of the glove material. Absorbs perspiration and allows easy on/off.
 - b. Knit-Lined/Jersey-Lined. Cotton or synthetic material bonded to the inside surface of the glove. Absorbs perspiration, affords additional temperature protection and provides more durable hand protection.

D. Proper Grip. Loose fitting gloves affect dexterity and can be dangerous. Tight fitting gloves may cause hand fatigue and tend to wear out faster. Gloves should fit comfortably without restricting motion. They should be long enough to protect the wrist, forearm, elbow, or the entire arm depending upon the task to be performed. Many gloves feature a textured finish that provides a better grip on wet or dry surfaces. Some gloves, however, rely on the inherent qualities of the material to provide a good grip.

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E. Cuff Style.

1. Pinked. A finished appearance commonly found on knit-lined rubber gloves.
2. Rolled. Rolled edges serve as a barrier to keep chemicals from running off the glove onto the skin. Also provided additional cuff strength.
3. Knit Wrist. Provides a snug fit and prevents material from entering the glove.
4. Gauntlet. Extended length helps protect the wrist area. Slides on and off easily. Allows for maximum movement of the forearm.

F. Glove Size. Use a tape measure to find the circumference of the employee's hand around the palm area. This measurement, in inches, is the closest to your actual glove size. For example, 8" is equal to a size 8 glove. Sizes may vary among different manufacturers and styles. Unless specifically noted, gloves are sized according to men's hands.

G. Application. Disposable gloves are good for short-term material handling or for use where contamination is a concern, such as in snack bars. Chemical resistant gloves can be matched for use with specific chemicals. Abrasion resistant gloves provide protection against common workplace scratches, cuts and abrasions caused by daily material handling. Temperature resistant gloves provide protection against damaging temperature extremes-super hot or ultra cold environments.

6.11.11 Protective Uniforms (29 CFR 1910.132 & 29 CFR 1926.95).

A. Required Protection.

1. Protective clothing will be provided and worn by employees when working in conditions which expose them to skin absorption of chemicals, impact from flying objects, hazardous terrain, and exposure of solar radiation.
2. Employees such as lifeguards, groundskeepers, and others who may be subject to overexposure from the direct rays of the sun for long periods of time will use a protective sunscreen.

B. Selection. Protective uniforms must be selected to provide protection from the anticipated hazard. They should be durable, functional clothing made for day-to-day dependability. Uniforms should keep employees clean, comfortable, and safe. Special requirement uniforms may include flame-resistant, utility clothing, coveralls, waterproof, chemical-proof aprons and oversleeves.

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6.11.12 Protective Footwear (29 CFR 1910.136 & 29 CFR 1926.96).

A. Required Protection.

1. Safety shoes or rubber boots will be worn by all merit and limited term employees whose work create conditions for potential injury from impact or penetration from falling objects, blades, machinery, while negotiating hazardous terrain, or exposure to absorption of hazardous chemicals.
2. All safety shoes must meet the current American National Standards Institute Standard ANSI Z41, Protective Footwear.

B. Selection and Fitting of Footwear.

1. Employees should have their feet measured by a trained person to ensure the correct size and width of safety toe shoes. The County has a contract with a safety shoe company that conducts pre-scheduled site visits throughout the year.
2. Shoes must provide impact and compression protection for the toes against external forces through the use of a protective toe box. The toe box is incorporated into the footwear during construction and must be an integral part of the footwear.
3. Work tasks and locations may require additional protection. For example, employees who are required to frequent construction sites or other locations where the probability of puncture hazards are high may wish to consider footwear with puncture resistant protection. This protection is designed to provide puncture protection to the sole and foot for the life of the footwear.
4. All safety toe footwear must meet an ANSI Standard of I75 for impact resistance and C75 for compression resistance. One shoe of each pair must be clearly and legibly identified in letters and numbers. The identification must be a stitched-in label, stamping, presensitized label, or a combination of these methods. The marking must be enclosed in a border and placed on the inside surface of either the tongue, or gusset, or on the inside shaft, or quarter lining.
5. All safety toe shoes issued to employees by the Park Authority are done so through a vendor contracted to the County. Employees who purchase their own shoes must ensure that they meet the current ANSI Z41 Standard.
6. Chemical resistant footwear is designed to provide protection for the feet and ankles from chemical contamination. It is constructed of unlined rubber and designed for use in specific chemical operations. A variety of footwear is available from safety supply vendors.

C. Maintenance. Footwear should be cleaned and maintained in accordance with the manufacturer's instructions. At a minimum, footwear should be cleaned regularly to

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remove mud, chemicals, and other foreign substances which may deteriorate the leather or rubber. Leather shoes or boots should be conditioned for water protection. Chemical resistant footwear will be rinsed after each use and stored in a location with moderate light and temperatures. Exposure to extreme light or heat will degrade the materials of the footwear.

6.12 Machinery and Machine Guarding (29 CFR 1910-Subpart O).

6.12.1 Woodworking Equipment. (29 CFR 1910.213 & 29 CFR 1926.304).

- A. Each bench and table-mounted power driven woodworking machine must be provided with a disconnect switch that can be locked in the off position.
- B. On all table circular saws where conditions are such that there is a possibility of contact with that portion of the blade either beneath or behind the table, that portion of the saw must be covered with a guard arranged so as to prevent accidental operator contact with the blade.
- C. A mechanical or electrical power control must be provided on each machine to make it possible for the operator to turn off the power without leaving this position at the point of operation.
- D. When injury to the operator might result if motors were to restart after power failures, provisions will be made to prevent **ALL** wood working machines from automatically restarting upon restoration of power by the use of an anti-restart device.
- E. The sides of the lower exposed portion of the blade of radial arm saws must be guarded to the full diameter of the blade by a device that will automatically adjust itself to the thickness of the stock and remain in contact with stock being cut to give maximum protection possible for the operation being performed.
- F. A device must be installed on radial arm saws that will cause the cutting head to return gently to the starting position when released by the operator.

6.12.2 Abrasive Wheel Machinery (29 CFR 1910.215 & 29 CFR 1926.303).

- A. Abrasive wheels will only be used on machines provided with safety guards. The safety guard will cover the spindle end, nut, and flange projections. A ring test must be performed on all new abrasive wheels prior to being installed (29CFR 1910.215 & 29 CFR 1926.303). The ring test should be documented.
- B. Work rests will be kept adjusted closely to the wheel with a maximum opening of 1/8" to prevent the work from being jammed between the wheel and the rest, which may cause the wheel to break. Tongue guards must be in place over abrasive wheels and the lower edge of the guard shall not be more than 1/4 inch from the top of the wheel.

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6.13 Hand and Portable Powered Tools (29 CFR 1910-Subpart P & 29 CFR 1926.302).

6.13.1 Five Basic Safety Rules:

1. Keep all tools in good condition with regular maintenance.
2. Use the right tool for the job.
3. Examine each tool for damage before use and do not use damaged tools.
4. Operate tools according to the manufacturer's instructions.
5. Use the right personal protective equipment

Employees and supervisors should work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought immediately to the attention of the supervisor for abatement.

6.13.2 Supervisor Responsibilities. The supervisor is responsible for the safe condition of tools and equipment used by employees. Supervisors shall not issue or permit the use of unsafe hand tools. Supervisors are responsible for training employees on the proper use and handling of tools and equipment.

6.13.3 Employee Responsibilities.

- A. Employees are responsible for maintaining tools and equipment in a safe condition. When using saw blades, knives, or other tools, employees should direct the tools away from aisle areas, away from themselves, and away from other employees. Knives and scissors must be sharp; dull tools can cause more hazards than sharp ones.
- B. Wrenches must not be used when the jaws are sprung to the point that slippage occurs. Impact tools such as wedges and chisels must not be used if their heads are mushroomed. Wooden handles of tools must not be splintered.
- C. Iron or steel tools may produce sparks; therefore, tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.

6.13.4 Hand Tools (29 CFR 1910.242 & 29 CFR 1926.301).

- A. Hand tools are tools that are powered manually. Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.
- B. If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or another employee.
- C. If a wooden handle on a tool, such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another employee.

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- D. If the jaws of a wrench are sprung, the wrench may slip.
- E. If impact tools, such as chisels, wedges, or drift pins have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying toward the user or another employee.

6.13.5 Power Tools (29 CFR 1910.242 & 29 CFR 1926.302).

- A. Power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and powder actuated.
- B. To prevent hazards associated with the use of power tools, employees should observe the following general precautions:
 - 1. Never carry a tool by the cord or hose.
 - 2. Never pull the cord or the hose to disconnect it from the receptacle.
 - 3. Keep cords and hoses away from heat, oil, and sharp edges.
 - 4. Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
 - 5. Keep all people not involved with the work at a safe distance from the work area.
 - 6. Secure work with clamps or a vise, freeing both hands to operate the tool.
 - 7. Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
 - 8. Maintain tools with care; keep them sharp and clean for best performance.
 - 9. Follow instructions in the user's manual for lubricating and changing accessories.
 - 10. Be sure to keep good footing and maintain good balance when operating power tools.
 - 11. Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
 - 12. Remove all damaged portable electric tools from use and tag them: "Do Not Use."

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6.13.6 Guards (29 CFR 1910.243 & 29 CFR 1926.300-304).

- A. The exposed moving parts of power tools need to be safeguarded. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded.
- B. Machine guards must be provided to protect the operator and others in the area from the following:
 - 1. Point of operation.
 - 2. In-running nip points.
 - 3. Rotating parts.
 - 4. Flying chips and sparks.
- C. Safety guards must NEVER be removed or bypassed while a tool is being used.

6.13.7 Electric Tools (29 CFR 1910.244 & 29 CFR 1926.302).

- A. Electric shocks and burns are a serious hazard associated with electric tools. Under certain conditions, a small amount of electric current can result in fibrillation of the heart and death. Electric shock can also cause a user to fall off a ladder or other elevated work surface and be injured due to the fall.
- B. Electric tools must have a three-wire cord with ground and be plugged into a grounded receptacle, be double insulated, or be powered by a low-voltage isolation transformer. Three wire cords contain two current carrying conductors and a grounding conductor. Any time an adapter is used to accommodate a two-hole receptacle; the adapter wire must be attached to a known ground. **The third prong must never be removed from the plug.**
- C. The following general practices should be followed when using electric tools:
 - 1. Operate electric tools within their design limitations.
 - 2. Use gloves and appropriate personal protective equipment.
 - 3. Tools should be stored in a cool dry place.
 - 4. Do not use tools in wet or damp locations unless they are approved for the conditions.
 - 5. Operate tools in well-lit environments.
 - 6. Ensure that cords from the tools do not present a tripping hazard.

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6.13.8 Pneumatic Tools (29 CFR 1910.243 & 29 CFR 1926.302).

- A. Pneumatic tools must be checked to see that the tools are fastened securely to the air hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool must also be used and will serve as an added safeguard.
- B. If an air hose is more than ½ inch in diameter, a safety excess flow valve must be installed at the source of the air supply to reduce pressure in case of hose failure.
- C. In general, the same precautions should be taken with an air hose that is recommended for electric cords, because the hose is subject to the same kind of damage or accidental striking, and because it also presents tripping hazards.
- D. Pneumatic tools that shoot nails or fasteners and operate at pressures greater than 100 pounds per square inch (6890 kPa) must be equipped with a special device to keep fasteners from being ejected, unless the muzzle is pressed against the work surface.
- E. Eye protection is required for all employees using pneumatic tools. In addition, compressed air is not permitted to be used for cleaning purposes unless the pressure is reduced to less than 30 psi and then only with effective chip guarding and PPE which meets the requirements of 29 CFR 1926 Subpart E.

6.13.9 Liquid Fuel Tools (29 CFR 1926.302(c)).

- A. The most serious hazard associated with the use of fuel-powered tools comes from fuel vapors that can burn or explode and give off dangerous exhaust fumes. The employee must be careful to handle, transport, and store gas or fuel only in approved flammable liquid containers, according to proper flammable liquid procedures.
- B. Before refilling a fuel-powered tool tank, the employee must shutdown the engine and allow it to cool to prevent accidental ignition of hazardous vapors. When a fuel-powered tool is used inside a closed area, effective ventilation and/or proper respirators, i.e., atmosphere-supplying respirators, must be utilized to avoid breathing carbon monoxide. Fire extinguishers must also be located within the area.

6.13.10 Powder-Actuated Tools (29 CFR 1926.302(e)).

- A. When using powder-actuated tools, an employee must wear suitable ear, eye, and face protection. The user must select a powder level—high or low velocity—that is appropriate for the powder-actuated tool and necessary to do the work without excessive force.
- B. To prevent the tool from firing accidentally, two separate motions are required for firing. The first motion is to bring the tool into the firing position, and the second motion is to pull the trigger. The tool must not be able to operate until it is pressed against the work surface with a force of at least 5 pounds greater than the total weight of the tool.

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C. If a powder-actuated tool misfires, the user must hold the tool in the operating position for at least 30 seconds before trying to fire it again. If it still will not fire, the user must hold the tool in the operating position for another 30 seconds and then carefully remove the load in accordance with the manufacturer's instructions. This procedure will make the faulty cartridge less likely to explode. The bad cartridge should then be put in water immediately after removal. If the tool develops a defect during use, it should be tagged and must be taken out of service immediately until it is properly repaired.

D. Safety precautions that must be followed when using powder-actuated tools:

1. Do not use the tool in an explosive or flammable atmosphere.
2. Inspect the tool before using it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions and has the proper shield, guard, and attachments recommended by the manufacturer.
3. Do not load the tool unless it is to be used immediately.
4. Do not leave a loaded tool unattended, especially where it would be available to unauthorized persons.
5. Do not fire fasteners into material that would allow the fasteners to pass through to the other side.
6. Do not drive fasteners into very hard or brittle material that might chip or splatter, or make the fasteners ricochet.
7. Always use an alignment guide when shooting fasteners into existing holes.
8. When using a high velocity tool, do not drive fasteners more than 3 inches from an unsupported edge or corner of material such as brick or concrete.
9. When using a high velocity tool, do not place fasteners in steel any closer than ½ inch from an unsupported corner edge unless a special guard, fixture, or jig is used.
10. Keep hands clear of the barrel end.
11. NEVER point the tool at anyone.

6.13.11 Hydraulic Power Tools (29 CFR 1926.302(d) and 305).

A. The fluid used in hydraulic power tools must be approved by the manufacturer.

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B. All jacks—including lever and ratchet jacks, screw jacks, and hydraulic jacks—must have a stop indicator, and the stop limit must not be exceeded. The manufacturer’s load limit must be permanently marked in a prominent place on the jack. A jack must never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up.

C. To set a jack, make certain the following procedures are followed:

1. The base of the jack rests on a firm level surface.
2. The jack is correctly centered.
3. The jack head bears against a level surface.
4. The lift force is applied evenly.

D. Proper maintenance of a jack is essential for safety. All jacks must be lubricated regularly and inspected according to the following schedule:

1. Jacks used continuously or intermittently at one site—inspected at least once every 6 months.
2. Jacks sent out of the shop for special work—inspected when sent out and inspected when returned.
3. Jacks subjected to abnormal loads or shock—inspected before use and immediately thereafter.

E. Vehicle lifts. Sites that have vehicle lifts should inspect and maintain them in accordance with the manufacturer’s guidelines. A certified contractor should inspect and service the vehicle lift on an annual basis and a copy of the results of the service should be posted in the site’s inspection log.

6.14 Welding, Cutting and Brazing (29 CFR 1910-Subpart Q & 29 CFR 1926-Subpart J).

6.14.1 General. (29 CFR 1910.252 & 29 CFR 1926.350). This procedure provides guidance for the safe operation and protection of personnel and equipment during welding, cutting and brazing operations. The supervisor is responsible for the safe use of welding equipment and for designating welding areas. Supervisors must authorize welding done outside these areas. Welders must be adequately trained.

6.14.2 General Precautions Against Fire (29 CFR 1910.252 & 29 CFR 1926.352).

- A. Prevent weld splatter and cutting sparks from contacting flammable materials
- B. Welding, cutting, brazing and heating is prohibited where the application of flammable sprays, heavy dust concentrations, or other flammable or combustible create a hazard.

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- C. If the object to be welded or cut cannot be readily moved, all movable fire hazards in the vicinity must be moved to a safe place. Immovable fire hazards shall be protected from heat, sparks and slag.
- D. When welding near combustible material, the supervisor must provide a fire watch with a portable fire extinguisher. The fire watch must be trained in the proper use of the extinguisher.
- E. If welding is done in isolated areas or after working hours, the fire watch must check the area every 30 minutes until there is no longer a potential for fire. The minimum fire watch shall be two hours.
- F. Ducts and conveyors that may carry sparks to distant combustibles shall be suitably protected or shut down.
- G. Prior to cutting or welding on a structure, the welder must check the blind side and the floor below for combustibles.
- H. Pipes, vessels, containers, etc. must be purged with steam or water prior to welding, cutting or brazing. Appropriate toxicity or explosiveness tests must be performed prior to and during the course of work. Never heat equipment that contains material that may flash.

6.14.3 Welding Fumes (29 CFR 1910.252 & 29 CFR 1926.353).

- A. Appropriate respirators must be used by employees to protect them from welding operations that produce fumes and gases that are hazardous to health.
- B. Employees utilizing respirators during welding operations will be medically cleared by INOVA Health Services prior to using them. In addition, the employee will be trained in the proper selection, maintenance, cleaning and use as well as conduct a fit test prior to respirator use.
- C. Check all enclosed areas for adequate ventilation prior to welding.

6.14.4 Oxygen-Fuel Gas Systems (29 CFR 1910.253).

- A. Compressed gas cylinders will be legibly marked to identify the gas with either the chemical or trade name. The marking will be made by stenciling, stamping, or labeling and will not be readily removable.
- B. Cylinders will be kept away from radiators and other sources of heat.
- C. Indoors, cylinders will be stored in a well-protected, well-ventilated, dry location at least 20 feet from highly combustible materials. Assigned storage areas will be located where cylinders will not be knocked over or damaged by passing or falling objects or subject to tampering by unauthorized persons. Cylinders will not be kept in unventilated enclosures such as lockers and cupboards.

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D. Valve protection caps will always be in place, hand-tight except when cylinders are in use or connected for use.

E. Compressed gas cylinders, regardless of whether full or empty, must always be stored standing up. Cylinders must never be stored horizontally or upside down.

6.14.5 Miscellaneous.

A. No welding, cutting, or other hot work will be performed on used drums, barrels, tanks, or other containers until they have been cleaned so as to make absolutely certain that there are no flammable materials present or any substances such as greases, tar, acids, or other materials which when subjected to heat might produce flammable or toxic vapors.

B. Helmets or hand-held shields will be used during all arc welding or arc cutting operations.

C. Workers or persons adjacent to the welding areas will be protected from the rays by noncombustible or flameproof screens or shields, or be required to wear appropriate goggles.

1. Welding may produce fumes and gases hazardous to health. Avoid breathing these fumes and gases. Employees should consult the material safety data sheet for welding rods, flux, or gases used to determine if a respirator or mask should be worn.

2. A portable fire extinguisher having a rating of at least 2-A:20-BC will be kept at the location where welding or cutting is conducted. A portable fire extinguisher with a rating of at least 2-A:10BC will be attached to all portable welding carts.

6.15 Electrical (29 CFR 1910, Subpart S).

6.15.1 General (29 CFR 1910.303 & 29 CFR 1926.400-449).

A. Managers and supervisors are responsible for ensuring that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees or the public.

B. A minimum clearance of 36 inches must be provided and maintained to the front and 30 inches to the sides of electrical power controls and circuit breaker equipment to permit ready and safe operation and maintenance.

C. Only authorized personnel may perform maintenance or repairs to electrical equipment. Treat all wires as live. Report all loose or exposed wiring to a manager or supervisor immediately. Take appropriate action to warn and protect employees and the public until the situation can be corrected.

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D. No employee will be permitted to work in proximity to any part of an electric power circuit where the employee could contact the electric power circuit in the course of the work being performed unless the employee is protected against electric shock by inactivating the circuit and grounding it or by guarding it effectively by insulation or other means.

E. Controls deactivated during the course of work on energized or inactivated equipment or circuits must be tagged. Equipment or circuits that are inactivated must be rendered inoperative and must have tags attached to ALL points where such equipment or circuits can be energized. Tags must be placed to identify the equipment or circuits being worked on.

F. Electrical outlets not in use must be protected with childproof protective caps. Special attention must be given to rooms and spaces occupied or used by small children.

G. **Extension cords are prohibited as a substitute for permanent wiring.** Only if it is not feasible to install an additional electrical outlet can the site use a fused power strip. Fused power strip cords may not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact.

H. Open junction boxes and open wiring splices are **prohibited**. Approved covers must be provided for all switch and electrical outlet boxes.

6.15.2 Employee Training (Lockout/Tagout) (29 CFR 1910.147 & 29 CFR 1926.417).

A. The Supervisor, Equipment & Facilities Support Section shall provide employee training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for safe application, usage, and removal of energy controls are acquired by employees. Each **authorized** employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

B. The site manager shall provide employee training to ensure that each **affected** employee is instructed in the purpose and use of the energy control program.

C. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

1. **Affected** employee training shall be documented on the Park Authority Lockout/Tagout standardized training documentation form (see Appendix B).

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6.15.3 Battery Charging Operations (29 CFR 1910.178(g) & 1910.305(j)(7)).

- A. Unsealed batteries will be located in enclosures with outside vents or in well ventilated rooms and will be arranged to prevent the escape of fumes, gases, or electrolyte spray into other areas.
- B. Ventilation will be provided to ensure diffusion of the gases from the battery and to prevent accumulation of an explosive mixture.
- C. Employees conducting battery charging operations must wear a full face shield, protective spectacles or goggles, acid resistant apron, and acid resistant impermeable gloves.
- D. Facilities for the quick drenching of the eyes and body will be provided within 25 feet of the battery handling area.
- E. Facilities must be provided for flushing and neutralizing (baking soda) spilled electrolyte and for fire protection.
- F. When batteries are being charged, the vent caps will be loosened (to avoid pressure build-up) but left in place to avoid electrolyte splashing or spray.

6.16 Ergonomics.

6.16.1 Video Display Terminals (VDT).

- A. General.
 - 1. The video display terminal is the modern day multipurpose tool. It has, in many cases, replaced the typewriter, calculator, telephone, filing cabinets, and other more familiar office devices. Like many tools, using the video display terminal may require concentration, close visual work, frequent eye movements, extended periods of sitting, and prolonged use of the hands, fingers, and wrists. These factors can add up to make video display terminal work physically stressful if precautions are not taken.
 - 2. Simple changes in the way an employee works with the video display terminal can help prevent common health-related video display terminal problems.
- B. Human Factors.
 - 1. Good posture is essential for the comfort and well being of the employee. Avoid back and neck strain by keeping your head and spine straight. Sit well back in your chair. Use a footrest to help take the strain off your legs and back.
 - 2. Correct hand and wrist placement are also very important. If the employee's arms and hands are held too high, shoulder problems can develop.

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Video display terminal operators should hold their arms comfortably at their sides. The upper arm and forearm should be at approximately a right angle. Keep the wrists in line with the forearm. If wrists are bent at an extreme angle, medical problems such as carpal tunnel syndrome may develop.

3. To lessen the strain on eye muscles, keep the screen at least 18 to 28 inches from your eyes. Wearing corrective lenses is generally not a problem for video display terminal work. Contact lenses may feel dry if the wearer blinks less often than usual while staring at the screen. Minor visual problems which allow reading or driving without glasses may require correction for video display terminal work. Consider having an eye examination before starting prolonged work with a video display terminal. Consult your eye doctor if you have problems.

C. Design Factors.

1. A well-designed workstation will allow the employee to make individual adjustments. The ideal screen should be adjustable and at an angle between 10 and 20 degrees from the vertical. The top of the screen should be just below eye level.

2. Good lighting is important. This does not necessarily mean bright lighting. Keep glare from the screen. Adjust the screen contrast so it is not so bright that it causes the screen to flicker or be hard on the eyes.

3. The keyboard should be thin to avoid bent wrists. Ideally, it should be detachable for independent positioning. The chair should have a seat that curves down the front, support for the lower back, and an adjustable height.

D. Health Factors.

1. The National Institute of Occupational Safety and Health suggests employees have a break after every couple of hours of uninterrupted video display terminal work. Breaks from work are good for stretching muscles and relaxing the eyes. Supervisors should consider work assignments which vary employee duties to permit a "break" from the terminal and perform other tasks.

2. Employees should take advantage of unscheduled downtime to perform muscle-relaxing exercises. Exercises help to relax tight muscles, reduce stress, and lessen fatigue.

3. The National Institute of Occupational Safety and Health has found that the amount of radiation emitted by modern video display terminals is within currently accepted levels of safety. Video display terminals pose no known risk to pregnancy but supervisors should exercise good judgment.

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E. Safety Factors.

1. All computers and peripheral equipment must be plugged into approved, fused surge protectors with a three-prong grounding wall plug.
2. No computer or electrical equipment may be located or operated in a damp or wet environment.
3. Under no circumstances should an employee attempt to open any computer, video display terminal, or peripheral equipment. **High voltage transformers and charged capacitors can result in voltages in excess of 10,000 volts.**

6.16.2 Safe Lifting Practices: The following lifting practices should be utilized when lifting:

- A. Plant your feet firmly - get a stable base.
- B. Bend at your knees - not your waist.
- C. Tighten your abdominal muscles to support your spine.
- D. Get a good grip - use both hands.
- E. Keep the load close to your body.
- F. Use your leg muscles as you lift.
- G. Keep your back upright, keep it in its natural posture.
- H. Lift steadily and smoothly without jerking.
- I. Breathe - If you must hold your breath to lift it, it is too heavy.

6.16.3 Unsafe Lifting Practices: The following lifting practices should **NOT** be used: when lifting:

- A. Lift from the floor. Twist and lift.
- B. Lift with one hand (unbalanced).
- C. Lift loads across obstacles.
- D. Lift while reaching or stretching.
- E. Lift from an uncomfortable posture.
- F. Don't fight to recover a dropped object.

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G. Don't hold your breath while lifting - **GET HELP.**

6.17 Confined Space Entry (29 CFR 1910.146 & 29 CFR 1926.21).

A. A confined space is defined as any space having adequate size and configuration for employee entry, limited access or egress, not designated for continuous occupancy and is subject to the accumulation of toxic or flammable contaminants or may have any oxygen deficient atmosphere (< 19.5% O₂).

B. Confined spaces at this site include manholes, sewers, in-ground vaults, storage tanks, and air handling units.

C. Contractor personnel must have received proper training in confined space entry and lockout/tagout in accordance with 29 CFR 1910.146 and 29 CFR 1910.147 respectively. It is the contractor's responsibility to properly identify confined spaces and obtain the necessary permit prior to entry. Any questions should be directed to the project coordinator.

6.17.1 Permit-Required Confined Spaces (29 CFR 1910.146).

A. Scope and Application. This section contains requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces. This section only provides an overview of permit-required space entry requirements. See your departmental standard operating procedures for specific operations.

B. General Requirements.

1. The employee shall evaluate the workplace to determine if any spaces are permit-required confined spaces.

2. If the workplace contains permit spaces, the Supervisor must inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces. A sign reading DANGER – PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER or using other similar language would satisfy the requirement for a sign.

C. If the supervisor decides employees will not enter permit spaces, the supervisor shall take effective measures to prevent employees from entering the permit space.

D. If the supervisor decides employees will enter permit spaces, the supervisor shall develop and implement a written permit space program. The written program shall be available for inspection by employees and their authorized representatives.

E. Operations. The following requirements apply to entry into permit spaces:

1. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

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2. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.

3. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:

- a. Oxygen content,
- b. Flammable gases and vapors, and
- c. Potential toxic air contaminants.

4. There may be no hazardous atmosphere within the space whenever any employee is inside the space.

F. Outside Contractors. When a supervisor (host employer) arranges to have employees of another employer (contractor) perform work that involves permit space entry, the host employer shall:

1. Inform that contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section;

2. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space;

3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working;

4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces; and,

5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

G. Permit-Required Confined Space Program.

1. Under the permit space program, the employer shall:

- a. Implement the measures necessary to prevent unauthorized entry;

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- b. Identify and evaluate the hazards of permit spaces before employees enter them;
 - c. Develop and implement the means, procedures, and practices necessary for safe permit space entry operations; and,
 - d. Provide the following equipment at no cost to employees, maintain that equipment properly, and ensure that employees use that equipment properly.
2. Testing and monitoring equipment needed to comply with this standard:
- a. Ventilating equipment needed to obtain acceptable entry conditions;
 - b. Communications equipment;
 - c. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
 - d. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
 - e. Barriers and shields as required;
 - f. Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
 - g. Rescue and emergency equipment needed except to the extent that the equipment is provided by rescue services; and,
 - h. Any other equipment necessary for safe entry into and rescue from permit spaces.
3. For detailed information, see your departmental permit-required confined space standard operating procedures.

6.18 Overhead High Voltage Line Safety (Code of Virginia, Title 59.1, Chapter 30).

A. Employees will be advised as to the location of overhead high voltage lines (all above ground bare or insulated electrical conductors of voltage in excess of 600 volts measured between conductors or measured between a conductor and ground). They will also be advised of the hazard involved, and the temporary safety arrangements negotiated, if required. No employees shall perform any work or activity within ten (10) feet of any overhead high voltage line, nor will any tool or material used be brought within ten (10) feet of any overhead high voltage line unless danger or contact has been guarded against. No employees shall operate any covered equipment within ten (10) feet of any overhead high voltage line unless arrangements are made with the utility company.

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B. Any employee operating or working around any mechanical or hoisting equipment, any part of which is capable of vertical, lateral or swinging motion that could cause the equipment to be operated within ten (10) feet of an overhead high voltage line, must be trained in the Overhead High Voltage Line Safety Act (see Appendix B for training outline). This training will be conducted on an annual basis.

C. No employee shall operate any equipment in the proximity of an overhead high voltage line unless there is posted and maintained a warning sign placed within the equipment and readily visible and legible to the operator of such equipment when at the controls of such equipment; and on the outside of equipment in such numbers and locations as to be readily visible and legible at twelve (12) feet to other persons engaged in the work operations.

6.19 Temporary Traffic Control (Traffic Flagperson Certifications) – Virginia Work Area Protection Manual and Part 6 of the Manual on Uniform Traffic Control Devices

A. Employees who are required to set up work areas on or near public roadways must be trained in the proper and safe methods of temporary traffic control and public contact techniques prior to be assigning those duties. Training and testing materials can be obtained from the Park Authority Safety Office. Certifications are valid for two (2) years.

B. Sites that host events that require the redirection of traffic or parking assistance must develop a standard operating procedure (SOP) for such. The SOP must be submitted to the Safety Office for review prior to implementation.

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7.0 MOTOR VEHICLE OPERATIONS - EMPLOYEE DRIVING RECORDS, VEHICLE SAFETY, PRE-TRIP CHECKLISTS, FCPA/DVS VEHICLE MAINTENANCE PROCEDURES, AND POWERED INDUSTRIAL TRUCKS.

7.1 Employee Driving Records. Division directors or section managers are responsible for ensuring that employees using county vehicles, or their personal vehicle on behalf of the county, are qualified operators. Every person who operates a county vehicle, or their personal vehicle on behalf of the county, must have a valid Operator's License or Commercial Driver's License, if applicable.

A. At the time of hire, an Employee Driving Transcript Review memorandum (see Appendix M) will be completed noting whether or not an employee will be driving a county vehicle, or their personal vehicle on behalf of the county, *regardless of frequency*. If no, the appropriate box will be checked on the memo and the form returned to the Safety Office. If yes, the employee will complete a driving transcript request form and submit it to his/her supervisor. The supervisor will witness the document and forward it to the Safety Office for transmission to Risk Management. The employee **will not** be allowed to drive until cleared by Risk Management.

B. Upon clearance notification from Risk Management, the supervisor will be notified that the employee can operate a county vehicle, or their personal vehicle on behalf of the county. If the employee has equaled or exceeded the demerit threshold (currently -6), a warning letter will be sent to the employee via his/her supervisor. That letter will notify them of a more frequent review of their driving record and remind them to practice safe driving techniques.

C. If an employee is banned from operating a county vehicle, or their personal vehicle on behalf of the county, the supervisor will be verbally notified and a banned from driving letter prepared for the Agency Director's signature.

7.2 Vehicle Safety/Seat Belt Use/Cell Phone Use.

A. The Fairfax County Board of Supervisors adopted a resolution (Procedural Memorandum 119) on September 17, 1973 which makes it mandatory for all county employees, while on official county business, to wear lap and (when installed) shoulder belts when driving or riding in county, commercial, or privately owned vehicles.

B. On January 1, 1988, the Commonwealth of Virginia passed a law which makes it mandatory to use seat belts when riding in or driving motor vehicles in the State.

C. On March 8, 2006 the County Executive adopted Procedural Memorandum No. 06-04, Use of Cell Phone and Other Communication Equipment While Operating County Vehicles. It states cellular phone usage shall be limited to "hands free" operation only, with respect to the vehicle operator, while the vehicle is in motion and should a call be necessary when a cellular unit is not equipped for "hands free" operation, the vehicle operator must leave the roadway and render the vehicle stationary in accordance with these procedures:

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1. Incoming Calls: For incoming calls, the operator may answer the unit to identify priority of the call. Once determining that an incoming call must be accepted, the vehicle must be rendered stationary for the remainder of the call.
2. Outgoing Calls: For outgoing calls, the vehicle must be rendered stationary prior to initiation of the call.

D. Storage in Vehicles.

1. During an abrupt stop or accident, loose objects in the vehicle can fly around and severely injure the occupants. Depending upon the type of vehicle, all objects should be stored in the trunk, tied down, or a safety screen installed behind the driver's seat. In passenger cars, items should not be placed on the rear deck or left lying on the seats.
2. Each Park Authority vehicle will be equipped with a first aid kit, emergency flares, portable fire extinguisher, and a Vehicle Accident Reporting Kit. Drivers should check to ensure these items are present and serviceable prior to dispatching the vehicle.

7.3 Vehicle Operations.

A. Vehicle Operation Training Guidelines. In addition to the above, supervisors are required to review vehicle operation guidelines with employees prior to allowing them to operate a county vehicle. A copy of this guideline can be found in Appendix M.

B. Vehicle Orientation Certification Form. After the above subjects have been reviewed with the employee, to include vehicle accident reporting procedures found in Section 14 and Appendix M, the employee and supervisor will sign and date the Vehicle Orientation Certification Form (found in Appendix M) and a copy placed in the employee's file at the site.

7.4 Vehicle Pre-Trip Checklists. Pre-trip checklists (see Appendix M) should be conducted on all agency vehicles prior to use. Pre-trip checklists are mandatory for CDL vehicles. Inspection checklists should be maintained at the site for two (2) years. If damage is discovered or equipment is malfunctioning, the supervisor should be notified immediately.

7.4.1 Process. Prior to use of any vehicle, FCPA employees will follow the procedures outlined below:

- A. Site Managers are responsible for:
 1. Ensuring assigned vehicles are maintained per the Vehicle Pre-Trip Checklist.
 2. Maintain checklists for a minimum of two (2) years in a central location.
 3. Ensuring a copy of the Vehicle Pre-trip Checklist is available for review in the event that an accident involving a CDL vehicle occurs.

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4. Submitting a Vehicle Accident Report if any body damage is identified during completion of the Vehicle Pre-trip Checklist.

5. Ensuring that all employees have received the proper vehicle pre-trip training from their supervisor and a Vehicle Orientation Certification Form is completed and retained in their employee file.

B. Vehicle operators are responsible for:

1. Completion of a Vehicle Pre-trip Checklist form per assigned vehicle.

- In the event an employee performs the daily inspection and discovers damage to the vehicle from the previous driver, the employee is to fill out a Vehicle Accident Report and submit the report to their supervisor and/or site manager.
- In the event body damage to the vehicle occurs or is discovered, the supervisor and/or site manager shall be informed that day and a vehicle accident report form will be completed immediately.

2. Maintaining the checklist in the vehicle during the workday, and submitting the completed form to the site manager by the close of business each Friday.

3. Completing a vehicle pre-trip training session with their supervisor, signing the vehicle orientation certification form and returning it to their supervisor.

4. Immediately notifying their supervisor if involved in a vehicle accident and following the procedures established in Section 14/Appendix M or the instructions in the Vehicle Accident Report Kit located in the glove box compartment of each vehicle.

7.5 FCPA/DVS Vehicle Maintenance Procedures

A. Following are the different responsibilities of site staff, the Park Operations Division and the Department of Vehicle Services (DVS) in the event of a FCPA vehicle accident. The DVS contact numbers are included in Appendix M to assist the employee in contacting DVS as soon as an accident occurs so the accident can be reported immediately. In addition, the responsibilities for preventive and corrective maintenance are included in this section.

B. All licensed vehicles include FCPA sedans, trucks, trailers and other equipment that require state inspection. Vehicle accident reporting procedure is the notification of any damage to property that is caused by or with a FCPA vehicle. The DVS replacement fund provides a structured method for vehicle replacement.

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C. Responsibilities for the vehicle maintenance operations are divided among site staff, the Park Operations Division and DVS as follows:

1. Sites are responsible for:
 - a. Maintaining assigned vehicles with daily safety and fluid level checks which are to be recorded on a vehicle pre-trip checklist.
 - b. Delivering assigned vehicles to the designated DVS facility for scheduled and preventive maintenance, scheduled inspections and scheduled/unscheduled repairs or services. Upon delivery for maintenance, repair or service, the driver must check-in with DVS staff and report any specific problems with the vehicle.
 - c. Meeting scheduled maintenance appointments. It is imperative that appointments are met. If for any reason an appointment is or will be missed, the Park Operations Division must be notified so that other arrangements can be made.
 - d. Notifying the Park Operations Division of any non-scheduled corrective maintenance that may occur.
 - e. Following the Vehicle Accident Report Kit instructions if involved in an accident. The kit is located in the glove box compartment of the vehicle.
 - f. Notifying the Park Operations Division if the vehicle is involved in an accident or requires road service or towing. During normal business hours, Monday thru Friday from 7:00 a.m. to 3:30 p.m., the Park Operations Division can be reached by telephone (703-324-8594). Outside normal FCPA business hours (M-F 7:00 a.m. – 3:30 p.m.), directly notify the nearest DVS facility (Jermantown is (703) 273-5644, Newington is (703) 339-6000, or West Ox is (703) 222-3050) until 10:00 p.m. Monday through Friday. If unable to contact either DVS or the Park Operations Division, arrange to have the vehicle towed by contracted vendor to the nearest DVS maintenance facility. The Park Operations Division must be notified and receive supporting documentation of such activity on the next business day.
2. The Park Operations Division is responsible for:
 - a. Serving as a liaison between the Park Authority and DVS.
 - b. Distribution of published preventive maintenance schedules to appropriate staff and coordinating, with DVS, any changes to the published schedule.
 - c. Notifying DVS of non-scheduled or road-side service, emergency repairs and accidents.
 - d. Coordinating follow-up to accidents, acts of vandalism, or complaints of vehicle abuse.
 - e. Maintaining an inventory listing of Park Authority vehicles.

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- f. Assessing vehicle condition in coordination with DVS to determine priority for replacement within the budget process.
 - g. Notifying DVS of any factory recall notices received.
 - h. Investigating accidents and complaints of vehicle abuse.
 - i. Maintaining a listing of “in-park use only” vehicles.
 - j. Promptly provide inventory information to the agency fixed assets coordinator, to include: “in-park use only” vehicles and vehicles transferred to DVS’s replacement fund.
3. DVS is responsible for:
- a. Providing a monthly service schedule for vehicles.
 - b. Ensuring that vehicles are inspected, repaired, and routinely serviced according to established county and industry standards.
 - c. Providing roadside repairs, emergency repairs and towing service for vehicles.
 - d. Administering factory warranties.
 - e. Processing newly purchased vehicles; e.g., vehicle preparation, tags, decals and documentation. Once processed, vehicles will be placed in the DVS replacement fund.
 - f. Notifying the Park Operations Division of vehicle abuse complaints.
 - g. Recommending replacement of vehicles uneconomical to repair or beyond useful life. NOTE: FCPA will make this determination when FCPA funds are impacted (vehicles not covered in the DVS replacement fund).

7.6 Powered Industrial Trucks - Forklifts and Manlifts (29 CFR 1910.178).

7.6.1 General Requirements.

- A. This section contains safety requirements relating to fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.
- B. All new powered industrial trucks acquired and used by an employer after August 27, 1971 shall meet the design and construction requirements for powered industrial trucks established in the “American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-2005”, except for vehicles intended primarily for earth moving or over-the-road hauling.

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- C. Approved trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory.
- D. Modifications and additions which affect capacity and safe operation shall not be performed by the user without manufacturer's prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.
- E. If the truck is equipped with front-end attachments other than factory installed attachments, the user shall request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
- F. The user shall see that all nameplates and markings are in place and are maintained in a legible condition.
- G. As used in this section, the term, "approved truck" or "approved industrial truck" means a truck that is listed or approved for fire safety purposes for the intended use by a nationally recognized testing laboratory, using nationally recognized testing standards.

7.6.2 Safety Guards.

- A. High Light Rider trucks shall be fitted with an overhead guard unless operating conditions do not permit.
- B. If the type of load presents a hazard, the user shall equip fork trucks with a vertical load backrest extension.
- C. The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.
- D. Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

7.6.3 Fuel Handling and Storage.

- A. The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code 30, Flammable and Combustible Liquids.
- B. The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Standard 58, Storage and Handling of Liquefied Petroleum Gases.

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7.6.4 Changing and Charging Storage Batteries.

- A. Battery charging installations shall be located in areas designated for that purpose.
- B. Facilities and supplies shall be provided for flushing and neutralizing (baking soda) spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- C. A carboy filler or siphon shall be provided for handling electrolyte.
- D. When charging batteries, acid shall be poured into water; water shall not be poured into acid.
- E. Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
- F. Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.
- G. Smoking shall be prohibited in the charging area.
- H. Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.

7.6.5 Lighting for Operating Areas. Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting shall be provided on the truck.

7.6.6 Operator Training. Only trained and authorized operators shall be permitted to operate a powered industrial truck. Operators shall be trained and certified in the safe operation of powered industrial trucks by an approved method on an annual basis.

7.6.7 Powered Industrial Truck Operations.

- A. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- B. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- C. Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
- D. The supervisor shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.

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E. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.

F. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view. When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view. The load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

G. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks shall not be used for opening or closing freight doors. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.

H. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.

I. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling.

J. Only approved industrial trucks shall be used in hazardous locations.

K. Whenever a truck is equipped with vertical and horizontal controls able to be elevated with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of personnel being elevated:

1. Use of a safety platform firmly secured to the lifting carriage and/or forks.
2. Means shall be provided whereby personnel on the platform can shut off power to the truck.
3. Such protection from falling objects as indicated necessary by the operating conditions shall be provided.

7.6.8 Traveling.

A. All traffic regulations shall be followed, including authorized work site speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.

B. Other trucks traveling in the same direction at intersections, blind spots, or other dangerous location shall not be passed.

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- C. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- D. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- E. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- F. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- G. The driver shall be required to slow down for wet and slippery floors.
- H. Dockboard or bridge plates, shall be properly secured before they are driven over. Dockboard or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- I. Stunt driving and horseplay shall not be permitted.
- J. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

7.6.9 Loading.

- A. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- B. Only loads within the rated capacity of the truck shall be handled.
- C. The long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
- D. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- E. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- F. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

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7.6.10 Operation of the Powered Industrial Truck.

- A. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- B. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine. No truck shall be operated with a leak in the fuel system until the leak has been fixed.
- C. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

7.6.11 Maintenance of Industrial Trucks.

- A. Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- B. Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repair. Trucks in need of repairs to the electrical systems shall have the battery disconnected prior to such repairs.
- C. All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
- D. Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.
- E. Industrial trucks shall be examined before being placed in service, using a checklist, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected.
- F. Industrial trucks shall be inspected and serviced by a certified contractor on an annual basis and a copy of the inspection report filed in a log.
- G. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.

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H. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent or solvent used.

I. Industrial trucks originally approved for the use of gasoline for fuel may be converted to liquefied petroleum gas fuel provided the complete conversion results in a truck which embodies the features specified for LP or LPS designated trucks. Such conversion equipment shall be approved.

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8.0 AMUSEMENT DEVICE INSPECTIONS (VR 394-01-04).

8.1 General.

- A. Regulation of amusement devices falls under the Virginia Statewide Building Code, Virginia Regulation VR 394-01-04, Amusement Device Regulations. The train ride at Burke Lake Park, and carousels at Burke Lake, Frying Pan, Lake Accotink, Lake Fairfax and Clemyjontri parks fall into this category.
- B. Each site operating or planning to operate amusement devices must obtain a permit prior to opening the rides for the season. Prior to issuing a permit, a county inspector will examine each site for which an application has been filed to reassemble or operate an amusement device.
- C. Permits must be renewed annually.
- D. The Fairfax County mechanical inspector can be contacted at (703) 324-1910 to schedule an inspection appointment.
- E. Sites with these devices should have a standard operating procedure (SOP) on hand and it should be reviewed and updated prior to the start of each operating season.

8.2 Daily Inspections.

All carousels and/or trains must be inspected on a daily basis prior to the start-up of the ride or park's opening. These inspections and the items they cover should be documented on a checklist and maintained at the site for a minimum of two years.

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9.0 PESTICIDE OPERATIONS (VAC 20-20, 20-30, 20-40, & 20-51).

9.1 Pesticide Dangers.

- A. Because pesticides are designed to control pests by poisoning them, many pesticides are also poisonous to humans. Pesticides can enter the body in three ways.
- B. They may enter the body through the mouth. They may be ingested while you are eating or smoking on the job, or when improperly stored in food containers.
- C. Pesticides can be absorbed through the skin. Wearing clothing wet through with pesticides, or allowing pesticides to fall directly on the skin while mixing or spraying can be dangerous. Pesticides can pass through the skin on some areas of the body more quickly than other areas. The most vulnerable areas are the armpits, groin, and feet. You should also be particularly careful with your eyes. The backs of your hands and wrists absorb more than the palms.
- D. Pesticides in the form of dust or mists can be sucked into your lungs as you inhale. You could be poisoned when fumigating or spraying in a closed area with an importer or ill-fitting respirator.
- E. The most common means of absorption is through the skin. The best way to avoid contamination from pesticides is through the use of personal protective clothing and equipment.

9.2 Training and Certification.

- A. Pesticide management in Virginia is governed by both federal and state laws and regulations. The Environmental Protection Agency sets the standards for pesticide handling, use, recordkeeping, storage, disposal, re-entry intervals, and mixing.
- B. All persons applying pesticides of any kind commercially are responsible to the Environmental Protection Agency, the State of Virginia, the public, and themselves, to apply them in a safe and responsible manner. On September 27, 1991, the new regulations governing pesticide applicator certification under authority of Virginia Pesticide Control Act came into effect.
- C. As of August 1, 1992, any person who applies pesticides commercially, must either be certified as a Commercial Applicator or a Registered Technician. This applies to any Fairfax County Park Authority employee or volunteer who applies pesticides **in any form**, powder, liquid or aerosol, and **in any quantity**.
- D. Training Materials. For additional information and forms, please contact the Virginia Tech Extension Service (VCE) Virginia Tech Pesticide Programs, 302 Agnew Hall, Virginia Tech, Blacksburg, VA 24061-0409 (phone: 540-231-6543) or <http://www.vtpp.org>.

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9.3 Application.

9.3.1 Certified Pesticide Applicators.

A. Before making application for Commercial Applicator certification, a prospective applicant must first complete pesticide Control Board approved training. Board-approved training consists of a course that includes, at a minimum, study and review of all the material contained in the most current Virginia edition of the basic pesticide applicator certification training Core Manual and other category-specific manuals related to the specific type of work to be done.

B. To be eligible to apply for Commercial Applicator certification, a prospective applicant must first meet **at least one of the following requirements:**

1. Must hold a valid Virginia Registered Technician certification, AND must have worked as a Virginia certified Registered Technician for at least one year; OR,
2. Must have at least one year of education, training, or experience in a pesticide-related field that provides at least the equivalent practical knowledge of proper pesticide use required of a Registered Technician.

9.3.2 Registered Technician.

A. Training must include at least 20 hours of instruction and self-study of the core manual. It should also include at least 20 hours of on-the-job training in the proper application of pesticides under the direct onsite supervision of a certified commercial applicator.

B. The applicant should do three things within 90 days of starting a position that requires the commercial use of pesticides:

1. Complete all registered technician training.
2. Submit an application to OPS to take the registered technician exam.
3. Take the registered technician exam.

9.3.3 Exceptions. If you already have a year or more of experience and training or a degree in selected subjects, you may:

- A. Order and study the Core Manual and the appropriate category study manual.
- B. Obtain a certificate of insurance liability.

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C. Submit an application to become a Commercial Applicator to the Virginia Department of Agriculture and Consumer Services.

D. Upon receipt of an authorization letter from the Virginia Department of Agriculture and Consumer Services, schedule to take the core and appropriate category examinations.

9.4 Pesticide Storage.

A. Flammable or combustible liquid pesticides must be stored in flammable and combustible liquid cabinets and stored in a separate area from ammonium nitrate fertilizers.

B. Pesticide storage must be restricted to a first-story room or area which has direct access to the outside. Storage areas must be secured so as to prevent unauthorized entry. Pesticides will not be stored in basements.

C. Pesticides in containers which may be damaged by moisture or water must be stored off the floor.

D. Damaged or leaking containers of pesticides or materials contaminated by pesticides must be immediately separated, disposed of, or decontaminated in accordance with required regulations.

E. Pesticide storage structures must be constructed in such a manner that run-off from fire streams will not contaminate streams, ponds, ground water, crop lands, or other buildings. A material safety data sheet must be available for each toxic pesticide at each storage location.

F. Pesticide storage buildings, storage rooms, and areas will be identified by approved prominent and legible signs.

G. Drums and packages will be stacked in a safe manner and not stored near any food materials.

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10.0 MEDICAL, FIRST AID, AED TRAINING AND CERTIFICATION.

10.1 First Aid Kits.

A. Each site must have an adequate number of first aid kits. The actual number will depend upon the number of employees supported, anticipated public needs, and the type of activity at the site. Managers must use their own judgement to determine the actual number of kits needed.

B. The contents of each county first aid kit must conform to the approved contents list in Appendix D. **NO ingestibles (Tylenol, aspirin, etc.), tourniquets or ammonia inhalants are authorized in any county first aid kit.** Each kit must be inspected at least monthly for completeness and serviceability and the results noted in a log. Items with shelf life expiration dates must be checked and expired components replaced.

C. Each first aid kit must be conspicuously marked and each employee must know where the kit is located.

10.2 Automated External Defibrillators (AED)

A. Public access AEDs are available at all staffed Park Authority sites. The units must be inspected on a monthly basis and the inspection results entered into the Fairfax County AED Program website. Reminders to conduct this test will be automatically generated to the site's point of contact by the Fairfax County AED program administrator.

10.3. Training and Certification Requirements.

A. All site managers, assistant managers, and manager-on-duty and lifeguards are required to have a current certification in standard first aid, adult/pediatric CPR, and AED use.

B. Additionally, there must be an employee with at least a current first aid certification on each shift for every ten (10) employees working at that site. In cases where employees work in teams, crews, or who are otherwise separated geographically from a central location, there must be at least one certified employee for each team or crew.

C. Lifeguards must possess current Ellis & Associates certification. Pool managers must hold a valid Operator's Permit issued by the Fairfax County Health Department. Pool managers must demonstrate basic knowledge of the water treatment process in swimming facilities and be capable of performing tests necessary in operating swimming facilities.

10.4 Hot Weather Related Injuries.

10.4.1 General. Summer usually includes a "heat wave" or two when the temperature reaches the high 90s to around 100. This type of heat...along with the humidity...produces conditions that can lead to heat cramps...heat stroke...or heat exhaustion. The following are some definitions of terms used during heat waves and safety rules to be followed to avoid heat related illnesses.

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10.4.2 Definitions.

- A. Heat Wave. A heat wave is a prolonged period of excessive heat and humidity. The National Weather Service will issue a heat advisory when the heat index will be at or over 105 degrees during the day and around 80 at night for at least two consecutive days.
- B. Heat Index. The heat index is a number in degrees Fahrenheit that tells how it really feels when relative humidity is added to the actual air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.
- C. Heat Cramps. These are muscular pains and spasms due to heavy exertion. They usually involve the abdominal or leg muscles. It is generally thought that the loss of water from heavy sweating causes the cramps.
- D. Heat Exhaustion. This typically occurs when people exercise heavily or work in a warm humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases...causing blood flow to decrease to vital organs. This results in a form of mild shock. If not treated...the victim's condition will worsen...body temperature will rise...and heat stroke may occur.
- E. Heat Stroke. Also known as sunstroke...is a life-threatening condition. The victim's temperature control system...which produces sweating to cool the body...stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.

10.4.3 Emergency Information.

- A. Heat kills by pushing the human body beyond its limits. Under normal conditions, the body's internal thermostat produces perspiration that evaporates and cools the body. However in extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature.
- B. Most heat disorders occur because the victim has been overexposed to heat or has overexercised for his or her age and physical condition. Other conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality.

10.4.4 Extreme Heat.

- A. Temperatures that hover 10 degrees or more above the average high temperature for the region and last for several weeks are defined as extreme heat. Humid or muggy conditions, which add to the discomfort of high temperatures, occur when a "dome" of high atmospheric pressure traps hazy, damp air near the ground. Excessively dry and hot conditions can provoke dust storms and low visibility. Droughts occur when a long period passes without substantial rainfall. A heat wave combined with a drought is a very dangerous situation.

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- B. In a normal year, approximately 175 Americans die from extreme heat. Young children, elderly people, and those who are sick or overweight are more likely to become victims.
- C. Between 1936 and 1975, nearly 20,000 people succumbed to the effects of heat and solar radiation. Because men sweat more than women do, men are more susceptible to heat illness because they become more quickly dehydrated.
- D. Sunburn can significantly slow the skin's ability to release excess heat. People living in urban areas may be at a greater risk from the effects of a prolonged heat wave than people living in rural regions. An increased health problem can occur when stagnant atmospheric conditions trap pollutants in urban areas, thus adding contaminated air to excessively hot temperatures.

10.4.5 During Periods of Extreme Heat.

- A. Eat well balanced, light meals. Drink plenty of water regularly. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restrictive diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- B. Limit intake of alcoholic beverages. Although beer and alcoholic beverages appear to satisfy thirst, they actually cause further body dehydration.
- C. Dress in loose-fitting clothes that cover as much skin as possible. Lightweight, light-colored clothing that reflects heat and sunlight and helps maintain normal body temperature. Protect face and head by wearing a hat.
- D. Allow your body to get acclimated to hot temperatures for the first 2 or 3 days of a heat wave. Avoid too much sunshine. Sunburn slows the skin's ability to cool itself. Use a sunscreen lotion with a high UV and SPF (sun protection factor) rating.
- E. Avoid extreme temperature changes. A cool shower immediately after coming in from hot temperatures can result in hypothermia, particularly for elderly and very young people.
- F. Slow down. Reduce, eliminate, or reschedule strenuous activities. High-risk individuals should stay in cool places. Get plenty of rest to allow your natural "cooling system" to work.
- G. Take salt tablets only if specified by your physician. Persons on salt-restrictive diets should check with a physician before increasing salt intake.
- H. Learn the symptoms of heat disorders and know how to give first aid.

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10.4.6 Heat Index Chart.

Temperature (F) versus Relative Humidity (%)

Degrees F	90%	80%	70%	60%	50%	40%
80	85	84	82	81	80	79
85	101	96	92	90	86	84
90	121	113	105	99	94	90
95		133	122	113	105	98
100			142	129	118	109
105				148	133	121
110						135

NOTE: From 80 to 90, fatigue is possible with prolonged exposure and/or physical activity.

Between 90 and 105, sunstroke, heat cramps, and heat exhaustion are possible. (Again with prolonged exposure and/or physical activity).

When the Heat Index climbs to 105-130, sunstroke, heat cramps, or heat exhaustion are likely, and a heatstroke is possible with prolonged exposure.

At 130 or higher sun stroke or heatstroke are highly likely with continued exposure to the sun.

10.5 Cold Weather Related Injuries.

10.5.1 General.

A. Extreme cold temperatures pose a substantial danger during the winter months. Prolonged exposure to the cold can cause frostbite, hypothermia, or even death. Persons most susceptible to extreme cold are infants and the elderly.

B. How cold is it outside? Simply knowing the temperature doesn't tell you enough about the conditions to enable you to dress sensibly for all winter weather. Other factors including wind speed, relative humidity and sunshine play important roles in determining how cold you feel outside. A description of the character of weather known as "coldness" was proposed around 1940 by scientists working in the Antarctic. The "wind chill index" was developed to describe the relative discomfort/danger resulting from the combination of wind and temperature.

C. The wind chill index describes an equivalent temperature at which the heat loss from exposed flesh would be the same if the wind were near calm.

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10.5.2 Definitions.

A. Frostbite. This is a severe reaction to cold exposure of the skin that can permanently damage fingers, toes, the nose, and ear lobes. Symptoms are loss of feeling and a white or pale appearance to the skin. If these symptoms are apparent, seek medical help immediately. If medical help is not immediately available, **slowly** re-warm the affected areas. If the victim is also showing signs of hypothermia, always warm the body core before the extremities.

B. Hypothermia (Low Body Temperature). This is a condition brought on when the body temperature drops to less than 95 degrees F. Symptoms include slow or slurred speech, incoherence, memory loss, disorientation, uncontrollable shivering, drowsiness, repeated stumbling, and apparent exhaustion. If these symptoms are detected, take the person's temperature. If it is below 95 degrees F, immediately seek medical help. *If medical aid is not available, begin warming the person **slowly**.* Always warm the body core/trunk first. If needed, use your own body heat to warm the victim. Get the person into dry clothing, and wrap them in a warm blanket covering the head and neck. **Do not** give the person alcohol, drugs, coffee, or any *hot* beverage or food; warm broth is better. **Do not** warm extremities (arms and legs) first. This drives the cold blood toward the heart and can lead to heart failure.

C. Winter Deaths. Everyone is potentially at risk with the actual threat depending upon individual situations. Recent winter death statistics in the United States indicate the following:

1. *Related to ice and snow:* About 70% occur in automobiles; 25% are people caught out in the storm; and the majority are males over 40 years old.
2. *Related to exposure to cold:* 50% are people over 60 years old; over 75% are males; and about 20% occur in the home.

D. Cold Weather First Aid:

1. Signs of hypothermia include slurred speech, reduced coordination, shivering and poor judgment. The best way to prevent hypothermia is to protect the body from the cold. Frostbite can also occur in the winter months. When exposed to cold, the body tissue freezes. This affects the body like a burn. The hands, feet, ears, cheeks and nose are the most commonly affected areas.

2. Signs of mild frostbite include yellow or gray patches on the skin. After the skin is warmed, it becomes red and flaky. In more severe cases, a blister or sore, swelling and pain may develop. If you suspect mild frostbite, bring the employee inside and remove any wet clothing. Gently dry the affected area. Do not rub the area, as this may cause more damage. Warm the affected area by immersing it in warm water (104 to 108 degrees Fahrenheit) for 15 to 20 minutes, or until the color returns. Take the employee to an emergency room if there is pain, blistering or swelling.

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3. Deep frostbite, often affecting the feet and hands, can be very dangerous. It can lead to infection, severe pain and swelling, nerve and tissue damage, and amputation. Symptoms include cold, waxy and pale skin. When it thaws, the affected area turns blue or purple. Large blisters appear, followed by peeling or gangrene (dark swollen tissue). If you suspect severe frostbite, take the employee to an emergency room at once.

E. Recommended Winter Attire:

1. Wear loose fitting, lightweight, warm clothing in several layers (the trapped air between the layers insulates). Layers can be removed to avoid perspiration and subsequent chill. Outer garments should be tightly woven, water repellent, and hooded. Wear a hat (half of body heat is lost through the top of the head). Cover the mouth with scarves to protect lungs from cold air. Mittens, snug at the wrist, are better than gloves. Gloves allow your fingers to cool much faster than mittens do. Try to stay dry. Do not stay outside for extended periods.

F. **BE AWARE!!** Cold weather puts a strain on your heart, even without exercise. Be careful when shoveling snow, pushing a car, or performing other tasks. Regardless of your age or physical condition, avoid overexertion in the winter.

G. Wind Chill:

1. Most of the time, cold is judged in terms of a thermometer reading. With people and other living things though, both temperature and wind speed are needed to produce a “wind chill factor.” The wind chill is based on the rate of heat loss from exposed skin caused by the combined effects of the wind and cold. As the wind increases, heat is carried away from the body at an accelerated rate, driving down the body temperature. The wind chill shows how cold the wind makes exposed flesh feel and is a good way to determine the potential of frostbite or hypothermia. Remember...wind chill temperatures apply only to people and other living things. If the temperature is 35 degrees F and the wind chill is 10 degrees F, objects such as pipes or cars will only cool to 35 degrees F. The wind chill factor does not apply to non-living objects.

2. The wind chill formulas account for the loss of heat from something, such as a human body, by warm air around the body being replaced by colder air. It does not consider how well the person is dressed, whether the person is exercising or sitting, or whether the sun is shining. It also does not take into account how hard the person is breathing. Rapid breathing can be a major cause of heat loss since the body has to warm up the cold air that’s taken in, and then exhale warmed air. You’ll note that at low wind speeds, the wind “chill” temperature turns out to be warmer than the actual temperature. When the air is still, your body heat warms the layer of air touching your body. Since the air is not moving, this layer of warmed air acts like an insulator, protecting your skin from the colder air farther away from your body. This makes the temperature feel warmer than it actually is. If you are running or walking briskly

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on a calm morning, the temperature would feel a little colder than if you were standing still. This is because you are wiping out the insulating layer of warm air around your body by moving.

3. Another important point is that wind chill is an attempt to measure the effect of combinations of low temperature and wind on humans – or animals. When we say the “wind chill is 18 degrees” we are not saying that the chilled object is cooled to 18 degrees. A wind chill temperature is not some different kind of temperature.

4. The importance of the wind chill index is as an indicator of how to dress properly for winter weather. (Wind chill does not affect your car’s antifreeze protection, freezing of water pipes, etc.) In dressing for cold weather an important factor to remember is that entrapped insulating air warmed by body heat is the best protection against the cold. Consequently, wear loose-fitting, lightweight, warm clothing in several layers. Outer garments should be tightly woven, water-repellant and hooded. Mittens snug at the wrist are better protection than fingered gloves.

10.5.3 Wind Chill & Velocity Charts.

Wind Chill – Following this section is an updated wind chill chart. Please note the highlighted area that denotes when frostbite occurs in 15 minutes or less.

Wind Velocity - So how do you tell how fast the wind is blowing? Wind chill charts are common – wind velocity charts aren’t. This one is taken from the Beaufort scale:

Velocity MPH	Velocity Knots	Description	Indications
0-1	0-1	Calm	Smoke rises vertically. Water is like a mirror.
1-3	1-3	Light air	Direction of wind shown by smoke drift, but not by wind vanes. Ripples with the appearance of scales are formed.
4-7	4-6	Light breeze	Wind felt on face; leaves rustle; ordinary vanes moved by wind. Small wavelets, still short, but more pronounced.
8-12	7-10	Gentle breeze	Leaves and small twigs in constant motion; wind extends light flag. Large wavelets.
13-18	11-16	Moderate breeze	Raises dust and loose paper; small branches are moved. Small waves, becoming larger.
19-24	17-21	Fresh breeze	Small trees in leaf begin to sway; crested wavelets form on inland waters.
25-31	22-27	Strong breeze	Large branches in motion; whistling heard in wires; umbrellas used with difficulty.
32-38	28-33	Near gale	Whole trees in motion; inconvenience felt when walking against the wind.
39-46	34-40	Gale	Breaks twigs off trees; generally impedes progress.
47-54	41-47	Severe gale	Slight structural damage occurs.

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55-63	48-55	Storm	Seldom experienced inland; trees uprooted; considerable structural damage occurs.
64-72	56-63	Violent storm	Very rarely experienced; accompanied by widespread damage.
73-83	64-71	Hurricane	---

10.5.4 Weather Terms.

A. The National Weather Service uses the terms below to convey the weather threat to the public. It is important that everyone understands these terms and knows what actions need to be taken at that time.

1. **WIND CHILL:** A calculation of how cold it feels outside when the effects of temperature and wind speed are combined. A strong wind combination with a temperature of just below freezing can have the same effect as a still air temperature about 35 degrees colder.
2. **FREEZING RAIN:** Rain that freezes when it hits the ground, creating a coating of ice on roads and walkways.
3. **SLEET:** Rain that turns to ice pellets before reaching the ground. Sleet bounces when hitting a surface and does not stick to objects. An accumulation of sleet can make roads slick and hazardous.

10.5.5 Watches, Warnings, and Advisories.

- A. **WINTER STORM WATCH:** Indicates severe winter weather such as heavy snow or ice is possible within the next day or two. Prepare now!
- B. **WINTER STORM WARNING:** Indicates severe winter weather conditions are occurring, imminent, or highly likely. Stay indoors!
- C. **HEAVY SNOW WARNING:** Snowfall of six inches or more.
- D. **ICE STORM WARNING:** Heavy accumulations of ice will create extremely dangerous travel and damage trees and power lines.
- E. **BLIZZARD WARNING:** Snow and strong winds will combine to produce blinding snow. Near zero visibility, deep drifts, and life threatening wind chill.
- F. **WINTER WEATHER ADVISORY:** Indicates winter weather conditions will cause significant inconveniences and may be hazardous...especially to motorists. Use caution!
- G. **SNOW ADVISORY:** Snowfall of three to five inches.
- H. **WIND CHILL ADVISORY:** Dangerous wind chills of 35 below zero or colder.

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I. **FREEZING RAIN/SLEET ADVISORY:** Light accumulations of ice will cause hazardous traffic.

J. **BLOWING/DRIFTING SNOW ADVISORY:** Poor visibility and hazardous driving conditions.

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11.0 GENERAL SAFETY TRAINING (29 CFR-Subpart C 1926.21).

11.1 Requirements.

A. Employee training is an essential tool in ensuring employees develop efficient, safe work habits. Regardless of how safety conscious workers are, they cannot be expected to safely perform tasks for which they have not been properly trained. Managers and supervisors are responsible for ensuring that minimum training consistent with the operation of equipment, machinery or activities is provided to the employee. Employees who have not received such training will not be permitted to perform those tasks.

B. Managers and supervisors are responsible for providing new employees with written policies and procedures for his or her designated area. A job-training schedule must be established and used to assist new employees with their operational, safety, security, and loss control duties and responsibilities.

C. Employees will be provided with formal on-the-job or alternate formal training on each item of equipment he or she is required to operate. All training will be documented and training records for each employee will be maintained on site for the duration of their employment.

11.2 Safety Meetings.

A. Managers and supervisors should meet with their staff at least monthly to address safety related issues and maintain employee awareness of occupational hazards and responsibilities.

B. Managers and supervisors have the following responsibilities at these meetings:

1. Review and discuss workers' compensation and visitor accidents that have occurred since the previous meeting to determine primary and contributory causes, and make recommendations for preventing similar accidents in the future.

2. Review existing policies, procedures, and plans to improve employee and property safety and to implement changes.

3. Determine requirements for selection, fitting, care, and replacement of safety clothing and equipment for the various tasks performed at the site.

4. Select and implement safety training for employees which will sustain information, education, and skills necessary for accident and fire prevention.

5. Develop and maintain a current employee awareness program using literature, bulletin board displays, award programs, and special training courses.

6. Review accidents and incidents from other sites which may affect site operations or safety.

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C. All meetings must be documented. This documentation should include the dates, subject matter, names, and signatures of those employees attending the meeting. This information is essential should a site be inspected by Virginia Occupational Safety and Health (VOSH) compliance officers. The VOSH inspector will ask for documentation to show that safety meetings are scheduled on a frequent/routine basis. Training documentation should be retained for a minimum of three (3) years.

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12.0 EMERGENCY PLANNING AND PREPAREDNESS (29 CFR 1910.38 & 29 CFR 1926.35).

12.1 General. Subpart E, section 1910, paragraph 38 of the Virginia Occupational Safety and Health Standards for General Industry requires employers to maintain a viable emergency action plan.

12.2 Purpose.

A. The purpose of the emergency action plan is to cover those designated actions the Park Authority and its employees must take to ensure employee, volunteer and visitor safety and protection of property from blackouts, bomb threats, first aid procedures, natural disasters (floods, hurricanes, earthquakes, tornados), severe weather, fire, terrorist attacks, and other emergencies.

B. Each site must develop specific plans which concentrate on these and other emergencies that may reasonably be encountered at its work sites. Details of these plans will vary depending upon number of work locations, nature and size of the facility, and the availability of safety systems and equipment.

12.3 Responsibilities.

12.3.1 Risk Management Division. The Risk Management Division has overall responsibility for ensuring agency compliance with the provisions of the County's emergency action plan.

12.3.2 Director, Park Authority.

A. The Director is responsible for the overall implementation of emergency planning, direction, and control of emergency evacuation procedures for parks, sites, and facilities within the Park Authority.

B. This responsibility includes providing guidance for the distribution and implementation of procedures at each work site.

12.3.3 FCPA Safety Analyst.

A. Responsible for providing technical advice and guidance for development of site specific plans.

B. Responsible for acting as Director's representative in all aspects of the development, distribution, and implementation of agency emergency response plans and programs.

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12.3.4 Site Managers and Supervisors.

- A. Responsible for developing and keeping current (by reviewing annually) a site specific emergency response plan which identifies specific responsibilities and duties for key employees at the site for each type of emergency action.
- B. Responsible for conducting training to ensure employees are reasonably familiar with their responsibilities in the emergency response plan as it pertains to their specific work location.
- C. Responsible for ensuring that each employee has access to a copy of the site's emergency response plan.
- D. Responsible for conducting and documenting semi-annual evacuation drills. Results of those drills must be forwarded to the Safety Office (see Appendix L for a sample Evacuation Drill Documentation Form).

12.4 Emergency Action Plan (29 CFR 1910.38 & 29 CFR 1926.35).

12.4.1 Elements. The following elements, at a minimum, will be included in all emergency action plans:

- A. Emergency escape procedures and emergency escape route assignments. Use floor plans or work place maps to clearly show the emergency escape routes. Color-coding will aid employees in determining their route assignments.
- B. Procedures to account for all employees, volunteers and visitors after an emergency evacuation has been completed. Identify a specific structure or geographical rally point away from the building. Exterior refuge or safe areas may include parking lots, open fields, or streets which are located away from the site of the emergency and which provide sufficient space to accommodate the employees. Employees should be directed to move away from the building and to avoid congregating close to the building where they may hamper emergency operations.
- C. Procedures in the event the site needs to initiate shelter in place or lockdown procedures, depending upon the nature of the emergency.
- D. Detailed explanations for rescue and medical duties for those employees assigned to perform them.
- E. The preferred means of internal and external reporting of fire and other emergencies. As a part of the emergency response plan training, employees must know what is the preferred means of contacting emergency agencies. For example, some sites have automatic alarm systems which automatically dial the fire and police departments. An employee could pull the alarm to notify the fire

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department or call using a telephone. Both methods are effective, but which one is the preferred method?

- F. Names and telephone numbers of persons who can be contacted for further information or explanation of duties under the plan.
- G. A list of the names and telephone numbers of Fairfax County Park Authority staff to contact in the event of an emergency as well as utility company phone numbers.

12.4.2 Alarm or Notification System.

- A. Each work location will have an alarm or notification system to provide warning for necessary emergency action as called for in the site emergency response plan or for reaction time for safe escape of employees from the work place or the immediate area or both.
- B. The site managers or supervisor will explain to each employee the preferred means of alarm or notification for each type of emergency through the use of such devices as manual pull box alarms, public address systems, radios, portable loudspeakers, telephones, etc. Emergency telephone numbers must be posted near telephones, employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies.
- C. The employee notification or alarm must be distinct and recognizable as a signal to evacuate the work area or to perform actions designed under the emergency response plan.
- D. The employee alarm or notification must be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace. Tactile devices may be used to alert those employees who would not otherwise be able to recognize the audible or visual alarm.
- E. The site manager or supervisor must establish procedures for sounding emergency alarms or notifications in the workplace. This can be accomplished through periodic evacuation drills or emergency procedure rehearsals. These drills or rehearsals must be conducted at least semi-annually and documented. For those locations with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm or notification, providing all employees can hear the alarm.

12.4.3 Evacuation. Each emergency response plan must establish the types of evacuation to be used in emergency circumstances. The appropriate senior emergency response official on the scene will make the determination when it is safe to re-enter the facility.

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12.4.4 Employee Training.

- A. Before implementing the emergency action plan, site managers or their designated representative must identify and train a sufficient number of persons to assist in the safe and orderly emergency evacuation.
- B. Site managers or their designated representative must review the plan with each employee covered by the plan at the following times: initially when the plan is developed; whenever the employee's responsibilities or designated actions under the plan change; and/or whenever the plan is changed.
- C. Site managers or their designated representative must review with each employee upon initial assignment those parts of the plan which the employee must know to protect him or her in the event of an emergency.
- D. The written plan must be kept at the workplace and made available for employee review at any time.
- E. At the time of an emergency, employees should be told what type of evacuation is necessary and what their specific role is in carrying out the plan. These instructions should coincide with the training previously given employees in support of the emergency response plan.

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13.0 SAFETY INSPECTIONS AND AUDITS.

13.1 Purpose.

- A. The purpose of safety audits and inspections is to evaluate the atmosphere of the safety and occupational health environment in the work place and to ensure compliance with federal, state, and local occupational safety, health, and loss control regulatory requirements and standard operating procedures.
- B. Before occupational safety and health became a highly technical field, safety activities were largely limited to physical inspections of facilities, equipment, and vehicles.
- C. Safety audits are designed to assess safety from a systemic approach. A safety audit includes an assessment of management and organization, employee orientation and training, loss analysis, review of loss prevention programs, and inspection of physical hazards.
- D. Safety audits play a vital role in assisting managers in identifying, reducing, or eliminating existing or potential safety and health hazards in the work place.

13.2 Scope. The safety audits and inspections apply to all parks, sites, and facilities within and under the jurisdiction of the Fairfax County Park Authority.

13.3 Authority. The FCPA Safety Analyst is responsible to the Director, Fairfax County Park Authority for conducting audits and inspections in accordance with existing federal, state, local, and agency laws, codes, standards, policies, and procedures. Where Park Authority guidelines are more stringent than the requirements of higher governmental agencies, the Park Authority guidelines will take precedent.

13.4 Responsibilities.

13.4.1 Loss Prevention Analyst, Risk Management Division.

- A. To develop guidelines for conducting internal safety audits and inspections.
- B. To coordinate their agency's annual inspection of county facilities with the Park Authority Safety Office in order to minimize disruption to park staff and patrons.
- C. To coordinate inspections by Virginia Department of Labor and Industry (VOSH) and commercial inspectors from Fairfax County insurance company underwriters with the FCPA Safety Office.

13.4.2 Director, Park Authority.

- A. To develop a safety and loss control audit program to identify, reduce, or eliminate safety, health, and environmental hazards in the work place.

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- B. To implement the safety audit or inspection procedures within the Park Authority.
- C. To enforce compliance with appropriate federal, state and local safety and health laws, codes, and standards.
- D. To ensure timely abatement of identified safety hazards within the agency.

13.4.3 FCPA Safety Analyst.

- A. To serve as the Director's representative in the implementation, and enforcement of safety, health, and environmental laws, codes and standards.
- B. In conjunction with the Risk Management Division's Loss Prevention Analyst, conduct safety, health, and environmental inspections of every staffed park, site, and facility within the Park Authority not less than annually.
- C. To provide written notice of violations and deficiencies to managers and staff, provide advice and assistance in correcting deficiencies and violations, and conduct follow up reviews to ensure compliance.

13.4.4 Site Managers. Site managers are required to take immediate action to abate violations. A written Report of Corrective Action (see Appendix J) will be submitted to the Safety Office within 2 work weeks after receipt of the written inspection results. Corrective actions which require resources beyond the capability of the site will be addressed through management channels for resolution.

13.5 Occupational Safety and Health (OSHA) (29 CFR 1903).

- A. Occupational safety and health inspections may be conducted by a representative from the U. S. Department of Labor or an official from the Virginia Department of Labor and Industry.
- B. These inspections are almost always unannounced. Officials are required to display official credentials and explain the reason for the inspection. Occupational safety and health inspections are normally initiated as a result of a fatal accident, a catastrophe resulting in the hospitalization of 5 or more employees, employee complaint, or as a result of a random selection of a work site.
- C. The site manager or supervisor is responsible for immediately notifying the FCPA Safety Analyst of the inspection as soon as the inspection notification has been received. If unable to reach the FCPA Safety Analyst (703-324-8707), the site manager should immediately contact the Risk Management Division's Loss Prevention Analyst (703-324-3043). Once you have verified that either FCPA or Risk Management will be in attendance, the VOSH inspector should be told that the agency and/or county safety representative(s) is enroute and please wait. The actual walk through inspection should not begin until their arrival.
- D. The purpose of the inspection is to ensure compliance with the provisions of the Occupational Safety and Health Administration Act.

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E. The inspection will begin with an opening conference with the site manager. In this conference, the inspector will state the purpose of the inspection and identify the areas at the site he or she wishes to see. The site manager or a designated representative as well as the FCPA Safety Analyst and/or Risk Management Division's Loss Prevention Analyst are responsible for escorting the inspector through the facility.

F. Once the inspection is completed, a closing conference is held. If violations are noted, the OSHA compliance officer will discuss all unsafe or unhealthy conditions observed during the inspection tour.

G. A formal, written report identifying the specifics of the citation, references, and a time frame for abatement of the violations will follow at a later date. A copy of this report must be forwarded to the Safety Office, who will provide copies to section supervisors, the division director, agency director, and the Risk Management Division.

13.6 Fairfax County Risk Management Division's Safety Inspections.

A. Site inspections by the Fairfax County Risk Management Division's Loss Prevention Analyst will normally be planned and coordinated with the Park Authority Safety Office although occasionally unscheduled and unannounced inspections may be conducted for certain sites.

B. The inspections are conducted to assure occupational safety and health compliance and to assist agency management and employees in developing safety and health programs that enhance safety.

13.7 Insurance Underwriter Inspections.

A. These inspections are conducted by loss control specialists from insurance companies who provide insurance coverage for Park Authority property. Their purpose is to identify hazardous exposures and conditions that may generate a loss for the Park Authority. Inspections are conducted on a scheduled basis and are coordinated between the Fairfax County Insurance Manager and the FCPA Safety Analyst.

B. These are normally announced inspections coordinated well in advance. Insurance representatives will be accompanied by the County Insurance Manager or someone else from the Risk Management Division office.

C. Inspection results from the insurance company and appropriate recommendations are sent to the Risk Management Division and then forwarded to the Director, Park Authority for his review prior to dissemination to sites for corrective action. Copies will be provided to appropriate section supervisors and division directors.

13.8 Fairfax County Park Authority Inspections.

A. The Fairfax County Park Authority Safety Analyst (along with the Risk Management Division's Loss Prevention Analyst) is charged with the responsibility to conduct a detailed occupational safety, health, and loss control inspection of each facility within the Park

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Authority's jurisdiction at least every year. Some sites may be inspected more frequently because of the nature of the hazards associated with its operations or because of outstanding violations.

B. Results of all inspections will be forwarded to the Agency Director who will route the report to the Safety Office (for coordination of response) via the affected Division Director.

C. Site managers are required to take immediate action to abate violations. A written Report of Corrective Action taken will be submitted to the Safety Office within 2 work weeks after receipt of the written inspection results. Corrective actions which require resources beyond the capability of the site will be addressed through management channels for resolution.

D. Safety self-inspection checklists will be distributed to site managers six (6) months from the date of their annual safety inspection as a means of ensuring that deficiencies noted in previous inspections have been corrected as well as to serve as a means of monitoring safety compliance. A sample of the checklist is provided in Appendix H.

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14.0 ACCIDENT REPORTING, VEHICLE ACCIDENT REPORTING, EMPLOYEE INJURY REPORTING, CITIZEN INJURY REPORTING, CITIZEN PROPERTY DAMAGE/THEFT REPORTING AND PARK PROPERTY INCIDENT REPORTING.

14.1 Accident Prevention.

A. The Park Authority is required to furnish each employee, whether merit or limited term, a place of employment which is free of recognized hazards which cause or are likely to cause death or serious physical harm. This can only be accomplished with each employee's full support and cooperation. Any employee who acts in an unsafe manner or allows unsafe conditions to exist is a real danger to not only himself/herself, but to fellow workers, equipment, and the public.

B. Safety must be incorporated into every activity and plan. "Safety Is Priority One!" is the most important objective of any well-designed safety program. If you are not sure about a procedure or have a question, don't guess, call the Safety Office for advice and guidance.

14.2 Safety Enforcement.

Failure of employees, managers, and supervisors to follow prescribed and accepted safety procedures to include use of personal protective equipment and clothing may be grounds for disallowing employee injury leave and/or workers' compensation benefits. Additional disciplinary action may consist of oral or written counseling, suspension or even termination of the employee regardless of whether an injury resulted from the failure to comply with requirements.

*****Managers and supervisors who knowingly fail to enforce use of personal protective clothing and equipment are equally subject to disciplinary actions.*****

14.3 General Reporting.

A. It is important that all accidents and near-accidents involving employees or citizens be reported promptly and investigated. New employees will be told how to report all accidents and near-accidents as a part of their new employee site orientation. All accidents, injuries, and illnesses should be reported to the supervisor immediately.

B. Accident statistics will be collated, analyzed and disseminated by the Safety Office to all division directors and site managers quarterly. A less detailed report will be prepared and disseminated monthly to all employees. Additional information concerning injuries and accidents is available upon request from the Safety Office.

14.4 Vehicle Accident Reporting.

Procedures and forms for submission of vehicle accidents can be found in Appendix M as well as on the FCPA infoweb under the Safety Office section (<http://infoweb.fairfaxcounty.gov/parks/hcds/safety>).

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14.5 Citizen Injury Reporting.

Procedures and forms for submission of citizen injuries can be found in Appendix N as well as on the FCPA infoweb under the Safety Office section (<http://infoweb.fairfaxcounty.gov/parks/hcds/safety>).

14.6 Citizen Property Damage/Theft Reporting.

Procedures and forms for submission of citizen property damage or theft can be found in Appendix O as well as on the FCPA infoweb under the Safety Office section (<http://infoweb.fairfaxcounty.gov/parks/hcds/safety>).

14.7 Park Property Damage/Theft/Miscellaneous Incident Reporting.

Procedures and forms for submission of park property damage or theft can be found in Appendix P as well as on the FCPA infoweb under the Safety Office section (<http://infoweb.fairfaxcounty.gov/parks/hcds/safety>).

14.8 Employee Injury Reporting (Workers' Compensation).

Procedures and forms for submission of employee injuries can be found in Appendix Q. In addition a workers compensation toolkit with instructions and forms is located on the FCPA infoweb under the Safety Office section (<http://infoweb.fairfaxcounty.gov/parks/hcds/safety>).

14.9 Accident Prevention and Investigation.

A. Accident investigation is a necessary and effective technique for the prevention of recurring or future accidents. If anything positive results from an accident, it is the opportunity to determine the causes and how to eliminate them.

B. It is essential therefore, as a basis for a good accident investigation program, that all accidents be reported. The "near-accident" is significant because it represents a warning that something is wrong. If causes are removed, serious accidents can be prevented. Immediate action regarding all accidents and incidents can prevent future mishaps.

C. In 2005, on a pilot basis, an Accident Review Panel was formed with representatives from the Park Operations Division and the FCPA Safety Analyst to review vehicle accidents and employee injuries for their division. The panel met on a regular basis and reviewed all accident and injury reports and utilizing employee, witness and supervisor statements, as well as reviewing any history that a given employee had, the panel would make recommendations to the employee's supervisor as to what prevention and possibility disciplinary actions would be appropriate. A FCPA Accident-Injury Investigation Report form (see Appendix M) was created to document the recommendations.

D. In 2007 the panel was expanded to include a representative from Park Services, Resource Management and Planning & Development who assisted with the review of Park Operations incidents. In early 2008 the panel agreed that the review process for vehicle

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accidents would be conducted for their respective divisions as a tool to reduce or prevent accidents.

E. The following accident review procedures are to be followed by all supervisors when reporting vehicle accidents or injuries:

1. The appropriate form (Fairfax County Vehicle Accident Report or Employee Notice of Job Related Injury/Illness form) will be utilized to document the accident and/or injury (see Appendix M (vehicle) or Appendix Q (injury)) and submitted to the Safety Office within 48 hours of the incident.

2. In addition to the above form, The FCPA Accident/Injury Investigation Report form (see Appendix M or Appendix Q) will be completed and submitted to the Safety Office within 48 hours of the incident.

3. The FCPA Safety Analyst will be responsible for ensuring that the appropriate forms have been submitted and are forwarded to the Agency's Accident Review Panel for action. The Panel will review all accident and injury related forms and reports; employee, witness and supervisor statements; and the employee's accident and injury history to include disciplinary actions taken as a result of past incidents. The Panel will then make a recommendation to the employee's supervisor as to what prevention and disciplinary actions would be appropriate, if any, for the particular incident in question. Recommendations can range from no action and up to and including suspension.

4. The following guidelines should be used to assist supervisors in identifying "fault" and "no-fault" accidents. These definitions include specific incidences that fall under the fault and no-fault accident. In addition, a section is included which describes possible disciplinary actions that may result when involved in an accident with a County vehicle.

No Fault Accident

A "no fault" accident shall be defined as an accident that occurs through no fault of the County driver. These incidences shall include but not be limited to the following:

- 1) A police report was taken and fault was determined to be someone other than the driver of the County vehicle.
- 2) Eyewitness testimony corroborates the County driver's account of the accident as occurring through no fault of their own.
- 3) Acts of nature (e.g., fallen branches, hail) that have unavoidably damaged the County vehicle while under the driver's care.
- 4) The Risk Management investigation evaluates the evidence and determines that the County driver was not at fault.
- 5) The Accident Review Panel evaluates the evidence and determines that the County driver was not at fault.

Fault Accident

A "fault" accident shall be defined as an accident that occurs through the carelessness and/or negligence of the County driver. These incidences shall include, but not be limited to, the following:

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- 1) A police report was taken and fault was determined to be with the driver of the County vehicle.
- 2) Eyewitness testimony places the fault of the accident with the driver of the County vehicle.
- 3) Damage has been done to a County vehicle and the driver does not have a reasonable account for the damage while the vehicle was in his/her custody.
- 4) Damage has been done to a County vehicle by the driver, but did not involve another vehicle (e.g., hitting a tree, backing into a building; operating a vehicle in a location and/or manner not appropriate for the design of the vehicle).
- 5) Damage has been done to a County vehicle by the driver that involved another vehicle, but no police intervention (e.g., hitting a parked car, hitting another County vehicle).
- 6) The Risk Management investigation evaluates the evidence and determines that the County driver was at fault.
- 7) The Accident Review Panel evaluates the evidence and determines that the County driver was at fault.

Disciplinary Action for “Fault” accidents

The following disciplinary actions shall be imposed in the event a “fault” accident occurs with a County employee operating a County vehicle. The severity of the disciplinary action will be determined by the severity of the accident and review of the employee’s driving record. These actions shall be administered under the discretion of the supervisor of the employee, who will consider the recommendations of the Accident Review Panel prior to making any disciplinary decision. All disciplinary action recommendations and decisions shall be consistent within the Agency.

- 1) **Informal Written Counseling.** When a supervisor deems that an informal written counseling memorandum is warranted, he/she will:
 - a. Advise the employee, in private, of the specific infraction and the date it occurred;
 - b. Allow the employee the opportunity to explain and weigh the explanation;
 - c. If warranted, administer the counseling memorandum formally;
 - d. Maintain an informal record of the discussion with the employee’s knowledge of such a record.
- 2) **Written Reprimand.** When a supervisor determines that an offense or the pattern of the driver is of such a nature that a record should be placed in an employee’s personnel file maintained within the Human Capital Development & Services office, a letter of reprimand will be prepared. The letter will contain:
 - a. Statement of charges in sufficient written detail to enable the employee to understand fully the violation, infraction, conduct or offense for which he/she is being disciplined;
 - b. Statement that it is an official letter of reprimand and that it will be placed in the employee’s official personnel folder;
 - c. Previous offenses in those cases where the letter is considered a continuation of progressive discipline;
 - d. Statement that similar occurrences could result in a proposal that more severe disciplinary action be initiated, up to and including dismissal.
- 3) **Suspension.** When a supervisor determines that an offense requires a more severe disciplinary action than a written reprimand, he/she will:
 - a. Investigate alleged employee offenses promptly; obtain all pertinent facts in the case (time, place, events and circumstances) including, but not limited to, making contact with persons involved or having knowledge of the incident;
 - b. Discuss the case including the length of suspension with higher levels of supervision, where appropriate;

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- c. Consult their Division Director or their designee when suspensions are contemplated;
- d. Prepare and submit advance notice letter to appropriate levels for review and approval;
- e. Consider employee's reply to the advance notice letter and make final recommendations to appointing authority. The appointing authority or designee, upon review of the Division Director, will prepare letter of final decision.

4) **Dismissal.** The dismissal of an employee shall constitute the most severe type of disciplinary action authorized under this Chapter. This action should only be taken when the Director has determined that an employee is unsuited for employment with Fairfax County. When this determination has been made, the procedures outlined in the preceding paragraphs under Suspensions will be followed.

F. The Accident Review Panel will convene on a regular basis and review all submitted reports. After the panel has made prevention and disciplinary recommendations, it will be noted on the investigation report form and a memorandum sent to the supervisor for review and final determination. The Safety Office will retain records of all accident and injury recommendations as an attachment to the original vehicle accident or injury report file.

G. The Accident Review Panel will be available to meet with an employee or supervisor who wishes to discuss the panel's findings and recommendations regarding an incident that they or their staff were involved in.

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15.0 RISK MANAGEMENT, PHYSICAL SECURITY AND LOST & FOUND.

15.1 Risk Management.

A. Risk Management is the process of making and carrying out decisions that will minimize the adverse effects of accidental and criminal losses on an organization. Risk Management consists of the logical sequence of identifying and analyzing loss exposures, examining alternative means for abating the exposures, selecting the most appropriate means, implementing the chosen mean(s), and monitoring the results to see if, in fact, the loss exposure has been cost-effectively abated. Risk Management is everyone's responsibility. As a facility manager, supervisor, or employee, you cannot manage risk unless you are responsible. These risks will not be the same for any two sites, nor will they remain constant over time. Risk identification is a continuous process. New programs, activities, volunteers, products, procedures, and equipment will create additional exposures.

B. Categories of Loss. Most of the types of risks faced by the Park Authority fall into one or more of the following broad categories:

1. Park Authority Personal Exposures. This category includes medical, dental, and hospital expenses for employees injured on the job. The cost in time to the agency to care for the injured employee, and the loss in productivity resulting from an injured employee's work either not being done or being given to a substitute employee. These related costs are often greater than the medical and hospital benefits involved. Employee injuries and reporting are discussed in Section 14.3.

2. Physical Property Exposures. This category includes real property such as buildings and grounds and other property such as automotive vehicles, office furniture, computer equipment, tools, playground equipment, and cash. Any manner in which this property may be damaged, destroyed, stolen, or lost constitutes an exposure. A physical security program is a major tool in the loss control process and the following procedures should be followed for safeguarding the public assets and private property entrusted to the care of the Fairfax County Park Authority.

15.2 Physical Security Program.

A. The following procedures apply to all sites, parks, and facilities of the Fairfax County Park Authority and its full-time, part-time, and seasonal employees, volunteers, and interns who use, maintain, or store Park Authority or private property. The use of the term "Park Authority property" shall be inclusive of private property of citizens left in the care of the staff of the Park Authority to include lost and found items and items of private property stored at Park Authority sites and facilities.

B. Responsibilities.

1. Site managers will:

a. Promptly report to the Fairfax County Police Department, incidents involving loss, theft, misuse, or damage of park property.

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- b. Establish opening and closing manager on duty/supervisor building walk-thru checklists.
 - c. Ensure key control custodians are appointed, in writing, to perform, as a minimum, the duties outlined in section 15.3.
 - d. Ensure responsibilities and procedures for the proper control and accountability of property are written and appropriately disseminated.
2. **Manager on Duty:** The designated park official responsible for supervising and enforcing park operating policies and procedures. The manager on duty acts as the senior park official enforcing those procedures and policies in the park manager's absence until properly relieved by either the park manager or the next designated manager on duty.
3. Site staff will familiarize themselves with the policies and procedures outlined in this section.

15.3. Physical Security Measures and Loss Control Procedures.

A. Types of loss activities common to all sites:

- 1. **Pilferage:** The words, "pilfer," "pilferer," and "pilferage" are used throughout this section in the senses in which they have come to be accepted by physical security personnel rather than in the dictionary sense. Thus, they include the meanings of "steal," "thief," "theft," "larceny," and similar terms. They embrace not only petty theft, but theft of any quantity or monetary value.
- 2. Theft of secured items.
- 3. Theft of unsecured items.
- 4. Vandalism.
- 5. Employee theft.

B. Marking Park Authority Property.

- 1. Many items of Park Authority property cannot be distinguished from similar citizen items and are attractive targets for pilferage. These items can be easily disposed of and detection is difficult.
- 2. Marking individual items of Park Authority property will enhance the security of the property by:
 - a. Deterring theft or pilferage of the items.

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b. Increasing the difficulty of disposing of the property because illegal possession can result in prosecution and markings are not always easily removed.

c. Increasing the chances of recovery of the property and prosecution of the criminal perpetrator by providing a positive means of identifying the property and tracking it.

C. Decision to Mark Property.

1. The decision to mark Park Authority property rests with the site manager. In making the decision to mark property, the site manager shall consider such risk factors as:

a. Vulnerabilities and threat to property losses.

b. Monetary replacement value of the property.

c. Criticality of the property to include side effects of loss and mission performance.

2. If the property has no serial number and is reported lost, the chances of return will depend on the ability of the recovering agency to determine the owner through the reporting system. If there is no identifying data on the property, the chances of return are virtually nonexistent.

D. Standard Marking System.

1. Marking property is worthwhile only if it identifies a specific item as belonging to a particular site and agency. The standard marking of Park Authority property shall:

a. Use a "FCPA" prefix which alerts the recovering agency that the property belongs to the Fairfax County Park Authority.

b. Have a unique site or activity identifier. Use the geographical location code, an abbreviation of the site name, or other unique identifier.

c. Include as the last item in the code a sequential number or letter that identifies the specific item from like items used at the site or facility. This procedure shall be used when more than one item of a type exists and no serial numbers exist to distinguish between these items.

2. Records of an inventory of marked items including a brief description, serial number, and the name of an individual who can be contacted for additional information, shall be retained on file.

E. Issue and Control of Locks and Keys

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1. Of primary importance in safeguarding property is a good lock and key issue and control system. Such a system includes control of the combinations of locks.
2. For effective control, accurate records should be maintained and periodic physical inspections and inventories made. The main principles of this system include:
 - a. Combination or keys should be accessible only to those persons whose official duties require access to them.
 - b. Combinations to safe locks and padlocks securing cash and negotiable items will be changed at least once during each 12 month period and at other times as deemed during each 12 month period and at other times as deemed appropriate, and at the earliest practical time following:
 - (1) Loss or possible compromise of the combination or key.
 - (2) Suspension, reassignment, resignation, or termination of any person having knowledge of the combination.
 - (3) Receipt of a new safe with a built-in combination lock.

15.4 Key and Lock Control.

- A. Each site manager or supervisor shall appoint a primary and alternate key custodian. The custodian shall be concerned with the supply of locks and how they are stored and issued; handling of keys; records maintenance; investigation of lost keys; inventories and inspections; custody of master keys; and, the overall supervision of the key program at the site.
- B. The key control custodian shall:
 1. Be appointed, in writing, to issue and receive keys and maintain accountability for office, site, receive keys and maintain accountability for office, site, vehicle, equipment, and facility keys.
 2. Ensure that individuals designated to issue, receive, and account for keys in his or her absence, clearly understand local key control procedures.
 3. Maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure Park Authority property.
- C. Key Depository.
 1. A lockable container, such as safe or filing cabinet, or a key depository made of at least 26 gauge steel, and permanently affixed to a wall, will be used to secure keys.
 2. The key depository will be located in a room where it is kept under 24-hour surveillance or in a room that is locked when unoccupied.

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D. Locks.

1. The use of master key system will be held to the absolute minimum required for operational necessities.
2. A key-operated, pin-locking dead bolt which projects at least 1-inch into the door frame or tumbler-type padlocks will be used to safeguard supplies and equipment if a lock is required. Selection will be based on the value of the items protected.
3. Padlocks and keys not in use will be secured in a locked container. Access to the container will be controlled.

15.5 Key and Lock Accountability.

Keys and combinations to locks will be accounted for at all times. Keys to locks in use which protect the property of an office, facility, vehicle, equipment, or site will be checked at the end of each business day. Differences between keys on hand and the key control register will be reported to the site manager.

15.6 Security Measures.

A. Portable hand tools, tool sets or kits, and shop equipment.

1. These items, when not in use and not under the surveillance of a responsible person (user, tool room keeper, or supervisor), will be stored in a secure location. Non-portable items will be secured in the building or van in which they are located. Doors and windows will be closed and locked.
2. Secure locations for portable items include:
 - a. A locked building or room or a locked metal cage in a secured building.
 - b. A locked built-in cabinet, bin, or drawer in a secure room or building.
 - c. A locked drawer or compartment of a furniture item (storage cabinet, wall locker, desk, etc.) in a secure room or building.
 - d. Attached to the building structure with a 5/16-inch chain or equivalent cable and a low security padlock or permanently fastened to a working surface.
 - e. Locally fabricated, lockable racks that, when locked, prevent tool box lids from being opened or individually placed larger tools from being removed.
 - f. A locked enclosed truck, van, or vehicle trunk.
 - g. A locked vehicle equipment box or secured, either directly or in a locked container, to the vehicle itself.

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3. Keys and locks used to safeguard hand tools, tool sets or kits, shop equipment, and the facilities on which they are stored or located shall be controlled and accounted for in accordance with the procedures outlined in this section.

B. Special Accountability.

Hand tools that are particularly subject to improper use will be placed under special accountability. These items should be marked in accordance with the procedures outlined in this section.

C. Furniture and Class/Instructor Equipment.

1. Work buildings or rooms in which these items are located shall be secured when no responsible employee assigned to that particular activity is present.

2. Furniture and equipment in offices, club rooms, or similar common areas, are not normally staffed, will be protected by controlling access to these areas to the maximum extent practical. This may be done by requiring the manager or supervisor to periodically check these areas.

D. Office Machines, Audio-Visual Equipment, Two-Way Radios, and I.D. Cameras.

1. Buildings, rooms and offices in which these items are located will be secured whenever an employee assigned to the activity is not present. Security will consist of closing and locking appropriate doors and windows, as a minimum standard.

2. When size and weight allow, small office machines such as hand held calculators and portable computers shall be locked in a desk or cabinet.

E. Expendable and Consumable Supplies.

Supplies not issued for actual use shall be centrally stored in secure cabinets, containers, rooms, or buildings. Keys and locks to these storage facilities will be controlled in accordance with procedures in this section.

15.7 Lost and Found.

A. Description:

The Park Authority has specific procedures to follow when lost property is reported to staff or found property is accepted by park staff. There are also procedures for proper disposal of unclaimed property left at park sites. During annual safety and loss control inspections lost and found items will be compared to the site log to ensure they are being properly accounted for.

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B. Definitions.

1. Lost – Items left or abandoned at Fairfax County Park Authority sites or facilities.
2. Found – Items recovered by someone other than the owner and surrendered to a Park Authority employee or volunteer for safekeeping at a central control point.
3. Accountable Property – All property turned into a Fairfax County Park Authority employee or volunteer at any Park Authority site or facility having an estimated value of \$25.00 or greater. Additionally, any negotiable items (including, but not limited to, currency, traveler’s checks, and credit cards).
4. Excluded Property – Any clothing item, regardless of value, may, at the discretion of the manager or employee in charge of a site, be discarded for sanitary purposes and will, in such event, be exempted from the accountability guidelines.

C. Responsibilities.

Site managers, supervisors, or their designated representatives will:

1. Establish a central control point to report and account for lost or found items.
2. Maintain an accountable property record of all lost and found items with an estimated value of \$25.00 or more.
3. Provide adequate safeguards to secure items.
4. Follow the prescribed steps in these procedures for verifying the identity of persons claiming items.
5. Regularly review found items and dispose of them in accordance with these procedures.

D. Procedures.

1. If a patron reports an item as lost, a Park Authority employee will complete Lost and Found Property Record (see Appendix R). The report must include at a minimum, the owner’s name, address, telephone number, date and time of loss, date loss was reported, a detailed description of the item, location where the item was last seen, and the name of the employee completing the report. The report will be maintained for 30 days. At that time, if the item has not been recovered, the report will be destroyed.
2. If a patron reports an item as stolen, the Park Authority employee will complete a Fairfax County Park Authority Incident Report form. The patron should be strongly urged to file a police report for stolen items. The original theft report will be forwarded to the Safety Office within 48 hours of the incident. A copy of the

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report should be retained at the site. Any inquiries concerning reimbursement of claims MUST be directed to the Safety Office at (703) 324-8707.

3. Each site will maintain a record for all accountable property surrendered to Park Authority staff. Each item will be tagged with an identification number matching the number on the Lost and Found Property Record. The record will consist of the date and time found, location where the item was found, a detailed description of the item, name, address, and telephone number of the person who found the item (optional), name of the employee completing the entry, storage location, record entry number, and the last name of the employee recording the entry.

4. Once an item has been recorded and properly tagged, it will be stored and secured in accordance with paragraph E below.

5. If a patron requests to claim an item and a Lost and Found Property Record has not been initiated, a report must first be completed. If the incident has been previously reported, the Park Authority employee will retrieve the record from the file. In either case, the employee will then cross reference the lost and found record with the claimant's description to determine if the item has been turned in.

6. If the lost and found record shows the item is on hand, the patron must show positive proof of identification (i.e., driver's license, military ID card, or other photographic ID). The employee will compare and verify the description of the item. Once satisfied with the description, the employee will complete the claimant information section of the Lost and Found Property Record and *require the claimant to sign the record and date*. The employee returning the item will also sign and date the record.

7. If the item is not listed in the lost and found records, the employee will inform the patron that the report will be retained for 30 days or until the item is found, whichever comes first.

8. If an item is found at an unstaffed site by a park employee, the employee will take the item to a designated central location established by the area manager or other responsible supervisor as appropriate. All other procedures will be followed as described above.

E. Storage.

1. Items surrendered as "found" must be safeguarded until claimed by the owner or disposed of in accordance with the steps outlined in this procedure. Accountable property such as jewelry, expensive watches, currency, or important papers (driver's license, passports, etc.) must be stored in the site safe or a locked cabinet.

2. The storage area must be secure with limited staff access. All items should be protected from heat, humidity, moisture, and accidental damage.

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F. Disposition.

1. All items should be reviewed weekly for disposition. After 30 days, unclaimed accountable property may be disposed of by using one of the following methods:

- a. Unclaimed items which may be useful to the site may be retained for use by the public or staff at the site. These items must be recorded on the Inventory of Unclaimed Property Form located in Appendix R.
- b. Serviceable items may be donated to a charitable organization. Each site will select a charitable organization for its donations. On a schedule to be determined by the site manager, but at least every 30 days, the site will inventory unclaimed property to be donated and complete the Inventory of Donated Property Form located in Appendix R. This will serve as the site's receipt for donated unclaimed property. The inventory must be kept for one year after the date of the donation.
- c. Valuable papers will be forwarded to the Property Division, Fairfax County Police Department for disposition.
- d. All other items except as described in paragraph 2 below will be discarded in the trash.

2. Disposition of Negotiable Instruments.

- a. Traveler's checks will be immediately destroyed by shredding and/or burning. This will take place before two witnesses and recorded.
- b. Credit cards will be promptly destroyed by cutting through the card number so as to render the card unusable. The card will then be discarded. The responsibility of notifying the appropriate card company to have the numbers cancelled will be assumed by the loser.
- c. All loose paper currency and coins will be placed in a sealed envelope upon receipt. The outside of the envelope will be marked with the accountable property record number and date. Unclaimed currency will be processed as an anonymous donation to the Park Authority.

3. Found items which have an estimated value of less than \$25.00 may be retained for one week and then disposed of by one of the methods of paragraph F1 above.

4. Under no circumstances will unclaimed property be retained or released to Park Authority employees or volunteers for their personal use regardless of the value of the item or whether the item was found on personal or county time.

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G. Administration.

1. All forms and reports must be prepared in blue or black ink. Recorded data must be legible and complete. Print information if necessary (except signatures). When completed, these documents become public records.
2. Lost and Found Property records will be destroyed after 30 days if the item has not been found.
3. Accountable property and donation inventories will be established on a fiscal year. All documents must be retained at the site for one year following the date of the last entry. After one year, the records may be destroyed.

APPENDIX A

GLOSSARY OF TERMS

FAIRFAX COUNTY PARK AUTHORITY SAFETY MANUAL GLOSSARY

Absorption	Movement of a chemical into a plant, animal, or soil.
Accident	The occurrence in a sequence of events that usually produces unintended injury, death, or property damage.
Acute effect	Sharp, having severe symptoms and reaching a crisis rapidly.
American National Standards Institute	A nonprofit, privately funded membership organization that coordinates the development of U.S. voluntary national standards. It serves both the private and public sectors' need for voluntary standardization.
Approved	Tested and listed as satisfactory by an authority having jurisdiction, such as U.S. Department of Health and Human Services, National Institute for Occupational Safety and Health (NIOSH), or National Fire Protection Association (NFPA).
Authorized person	A trained person, who has undergone the instructions, has the appropriate tools, repair parts, and manufacturer's or trade manual or handbook necessary to reliably perform the task.
Automatic sprinkler system	An integrated system of underground or overhead piping designed in accordance with fire protection engineering standards. The systems include a suitable water supply. The portion of the system above ground is a network of specially or hydraulically designed piping installed in a building, structure, or area, generally overhead, and to which automatic sprinklers are connected in a systemic pattern. The system is usually activated by heat from a fire and discharges water over the fire area.
Auxiliary protective signaling system	An alarm system utilizing a standard municipal fire alarm box to transmit a fire alarm from a protected property to municipal fire headquarters. These alarms are received on the same municipal equipment and are carried over the same transmission lines as are used to connect fire alarm boxes located on streets. Operation is initiated by the local fire detection and alarm system installed at the protected property.
Chemical manufacturer	An employer with a workplace where chemical(s) are produced for use or distribution.
Central station signaling system	An alarm system connecting protected premises to a privately owned central station whose function is to monitor the connecting lines constantly and record any indication of fire, supervisory or other trouble signals from the protected premises. When a signal is received, the central station will take such action as is required, such as informing the municipal fire department of a fire or notifying the police department of intrusion.
Chronic effect	An adverse effect on a human or animal body with symptoms that develop slowly over a long period of time or that recur frequently. Examples include cancer and irreversibly damage to certain organs.
Class A fires	Fires in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics.
Class B fires	Fires in flammable liquids, oils, greases, tars, oil-base paints, lacquers, and flammable gases.
Class C fires	Fires that involve energized electrical equipment where the electrical nonconductivity of the extinguishing media is of importance. (When electrical equipment is de-energized, extinguishers for Class A or B fires may be used safely.)

Class D fires	Fires in combustible metals, such as magnesium, titanium, zirconium, sodium, lithium, and potassium.
Class I liquid	Any liquid having a flash point below 100 degrees F. (38 degrees C.) and having a vapor pressure not exceeding 40 psi at 100 degrees F. (38 degrees C.). Class I liquids are known as flammable liquids.
Class IA liquid	Any liquid having a flash point below 73 degrees F. (23 degrees C.) and a boiling point below 100 degrees F. (38 degrees C.).
Class IB liquid	Liquids having flash points below 73 degrees F. (23 degrees C.) and having a boiling point at or above 100 degrees F. (38 degrees C.).
Class IC liquid	Liquids having flash points at or above 73 degrees F. (23 degrees C.) and having a boiling point at or below 100 degrees F. (38 degrees C.).
Class II liquids	Liquids having a flash point at or above 100 degrees F. (38 degrees C.) and below 140 degrees F. (60 degrees C.).
Class IIIA liquids	Liquids having a flash point at or above 140 degrees F. (60 degrees C.) and below 200 degrees F. (93 degrees C.).
Class IIIB liquids	Liquids having a flash point at or above 200 degrees F. (93 degrees C.).
Combustible	Able to catch on fire and burn.
Combustible liquid	Any liquid having a flash point at or above 100 degrees F. (37.8 degrees C.) but below 200 degrees F. (93.3 degrees C.), except any mixture having components with flash points of 200 F (93.3 degrees C.) or higher, the total volume of which make up 99 percent or more of the total volume of the mixture. Combustible liquids are known as Class II and Class III liquids.
Combustible waste matter	Magazines, books, trimmings from lawns, trees, or flower gardens, leaves, pasteboard boxes, rags, paper, straw, sawdust, packing material, shavings, boxes, and all rubbish and refuse that will ignite through contact with flames or ordinary temperatures.
Compressed gas	<ol style="list-style-type: none"> 1) any gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 degrees F (21.2 degrees C.); 2) a gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 degrees F (54.4 degrees C) regardless of the pressure at 70 degrees F (21.2 degrees C); or 3) (3) a liquid having a vapor pressure exceeding 40 psi at 100 degrees F (37.8 degrees C) as determined by ASTM D-32-72.
Container	Any bag, barrel, bottle, box, can cylinders, drum, reaction vessel, storage tank, or the like that contain a hazardous chemical
Confined space	Any area that has limited openings for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards, and is not intended nor designated for continuous human occupancy.
Corrosive	A substance that causes visible destruction or permanent changes in human skin tissue at the site of contact.
Distributor	A business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.
Dry chemical	Powdered fire extinguishing agent, usually composed of sodium bicarbonate, potassium bicarbonate, etc.
Dust	Solid particles suspended in air produced by some mechanical process such as crushing, grinding, abrading, or blasting. Most dusts are an inhalation, fire and dust explosion hazard.

Employee	A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.
Emergency response plan	A plan for a workplace, or parts thereof, describing what procedures the employer and the employee must take to ensure employee and visitor safety from fire and other emergencies
Explosive	A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
Exposure	The potential that exists for an employee to be subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption, etc.), and includes the potential (e.g., accidental or possible) exposure.
Extra (High) hazard	Extra hazard occupancies are locations where the total amount of Class A combustibles and Class B flammables present in storage, production use, and/or finished product is over and above those expected and classed as ordinary (moderate) hazards. These occupancies could consist of woodworking, vehicle repair, aircraft and boating servicing, cooking areas, individual product display showrooms, product convention center displays, and storage and manufacturing processes such as painting, dipping, coating, including flammable liquid handling.
Fire hazard	Any thing or act which increases or will cause an increase of the hazard or menace of fire to a greater degree than that customarily recognized by persons in the public service regularly engaged in preventing, suppressing, or extinguishing fire; or which will obstruct, delay, hinder, or interfere with the operations of the fire department or the egress of occupants in the event of fire.
Fire prevention	The preventive measures which provide for the safe conduct and operation of hazardous processes, storage of combustible and flammable materials, conducting of fire drills and the maintenance of fire protection, detection, and extinguishing service equipment and good housekeeping conditions. That part of fire protection activities exercised in the advance of the outbreak of fire to prevent such outbreaks and to minimize loss when fire does occur.
First aid	Emergency procedures to be taken when a person is injured or suffering from overexposure to a hazardous material, before regular medical help can be obtained.
Flammable liquid	Any liquid having a flash point below 100 degrees F. (37.8 degrees C.), except any mixture having components with flash points of 100 degrees F. (37.8 degrees C.) or higher, the total making up 99 percent or more of the total volume of the mixture. Flammable liquids are known as Class I liquids and fall into Class 1A, Class 1B, and Class 1C classifications.
Flash point	The minimum temperature in degrees Fahrenheit at which a flammable liquid will give off sufficient vapors to form an ignitable mixture with air near the surface or in the container. If a source of ignition is present, the mixture will flash but will not sustain combustion. There are several flash point test methods, and flash points may vary for the same material depending upon the method used, so the test method is indicated when the flash point is given.
Hard hat	A helmet worn for protection from impact or penetration from falling and flying objects, limited electrical shock and burns, and exposure to the rays of the sun. Hard hats come in two types. Type 1 helmets have a full brim. Type 2 have no brim but may include a visor. Hard hats also come in three classes.
Helmet, Class A	A helmet designed to reduce the force of impact of falling objects and reduce the

	danger of contact with exposed low voltage conductors. Representative sample helmets are proof tested at 2,200 volts (phase to ground). NOTE: This voltage is not intended to be an indication of the voltage at which the headgear protects the wearer.
Helmet, Class B	A helmet designed to reduce the force of impact of falling objects and reduce the danger of contact with exposed high voltage conductors. Representative sample helmets are proof tested at 20,000 volts (phase to ground). NOTE: This voltage is not intended to be an indication of the voltage at which the headgear protects the wearer.
Helmet, Class C	A helmet designed to reduce the force of impact of falling objects. This class offers no electrical protection.
Hazardous chemical	Any chemical that is a physical or health hazard.
Hazardous material	Any substance or compound that has the capability of producing adverse effects on the health and safety of humans.
Health hazard	A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.
Ingestion	The process of taking substances into the stomach, as food, drink, medicine, etc.
Inhalation	The process of absorbing air by breathing through the nose or mouth, taking air into the lungs, breathing in.
Light (Low) hazard	Light hazard occupancies are locations where the total amount of Class A combustible materials, including furnishings, decorations, and contents, is of minor quantity. This may include some buildings or rooms occupied as offices, classrooms, churches, assembly halls, guest room areas of hotels/motels, etc. This classification anticipates that the majorities of content items are either noncombustible or so arranged that a fire is not likely to spread rapidly. Small amounts of Class B flammables used for duplicating machines, art departments, etc. are included provided that they are kept in closed containers and safely stored.
Local protective signaling system	An alarm system operating in the protected premises, responsible to the operation of a manual fire alarm box, water flow in a sprinkler system, or detection of a fire by a smoke or heat detecting system.
Material safety data sheet (MSDS)	A written or printed sheet(s) containing information on the identity, physical and chemical characteristics, physical hazards, health hazards, routes of entry, toxicity, generally applicable control measures, emergency and first aid procedures, preparation date of the data sheet, and the name, address, and telephone number of the chemical manufacturer, importer, employer, or other responsible party preparing or distributing the data sheet who can provide additional information on the hazardous chemical.
Means of egress	A continuous and unobstructed path of travel from any point in a building or structure to a public way and consists of three separate and distinct parts: a) the exit access b) the exit, and c) the exit discharge/a means of egress comprises the vertical and horizontal means of travel and shall include intervening room spaces, doors, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

Ordinary (Moderate) hazard	Ordinary hazard occupancies are locations where the total amount of Class A combustibles and Class B flammables are present in greater amounts than expected under light (low) hazard occupancies. These occupancies could consist of dining areas, mercantile shops and allied storage, light manufacturing, research operations, auto showrooms, parking garages, workshop or support service areas of light (low) hazard occupancies, and warehouses.
Overexposure	Exposure beyond the specified limits.
Physical hazard	A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable, or water reactive.
Personal protective equipment (PPE)	Devices and clothing worn by the worker to protect against hazards in the environment. Respirators, gloves, hearing protection, helmets, and eye protection are examples.
Place of assembly	A room or space used or designed for the gathering of persons for purposes such as civic, social, or religious functions, recreation, food or drink consumption, or awaiting transportation. A room or space used for assembly by less than 50 persons and which is accessory to another use group shall be included as part of the main use group.
Proprietary protective signaling system	An alarm system which serves contiguous or noncontiguous properties under one ownership from a central supervising station at the protected property. Similar to a central station system but owned by the protected property.
Pyrophoric	A chemical that will ignite spontaneously in air at a temperature of 130 F (54.4 C) or below.
Remote station protective signaling system	An alarm system connecting protected premises over leased telephone lines to a remote station such as a fire station or a police station. Includes separate receiver for individual functions being monitored, such as fire alarm signal, or sprinkler water flow alarm.
Respirator	A device to protect the wearer from inhalation of harmful contaminants.
Safety	The control of recognized hazards to attain an acceptable level of risk.
Safety can	An approved container, of not more than 5 gallons (19 liters) capacity, having a spring-closed lid and spout cover, and so designed that it will safely relieve internal pressure when subject to fire exposure. Safety containers must be clearly marked with the name of the product contained therein.
Self-closing	As applied to a fire door or other opening protective, means normally closed equipped with an approved device, which will ensure closing after having been opened for use.
Site Manager	The manager of a facility. It may also refer to positions in which a person is responsible for the supervision of other employees and the management of Park Authority resources.
Smoke detection system	These detectors operate on the ionization, photoelectric, or cloud chamber principle. Spot-type smoke detectors use either ionization or the photoelectric principle. Line-type detectors use the photoelectric principle. Air sampling-type detectors use either ionization, photoelectric, or cloud chamber principle. Properly installed, smoke detectors can detect smoke particles in very early stages of fires in the areas where they are located.
Toxic substance	Any substance that can cause acute or chronic injury to the human body, or that is suspected of being able to cause diseases or injury under some conditions.

Unstable (reactive)	A chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions or shocks, pressure, or temperature.
Use Group A-3 structures	All buildings with or without an auditorium in which persons assemble for amusement, entertainment, or recreation, and incidental motion picture, dramatic or theatrical presentations, lectures, or similar purposes without theatrical stage other than a raised platform; and principally used without permanent seating facilities including art galleries, exhibition halls, museums, lecture halls, libraries, restaurants other than night clubs, and recreation centers; and buildings designed for other similar assembly purposes including passenger terminals.
Use Group A-5, outdoor assembly	Structures used for outdoor assembly intended for participation in or reviewing activities including grandstands, bleachers, coliseums, stadiums, amusement park structures and fair or carnival structures.
Use Group H, high hazard uses	All buildings, structures, or parts thereof, which are used for manufacturing, processing, generation or storage of corrosive, highly toxic, high combustible, flammable or explosive materials that constitute a high fire or explosive hazard.
Use Group I, institutional uses	All buildings or structures, or parts thereof, designated as a child care facility which accommodates more than five children 2 ½ years of age or less.
Use Group M, mercantile uses	All buildings or structures, or parts thereof, which are used for display and sales purposes involving stocks of goods, wares or merchandise incidental to such purposes and accessible to the public; including retail stores, motor fuel service stations, shops, and salesroom, and markets.
Use Group R-2, child care	A child care facility which accommodates five or less children of any age.
Use Group S, storage uses	All buildings and structures, or parts thereof, which are primarily used for storage of goods, wares, or merchandise, except those of Use Group H that involve highly combustible or explosive products or materials; including among others warehouse, storehouses, and freight depots.
Water reactive	A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
Wet-pipe automatic sprinkler system	A system employing automatic sprinklers attached to a piping system containing air that may or may not be under pressure, with a supplemental fire detection system installed in the same area as the sprinklers. Actuation of the fire detection system by a fire opens a valve which permits water to flow into the sprinkler system piping and to be discharged from any sprinklers that are opened by the heat from the fire.

APPENDIX B

TRAINING DOCUMENTATION FORMS

**FAIRFAX COUNTY PARK AUTHORITY
Safety Training Outline**

HAZARD COMMUNICATION STANDARD ORIENTATION TRAINING

NAME OF INSTRUCTOR: _____ DATE: _____

- I. Program Implementation Source: OSHA 1910.1200
 - A. Explanation of the background of the Hazard Communication Program
 - B. Review of the FCPA written hazard communication standard manual

- II. Hazardous Substances
 - A. Nature of hazardous substances
 - B. Location of hazardous substances

- III. Material Safety Data Sheets (MSDS)
 - A. Location of MSDS book(s)
 - B. How to use the MSDS book(s)
 - C. Instructions on how to obtain data from the sheet
 - D. How to interpret available hazard information
 - E. How to read warning labels and tags

- IV. Hazardous Substance Safety
 - A. Explanation of work practices
 - B. Selection and use of personal protective clothing and equipment
 - C. Explanation of emergency actions and procedures

- V. Accident Prevention
 - A. Methods and observations to detect the presence of hazardous materials in the workplace

- VI. Physical and Health Hazards
 - A. General chemical categories
 - B. Specific chemical categories

- VII. Training Evaluation
 - A. Summary

ACKNOWLEDGMENT

I hereby acknowledge I have been trained on the provisions of the Hazard Communication Standard and I am familiar with the location of the current FCPA written hazard communication manual and material safety data sheet (MSDS) book(s) at my site. I understand I am obligated to abide by these procedures as well as federal, state, and local rules and regulations. Where safety equipment and specific guidelines are provided, I understand I am obligated to use and/or comply with them.

SIGNATURE OF EMPLOYEE _____ DATE _____

PRINTED NAME OF EMPLOYEE _____

FAIRFAX COUNTY PARK AUTHORITY
Safety Training Outline
CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

NAME OF INSTRUCTOR _____ **DATE** _____

I. General Requirements

Source: OSHA 1910.147

- A. Energy Control
- B. Lockout/Tagout
- C. Full Employee Protection
- D. Energy Control Program
- E. Protective Materials and Hardware
 - 1. Durable
 - 2. Standardized
 - 3. Substantial Lockout/Tagout Devices
- F. Periodic Inspections
- G. Employee Training and Communication
- H. Employee Retraining

II. Application of Control

- A. Preparation for Shutdown
- B. Machine or Equipment Shutdown
- C. Machine or Equipment Isolation
- D. Lockout/Tagout Device Application
- E. Stored Energy
- F. Verification of Isolation
 - 1. Release From Lockout/Tagout
 - 2. Additional Requirements
- G. Outside Personnel (Contractors, etc.)
- H. Group Lockout or Tagout
- I. Shift or Personnel Changes

III. Other Employees

- A. Lockout/Tagout Procedures
- B. Prohibitions for Restart of Machines or Equipment

VI. Tagout Limitations

VII. Training Evaluation

- A. Summary
- B. Questions and Answers

ACKNOWLEDGMENT

I hereby acknowledge that I have been trained on the Virginia Occupational Safety and Health Standard requirements for The Control of Hazardous Energy (Lockout/Tagout) and as an *affected* employee, I am familiar with the proper procedures for identification, isolation, and control of hazardous energy when servicing machines or equipment in which the *unexpected energizing or start up* of the machines or equipment, or the release of stored energy could cause injury to myself or other persons. I understand I am obligated to abide by Park Authority lockout/tagout policies and procedures. I further acknowledge that I am required to use personal protective equipment whenever the task warrants it or when directed by my supervisor.

EMPLOYEE SIGNATURE _____ **DATE** _____

PRINTED NAME OF EMPLOYEE _____

FAIRFAX COUNTY PARK AUTHORITY
Safety Training Outline

PORTABLE FIRE EXTINGUISHER TRAINING

NAME OF INSTRUCTOR: _____ **DATE:** _____

- I. Introduction **SOURCE:** 29 CFR OSHA 1910.157
- II. Portable Fire Extinguisher Criteria
- A. Approved by recognized laboratory
 - B. Proper type for class of fire
 - C. Locations
 - D. Inspection and maintenance
- III. Classification of Extinguishers
- A. Class A - Ordinary Combustibles
 - B. Class B - Flammable & Combustible Liquids
 - C. Class C - Electrical Fires
 - D. Class D - Combustible Metals
- IV. Extinguisher Labeling
- A. Pictographs
 - B. Ratings
- V. Inspections and Maintenance
- A. Periodic user inspections
 - B. Annual service
 - C. Hydrostatic Testing
- VI. Extinguisher Operations
- VII. Summary
- VIII. Training Evaluation
- A. Questions and answers
 - B. Practical exercises or demonstrations

ACKNOWLEDGMENT

I hereby acknowledge that I have been familiarized with the general principles of portable fire extinguisher use and the hazards involved with incipient fire fighting in my workplace. I have also been trained in the classification of fires and the classification, placement, proper use, and inspection of portable fire extinguishers as outlined in Subpart L, Fire Protection, Part 1910.157, Occupational Safety and Health Standards for General Industry. I understand this training is required annually.

SIGNATURE OF EMPLOYEE _____

PRINTED NAME OF EMPLOYEE _____ **DATE:** _____

FAIRFAX COUNTY PARK AUTHORITY
Safety Training Outline
BLOODBORNE PATHOGENS

This form serves to document employee training on Bloodborne Pathogens as required by Section 1910.1030, Bloodborne Pathogens, Virginia Occupational Safety and Health Standards for General Industry.

Name(s) of Instructor(s): _____ Date: _____

Source of Training Material: Virginia Occupational Safety & Health Standard 1910.1030, safety videos "Bloodborne Pathogens Awareness – Protect Yourself" OR "Bloodborne Pathogens Take Precautions"; FCPA Bloodborne Pathogens Exposure Control Plan

The following subjects were reviewed:

- An explanation of the contents of the bloodborne pathogens standard
- A general explanation of the epidemiology and symptoms of bloodborne diseases
- An explanation of the modes of transmission, and symptoms of bloodborne pathogens
- An explanation of the Park Authority Bloodborne Pathogens Exposure Control Plan and the means by which the employee can obtain a copy of the written plan
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- An explanation of the use and limitations of control methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
- An explanation of the basis for selection of personal protective equipment
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedures to follow if an exposure incident occurs
- Information on the post exposure evaluation and follow-up that the Park Authority is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by Occupational Safety and Health regulations

ACKNOWLEDGMENT

I hereby acknowledge that I have reviewed the Virginia Occupational Safety and Health Standard requirements for bloodborne pathogens and I am familiar with the proper procedures for exposure determination, methods of compliance, Hepatitis B vaccination policy, and follow up procedures for exposure incidents.

SIGNATURE OF EMPLOYEE _____ DATE: _____

PRINTED NAME OF EMPLOYEE _____

FAIRFAX COUNTY PARK AUTHORITY
Safety Training Outline
OVERHEAD HIGH VOLTAGE LINE SAFETY ACT

NAME OF INSTRUCTOR: _____ **DATE:** _____

SOURCE: Code of Virginia Title 59.1, Chapter 30
Dominion Virginia Power's Contractor Beware
Zap! Power Line Safety

- I. Introduction
 - A. Purpose
 - B. Background
 - C. Objectives
- II. Scope
- III. Prohibited Activities
 - A. Working within six feet of overhead high voltage lines
 - B. Operating covered equipment within 10 feet of overhead high voltage lines
- IV. Warning Signs
 - A. Inside Vehicle
 - B. Outside Vehicle
- V. Temporary Safety Arrangements
- VI. Training Evaluation
 - A. Summary
 - B. Questions and Answers
 - C. Practical Exercises, Demonstrations, Examination

ACKNOWLEDGMENT

I hereby acknowledge that I have been trained on the Virginia Overhead High Voltage Line Safety Act. I am familiar with the proper procedures for working in the vicinity of overhead high voltage lines. I understand I am obligated to abide by Virginia state law and Fairfax County policies and procedures.

SIGNATURE OF EMPLOYEE _____ **DATE** _____

PRINTED NAME OF EMPLOYEE _____

FAIRFAX COUNTY PARK AUTHORITY

Safety Training Outline

PERSONAL PROTECTIVE EQUIPMENT (PPE) TRAINING

NAME OF INSTRUCTOR _____ **DATE** _____

I. General Requirements Source: OSHA 1910.132 - 139

- A. Application
 - 1. Purpose
 - 2. Objectives
 - 3. Background
- B. Employee-Owned Equipment
- C. Written Hazard Assessment
 - 1. Assessment Guidelines
 - 2. Sources of Hazards
 - 3. Organizing Hazard Survey Data
 - 4. Analyzing Survey Data
 - 5. PPE Selection Guidelines
 - 6. Reassessment of Hazards

II. Protective Headwear

- A. General Requirements
 - 1. When Required
 - 2. Electrical Shock Hazard
- B. Protective Headwear Criteria
 - 1. ANSI Standard Z89.1
 - 2. Proper Selection
 - 3. Fitting
 - 4. Cleaning and Inspection
 - 5. Maintenance
 - 6. Storage

III. Eye and Face Protection

- A. General Requirements
 - 1. When Required
 - 2. Prescription Protective Eyewear
 - 3. Manufacturer markings
 - 4. Filter Lenses
- B. Protective Eyewear Criteria
 - 1. ANSI Standard Z87.1
 - 2. Proper Selection
 - 3. Fitting
 - 4. Cleaning and Inspection
 - 5. Maintenance
 - 6. Storage

IV. Hearing Protection

- A. General Requirements
- B. Protective Headwear Criteria
 - 1. ANSI Standard S12.6
 - 2. Proper Selection
 - 3. Fitting
 - 4. Cleaning and Inspection
 - 5. Maintenance
 - 6. Storage

V. Hand Protection

- A. General Requirements
- B. Selection of Hand Protection
 - 1. ANSI Standard
 - 2. Proper Selection
 - 3. Fitting
 - 4. Cleaning and Inspection

FAIRFAX COUNTY PARK AUTHORITY
Safety Training Outline

PERSONAL PROTECTIVE EQUIPMENT (PPE) TRAINING

- 5. Maintenance
- 6. Storage

VI. Respiratory Protection

- A. Permissible Practice ANZI Standard Z.88.6
- B. Respiratory Protection Program
 - 1. Written Standard Operating Procedure
 - 2. Selection of Respirators
 - A. Fit-Test Documentation
 - B. Qualitative/Quantitative Testing
 - 3. Use of Respirators
 - 4. Maintenance and Care of Respirators
 - 5. Identification of Respirator Cartridges
 - 6. Filtering Face Piece/Particle Dust Masks (see separate outline for limitations)

VII. Protective Clothing and Uniforms

- A. Uniforms
 - 1. General Utility
 - 2. Disposable
 - 3. Rainwear
- B. Aprons
 - 1. General Utility
 - 2. Chemical
- C. Gloves
 - 1. Impact Resistant
 - 2. Temperature
 - 3. Chemical
 - 4. Sanitation

VIII. Foot Protection

- A. General Requirements
- B. Protective Footwear Criteria
 - 1. ANSI Standard Z41
 - 2. Proper Selection
 - 3. Fitting
 - 4. Cleaning and Inspection
 - 5. Maintenance
 - 6. Storage

IX. Training Evaluation

- A. Summary
- B. Questions and Answers

ACKNOWLEDGEMENT

I hereby acknowledge that I have been trained on the Virginia Occupational Safety and Health Standard provisions for personal protective clothing and equipment and I am familiar with the proper procedures for selection, fitting, use, cleaning and inspection, maintenance, and storage of protective equipment. I understand I am obligated to abide by Park Authority policies and procedures as well as federal, state, and local rules and regulations regarding the use of personal protective equipment. I further acknowledge that I am required to use personal protective equipment whenever the task warrants it or when directed by my supervisor.

EMPLOYEE SIGNATURE _____ **DATE** _____

PRINTED NAME OF EMPLOYEE _____

FAIRFAX COUNTY PARK AUTHORITY
Filtering Facepiece (Dust/Particle Mask)
Training Acknowledgment Form

Appendix D to Sec. 1910.234 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators/filtering facepieces are an effective method of protection against designated hazards when properly selected and worn. Respirators or filtering facepiece use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators/filtering facepieces to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirator/filtering facepieces for your voluntary use, or if you provide your own respirator/filtering facepiece, you need to take certain precautions to be sure that the device itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator/filtering facepiece's limitations.
2. Choose respirators/filtering facepieces certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator/filtering facepiece into atmospheres containing contaminants for which it is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

ACKNOWLEDGMENT

I hereby acknowledge that I have read the above appendix and will comply with the standard.

SIGNATURE OF EMPLOYEE _____ DATE: _____

PRINTED NAME OF EMPLOYEE _____

APPENDIX C

FIRE PREVENTION INSPECTION AND TEST RECORD LOG

FAIRFAX COUNTY PARK AUTHORITY

Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Portable Fire Extinguishers

FREQUENCY: Inspect Monthly

PROCEDURE:

1. Verify that each portable fire extinguisher is in its designated location.
2. Ensure that the access to the extinguisher is free of obstructions and it is not visibly obstructed.
3. Ensure that the portable fire extinguisher instructions on the nameplate are legible and are facing forward.
4. Physically examine seals or tamper indicators to ensure that they are intact.
5. Check the appropriate fullness by weighing or "hefting".
6. Physically check the extinguisher to identify any obvious damage, corrosion, leakage, or clogged nozzles.
7. Check to ensure that the gauge reading or indicator is in the operable range.

DOCUMENTATION:

1. If the extinguisher passes all the above requirements, the person conducting the inspection will place his or her name or initials and the *numerical day and month* in the appropriate block on the inspection log.
2. If an extinguisher is unserviceable, it should be replaced immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: <u>Fire Extinguishers</u>											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan ____													
Feb ____													
Mar ____													
Apr ____													
May ____													
June ____													
July ____													
Aug ____													
Sept ____													
Oct ____													
Nov ____													
Dec ____													

Device Location

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Emergency Lighting Units

FREQUENCY: Inspect Monthly

PROCEDURE:

1. Verify that each emergency lighting unit is in its designated location.
2. Ensure that the access to the lighting unit is free of obstructions and it is not visibly obstructed.
3. Ensure that the lenses are clean and the light heads are pointed so that they cover the exit access or exit.
4. Depress the test button or switch to ensure that the light bulbs are operational.
5. Physically check the lighting unit to identify any obvious damage, corrosion, or leakage.
6. In addition to the monthly inspection and test, all lighting units must be tested annually to ensure that the backup battery source will keep each unit continuously illuminated for at least one and one-half hours. Note the results, date, and initials of the person conducting the test in the comments section.

DOCUMENTATION:

1. If the lighting units pass all the above requirements, the person conducting the inspection will place his or her name or initials and the *numerical day and month* in the appropriate block on the inspection log.
2. If a lighting unit is unserviceable, it should be repaired or replaced immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:													SITE NAME: <u>Emergency Lighting Units</u>
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan ____													
Feb ____													
Mar ____													
Apr ____													
May ____													
June ____													
July ____													
Aug ____													
Sept ____													
Oct ____													
Nov ____													
Dec ____													

Device Location

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

Site Name: _____

DEVICE: EXIT Signs

FREQUENCY: Inspect Monthly

PROCEDURE:

1. Verify that each EXIT sign is in its designated location.
2. Ensure the visibility of each EXIT sign and that it is free of obstructions.
3. Physically check the exit sign to identify any obvious damage, corrosion, or leakage.
4. Depress the test button to ensure that battery backup light bulbs illuminate (if applicable).

DOCUMENTATION:

1. If the EXIT sign passes all the above requirements, the person conducting the inspection will place his or her name or initials and the *numerical day and month* in the appropriate block on the inspection log.
2. If an EXIT sign is unserviceable, it should be repaired or replaced immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: <u>Electric EXIT/LED Signs</u>											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan ____													
Feb ____													
Mar ____													
Apr ____													
May ____													
June ____													
July ____													
Aug ____													
Sept ____													
Oct ____													
Nov ____													
Dec ____													

Device Location

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: First Aid Kits

FREQUENCY: Inspect Monthly

PROCEDURE:

1. Verify that each first aid kit is in its designated location.
2. Ensure that the access to each first aid kit is free of obstructions and it is not visibly obstructed.
3. Inspect each component of the kit for the required quantity and serviceability. Physically check the kit to identify any obvious damage, corrosion, or leakage.
4. The authorized components of the kit are identified in the Park Authority Safety and Risk Management Manual.

DOCUMENTATION:

1. If the first aid kits pass all the above requirements, the person conducting the inspection will place his or her name or initials and the *numerical day and month* in the appropriate block on the inspection log.
2. If a first aid kit component is unserviceable, it should be removed from service and replaced with a serviceable component immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: <u>First Aid Kits</u>											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan													
Feb													
Mar													
Apr													
May													
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													

Device Location

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Automated External Defibrillators (AED)

FREQUENCY: Inspect Monthly

PROCEDURE: The Point of Contact for each site performs the inspection and report.

1. **Inspect** the AED by looking into the round green window at the top right corner of the closed AED and observing a flashing green light.
 - If the light is flashing green, the AED has “passed” inspection.
 - If there is no light, the AED is beeping, or any other status other than a flashing green light, the AED has "failed" inspection.
 - The inspection may be made with the AED inside the locked cabinet.
 - No other inspection or check is required.

2. **Report** the inspection by logging in to the Info Web, from the drop down Department Sites list choose Risk Management and find AED check on the left task bar.

Log in using your Fairfax County user name and password. AED check resides on the County network, so all security precautions apply to AED check.

Select Monthly Inspection.

Select the AED unit you are responsible for managing

Reporting Options will be displayed.

The date on this page defaults to “today”. If you need to change the date, use the date picker or manually enter the date in the MM/DD/YYYY format.

Click submit. Confirmation appears.

Return to home page and log out.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: <u>Automated External Defibrillators (AED)</u>											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan ____													
Feb ____													
Mar ____													
Apr ____													
May ____													
June ____													
July ____													
Aug ____													
Sept ____													
Oct ____													
Nov ____													
Dec ____													

Device Location

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Manual Fire Alarm Pull Stations

FREQUENCY: Inspect and Test Monthly

PROCEDURE:

1. Notify all employees and visitors that you are about to conduct a test of the fire alarm system.
2. Follow the instructions on the pull station to activate the alarm. The alarm bell should ring.
3. Remove the pull station cover and reset the alarm.
3. Proceed to each fire alarm manual pull station in succession and test each station as described above.
4. Follow the manufacturer's recommendations and guidelines for any specific requirements not addressed here.

DOCUMENTATION:

1. If the pull station passes all the above requirements, the person conducting the inspection will place his or her name or initials and the *numerical day and month* in the appropriate block on the inspection log.
2. If a pull station is unserviceable, it should be repaired or replaced immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: <u>Manual Fire Alarm Pull Stations</u>											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan ____													
Feb ____													
Mar ____													
Apr ____													
May ____													
June ____													
July ____													
Aug ____													
Sept ____													
Oct ____													
Nov ____													
Dec ____													

Device Location

FAIRFAX COUNTY PARK AUTHORITY

Inspection and Test Record

SITE NAME: _____

DEVICE: Emergency Eyewash and Shower Units

FREQUENCY: Weekly for Plumbed Units/ Monthly for Gravity Fed Units

PROCEDURE:

1. The emergency eyewash and/or shower unit must be activated on a weekly basis to verify correct operation. Debris in the lines can either reduce or restrict the flow of the flushing fluid by obstructing nozzles, pressure-regulating devices and pipes that feed plumbed units. In addition, the presence of foreign particles or unacceptable levels of micro-organisms can result in further injury to the eye.
2. Ensure that protective caps are in place on plumbed emergency eyewash stations.
3. Check gravity fed eyewash unit bottles to make sure expiration dates are current.

DOCUMENTATION:

1. If the emergency eyewash/shower unit(s) pass all the above requirements, the person conducting the inspection will place his/her name or initials and the numerical day and month in the appropriate block on the inspection log.
2. If protective caps are missing or bottles of solution have reached their expiration dates, the replacement should be replaced with a serviceable component immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Plumbed Shower/Eyewash Unit Weekly Inspection**

Year:

Site: _____

MONTH	Week 1	Week 2	Week 3	Week 4	Week 5	Comments
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Device Location

1.	4.	7.
2.	5.	8.
3.	6.	9.

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Smoke and Heat Detectors

FREQUENCY: Inspect and Test Semi-Annually

PROCEDURE:

1. Notify all employees and visitors that you are about to conduct a test of the smoke or heat detector test.
2. Follow the manufacturer's instructions on how to conduct the smoke or heat detector test. Conduct the test for each detector.
3. Proceed to each smoke or heat detector in succession and test each device as described above.
4. Follow the manufacturer's recommendations and guidelines for any specific requirements not addressed here.

DOCUMENTATION:

1. If the detector passes all the above requirements, the person conducting the inspection will place his or her name or initials and the *numerical day and month* in the appropriate block on the inspection log.
2. If a detector is unserviceable, it should be repaired or replaced immediately. The person conducting the inspection will make appropriate remarks in the comments section of the inspection log. Use the back of the form if necessary.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: <u>Smoke/Heat Detectors</u>											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan													
Feb													
Mar													
Apr													
May													
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													

Device Location

FAIRFAX COUNTY PARK AUTHORITY

Inspection and Test Record

SITE NAME: _____

DEVICE: Commercial Kitchen Hood & Vent Cleaning
Commercial Kitchen Fire Suppression System Inspection

FREQUENCY: Semi-Annual

PROCEDURE:

1. Contact vendor 30 days in advance to schedule cleaning/inspection
2. Ensure that the contractor puts inspection sticker/tag on unit

DOCUMENTATION:

1. A copy of the service ticket must be filed in this section.

**FAIRFAX COUNTY PARK AUTHORITY
Fire Protection Inspection and Test Record**

YEAR:		SITE NAME: _____ Commercial Kitchen Hood & Vent Cleaning (every 6 months)											
MONTH	1	2	3	4	5	6	7	8	9	10	11	12	Comments
Jan ____													
Feb ____													
Mar ____													
Apr ____													
May ____													
June ____													
July ____													
Aug ____													
Sept ____													
Oct ____													
Nov ____													
Dec ____													

Device Location

FAIRFAX COUNTY PARK AUTHORITY

Inspection and Test Record

SITE NAME: _____

DEVICE: Portable Fire Extinguishers

FREQUENCY: Annual Maintenance Service

PROCEDURE:

1. Verify that the contractor has inspected and retagged, recharged or hydrostatically tested each of the portable fire extinguishers listed on the monthly log.
2. Ensure that all spare extinguishers also have been serviced.
3. The contractor's invoice must list the total number of extinguishers serviced and the type of service or maintenance for each.
4. If an extinguisher must be taken to the contractor's workplace, a spare extinguisher must be substituted for the original until the original is returned.

DOCUMENTATION:

1. A copy of the service ticket must be filed in this section.

FAIRFAX COUNTY PARK AUTHORITY

Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Fairfax County Fire Prevention Code Permit

FREQUENCY: Renew Annually

PROCEDURE:

1. The Fire Prevention Division automatically sends permit renewal applications to the FCPA Safety Office 30-45 days prior to expiration.
2. The Safety Office will code the permits to the site's cost center and scan back to the Fire Marshal's office. This will generate an inspection ticket for the fire marshal visit/inspection of the park site.
3. If your permit has expired and inspection has not been done, please call the Safety Office so an appointment can be scheduled.
4. Post the original permit in a prominent and conspicuous location in the main office or shop.
5. Place a copy of the Fire Prevention Code Permit in this section of the inspection record book.

FAIRFAX COUNTY PARK AUTHORITY
Fire Prevention Inspection and Test Record

SITE NAME: _____

DEVICE: Automatic Building Sprinkler System

FREQUENCY: Inspect and Service Annually

PROCEDURE:

1. Contact the contracted vendor at least 30 days in advance of the date the sprinkler system service is required.
2. Ensure that the contractor leaves an invoice showing the work completed and any deficiencies or comments concerning the system.
3. Place a copy of the vendor's invoice in this section of the inspection record.
4. Ensure that the contractor places an inspection service tag or sticker on the main control valve of the sprinkler system.

DOCUMENTATION:

1. Place a copy of the contractor's invoice showing all work, inspections, and services performed in this section of the log book.
2. If the work is found to be unserviceable, the employee supervising the contractor will make appropriate comments in the comment section of the invoice.

APPENDIX D

AUTHORIZED FIRST AID KIT COMPONENTS

**FAIRFAX COUNTY PARK AUTHORITY
AUTHORIZED FIRST AID KIT COMPONENTS**

Adhesive bandages, 1"

Compress bandages

Knuckle bandages

Roller bandages, 1" or 2" (gauze & elastic) site may select suitable size)

Splints (arm size) **for any site that runs camps

Triangular bandage, 40" (*day camp program sites must have a minimum of 2)

Gauze pads, 2"x2" or 4"x4" (site may select suitable size)

Adhesive tape

Ice Pack/chemical cooling agents

Insect Sting or Bite Relief Wipes/Swabs

Antiseptic swabs

Antibiotic ointment

Eye wash

Tweezers

Scissors

First Aid book/manual

Disposable CPR face shield

Pocket Mask (should only be used by persons who have been specifically trained in its proper use)

Disposable latex-free or vinyl gloves

FCPA Citizen Injury Report Forms

Thermometer or temperature strip*

Syrup of Ipecac or activated charcoal*

* Day camp programs only - required by Virginia Department of Social Services

Component List Updated April 2009

APPENDIX E

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT REQUIRED FOR CERTAIN TASKS

FAIRFAX COUNTY GOVERNMENT SAFETY AND RISK MANAGEMENT MANUAL

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

The Fairfax County Park Authority Safety Committee approved by unanimous vote on October 26, 1992, the mandated wear and use of protective clothing and equipment while performing the tasks listed below. This listing was updated on April 27, 2001 to add chain saw operations and operation of utility vehicles (i.e. Cushmans, Gators, Mules, etc.) and is now updated to add ballfield groomers or any motorized equipment on which an individual can sit.

1. TASK: Push Mowing, Household

Equipment & Clothing Required:

- Hard hat, hearing protection (ear muffs/plugs), long pants, safety shoes

2. TASK: Mowing, Walk Behind Mower

Equipment & Clothing Required:

- Hard hat, hearing protection (ear muffs/plugs), long pants, safety shoes

3. TASK: Mowing, Riding Mower

Equipment & Clothing Required:

- Hard hat, hearing protection (ear muffs/plugs), long pants, safety shoes

4. TASK: Mowing, Tractor

Equipment & Clothing Required:

- Hard hat, hearing protection (ear muffs/plugs), long pants, safety shoes

5. TASK: Chemical Spraying, Restricted Pesticides

Equipment & Clothing Required:

- Protective headwear, protective eyewear, face shield (optional), full or half-mask respirator w/filter cartridges appropriate for chemical being sprayed, chemical resistant gloves, chemical resistant disposable overalls (or long sleeve shirt and pants), and chemical boots.

**6. TASK: Construction and Engineer Equipment Operations, i.e.,
Bulldozers, Front loaders, Graders, etc.**

Equipment & Clothing Required:

- Hard hat*, work gloves**, hearing protection, long pants, safety shoes
*not required when equipment is in transit

**to be used for certain operations or types of equipment

7. **TASK: Welding**

Equipment & Clothing Required:

- Hard hat (optional), fire resistant cap, welding mask/face shield, flame-resistant jacket or cape, long pants, long sleeve shirt, welding gloves, welding screen

8. **TASK: Swimming Pool Filter Room Operations Which Involve Use of Chemicals, DE (diatomaceous earth), or Other Hazardous Activities.**

Equipment & Clothing Required:

- Non-vented goggles, half or full face respirator with appropriate chlorine filter cartridges, chemical resistant suit, chemical resistant gloves, chemical resistant boots, emergency eye wash station.

9. **TASK: Wet Cell Battery Charging**

Equipment and Clothing Required:

- Indirect vented goggles, face shield, long sleeve neoprene apron, neoprene (30 mil) or nitrile (22 ml) gloves, neoprene rubber boots (optional), emergency eye and body wash, neutralizing agent.

10. **TASK: Weed Trimming, Backpack Blower, and Bush Hogging Operations.**

Equipment & Clothing Required:

- Hard hat, protective eyewear, hearing protection (ear muffs/plugs), face shield (optional), long pants, safety shoes

11. **TASK: Chain Saw Use**

Equipment & Clothing Required:

- Hard hat, protective eyewear, hearing protection (ear muffs/plugs), chain saw chaps or protective pants, safety shoes, gloves

12. **TASK: Operation of Utility and Ride On Motorized Vehicles (ex. Cushmans, Gators, Mules, Ballfield Groomers, etc.)**

Equipment & Clothing Required:

- Hard hats and safety shoes

APPENDIX F

EMPLOYEE SAFETY PLEDGE

**FAIRFAX COUNTY PARK AUTHORITY SAFETY AND RISK
MANAGEMENT MANUAL**

EMPLOYEE SAFETY ACKNOWLEDGMENT PLEDGE**

This safety and risk management manual is designed to assist each Fairfax County Park Authority employee in identifying and correcting safety and health related hazards. The manual is not all-encompassing. Only general and some selected specific safety requirements are identified and discussed. Additional detailed safety training and equipment is provided for each employee at the specific work site. As an employee, you are responsible for following safety rules and regulations and reporting any safety deficiencies or unsafe acts or conditions to your supervisor or safety coordinator. Your full cooperation is essential to maintaining a safety, healthy work place.

EMPLOYEE SAFETY PLEDGE

I hereby acknowledge I have been oriented on the provisions of the Fairfax County Park Authority Safety and Risk Management Manual and have been informed where the manual is kept at my site. I understand that I am obligated to become familiar with its contents and abide by these procedures as well as federal, state, and local rules and regulations regarding my employment. Further, where safety equipment and specific guidelines are provided, I am obligated to use and comply with them.

Employee's Signature

Date

Employee's Printed Name

Supervisor's Signature

Division, Section or Site Name

****Each employee should be briefed on the major points of the safety and risk management manual during the initial employee site specific orientation and told where a copy of the manual is located at the site. Employees must be given an opportunity to review the site copy in detail.**

This employee safety pledge must be filed in the employee's training record.

Appendix F

APPENDIX G

AUTOMATIC SPRINKLER SYSTEM IMPAIRMENT PROGRAM

FAIRFAX COUNTY PARK AUTHORITY SAFETY AND RISK MANAGEMENT MANUAL

Automatic Sprinkler System Impairment Program

- I. **Introduction.** Valves controlling the water supply to all or part of a sprinkler system should be locked or equipped with tamper switches and should be inspected frequently. The closing of valves without proper authorization or preparation can seriously jeopardize fire control operations. If the system is impaired, the consequences may result in the loss of life and damage to property. It is essential that adequate measures be taken during a sprinkler system impairment to ensure that the increased risks are minimized.
- II. **Purpose.** The purpose of the automatic sprinkler system impairment program is to provide guidelines to site managers, maintenance staff, and responsible employees for planning scheduled impairment and reacting to emergency impairments of the sprinkler system.
- III. **Scope.** This impairment program applies to all Fairfax County Park Authority facilities which have an automatic sprinkler system and all managers, supervisors, and employees who have a responsibility for implementing and/or supervising the requirements of the program.
- IV. **General.**
 - a. A representative of the agency or facility shall be assigned to coordinate all impairments and restoration of protection for his or her facility.
 - b. A tag shall be used to indicate the system, or parts thereof, have been removed from service. The tag shall be posted at the fire department connection and sprinkler system control valve indicating which system, or part thereof, has been removed from service.
 - c. The equipment involved in the impairment is the water-based fire protection system or part thereof that is removed from service. This shall include, but not limited to, any of the following:
 - i. Sprinkler systems
 - ii. Fire hose systems
 - iii. Underground service mains
 - iv. Fire pumps
 - v. Water storage tanks
 - vi. Fire service control valves

V. Preplanned Impairments.

A. Recreation Centers.

1. The assigned Preventive Maintenance Specialist shall be the sprinkler system impairment coordinator for Park Authority recreation centers. All planned impairments shall be authorized by the impairment coordinator. Before authorization is given, the

impairment coordinator shall be responsible for verifying that the following has been accomplished:

- The extent and expected duration of the impairment has been determined.
- The area or building involved has been inspected and the increased risks determined.
- Recommendations have been submitted to management.
- The fire department, Safety Office, and supervisors in the areas to be affected have been notified.
- The tag impairment system has been implemented.
- All necessary tools and materials have been assembled on the impairment site.

2. Procedures

- The Preventive Maintenance Specialist (impairment coordinator) shall determine the extent and expected duration of the impairment in advance.
- The impairment coordinator shall make arrangements to have manpower, materials, and tools ready before the system is turned off. The work must be scheduled for periods of minimal fire hazard and disruption of water system service.
- The site manager or duty manager will notify the Safety Office of the planned impairment **not less than 2 business days** prior to the planned impairment. This is necessary to provide adequate time for the Safety Office to notify the Fairfax County Government Risk Management Division who in turn will notify the county's insurance carriers of the planned impairment.
- The site manager shall notify the Fairfax County Fire & Rescue Department at 703-691-2131 on the day of but prior to actually turning the system off.
- The impairment coordinator shall then turn off the system and tag the system's control valve 'CLOSED-UNDER REPAIR, DATE: _____'.

B. Other Sites.

1. For those Park Authority facilities which do not have an assigned Preventative Maintenance Specialist, the site manager will contact the Supervisor, Facilities Support Section for repairs, leaks, malfunctions, etc. to the automatic sprinkler system or its related components which require impairment of the system.
2. The Facilities Support Section shall appoint an impairment coordinator who shall determine the extent and expected duration of the impairment.
3. The impairment coordinator shall make arrangements to have manpower, materials, and tools ready before the system is turned

- off. The work must be scheduled for periods of minimal fire hazard and disruption of water system service.
4. The site manager or duty manager will notify the Safety Office of the planned impairment **not less than 2 business days** prior to the planned impairment. This is necessary to provide adequate time for the Safety Office to notify the Fairfax County Government Risk Management Division who will in turn notify the county's insurance carriers of the planned impairment.
 5. The site manager shall notify the Fairfax County Fire & Rescue Department at 703-691-2131 on the day of but prior to actually turning the system off.
 6. The impairment coordinator shall then turn off the system and tag the system's control valve 'CLOSED-UNDER REPAIR, DATE: _____".

C. Restoration of Service

1. When all impaired equipment is restored to normal working order, the impairment coordinator or site manager (for sites not authorized a Preventive Maintenance Specialist) shall verify that the following has been accomplished:
 - Any necessary inspections and tests have been conducted to verify that affected systems are operational and all valves and controls are in their normal operating position. All normally open valves shall be locked in the "OPEN" position.
 - Remove the impaired system tag.
2. Once notified by the impairment coordinator that the system has been restored to normal operations, the site manager shall notify the Fairfax County Fire & Rescue Department and the Park Authority Safety Office. The Safety Office will notify the Risk Management Division.

VI. Emergency Impairments.

- A. General. Emergency impairments include but are not limited to system leakage, interruption of water supply, frozen or ruptured piping, and equipment failure. When this occurs, appropriate emergency action shall be taken to minimize potential injury and damage.
- B. Procedure.
 1. In the event of an emergency impairment, the impairment coordinator or site manager shall have the system turned off and immediately contact the Fairfax County Fire & Rescue Department at 703-691-2131. The Park Authority Safety Office will also be notified.
 2. The impairment coordinator or site manager will then contact the Preventive Maintenance Specialist or Supervisor, Facilities Support Section, as appropriate and proceed with the steps outlined in paragraph V.A. or V.B above.

APPENDIX H

SAFETY SELF-INSPECTION CHECKLIST

SEMI-ANNUAL SAFETY & LOSS CONTROL SELF-INSPECTION

Site Name: _____ Date: _____

Person Conducting Inspection: _____

Site Manager Signature: _____

Number of Full-Time Staff: _____ Number of Part-Time Staff: _____

Complete the sections that are applicable to your site:

_____ **1 – Virginia Hazard Communication Program** – This section is required to be completed by all sites (MSDS's, hazard communication training, etc.).

_____ **2 – Fire Protection Inspections and Tests** – This section is required to be completed by all sites (includes inspections of fire extinguishers, smoke and heat detectors, sprinkler systems, alarm systems, manual pull stations, fire extinguisher training, etc.)

_____ **3– Food Service Management and Operations** – This section is required of all sites which operate a food preparation/service facility. Sites that have vendors should ensure that all requirements are being met.

_____ **4– Means of Egress** – This section is required to be completed by all sites (includes inspection of electric EXIT signs, emergency lighting units, blockage of exit stairways/doors, storage, self-closing/automatic doors).

_____ **5– Places of Assembly and Education** – Portions of this section apply to all sites (includes occupancy permits, non-residential use permits, emergency action plans, emergency evacuation drills, wheelchair lifts).

_____ **6– Personal Protective Clothing and Equipment (PPE)** – This section is required to be completed by all sites (includes written hazard assessment, personal protective clothing and equipment training, Respiratory Protection Program, respirator training, testing and inspection).

_____ **7– General Environment Controls** – This section is required to be completed by all sites (includes general housekeeping, sanitation, vermin control, accident prevention signs, control of hazardous energy [lockout/tagout] training).

_____ **8 – Medical and First Aid** – This section is required to be completed by all sites (includes community CPR and first aid training, first aid kits, bloodborne pathogens training).

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_____ 9 – **Fuel Storage and Dispensing** – To be completed by any site that has fuel storage and dispensing operations (includes fueling operations, gasoline cans, waste petroleum products storage/disposal).

_____ 10 – **Compressed Gas** – This section is required to be completed by any site that has compressed gas cylinders.

_____ 11 – **Machinery and Machine Guarding, Compressed Air, Floor Jacks** – This section is required to be completed by any site that has woodworking machinery, bench grinders, radial arm saws, compressed air used for cleaning purposes, floor jacks, etc.

_____ 12 – **Welding and Cutting Operations** – This section is required to be completed by any site that performs welding/cutting operations.

_____ 13 – **Battery Charging Operations** – This section is required to be completed by any site that performs battery charging operations.

_____ 14 – **Amusement Devices** – This section is required to be completed by any site that has carrousel/trains.

_____ 15 – **Pesticide Operations** – This section is required to be completed by any site that stores, handles or sprays pesticides (includes handling, storage, and disposal of pesticides) and where serum cholinesterase testing is required for staff.

_____ 16 – **Swimming Pool & Spa/Ice Rink Operations** – This section is required to be completed by those sites having pools, spas, and/or ice rinks (includes locker rooms, health department permits, disclaimer signs, hepatitis B, Ellis certifications, etc.).

_____ 17 – **Loss Control, Risk Management & Legal Notices** – This section must be completed by all sites. Includes FCPA Safety & Risk Management Manual, lost and found procedures, all required legal notices, sites that have air compressors/boilers, vehicle operations.

Updated 3/12

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SECTION 2 – FIRE PROTECTION INSPECTIONS AND TESTS			
Description	Yes	No	Comments
A. Are all manual fire alarm “pull stations” inspected and tested monthly and the results recorded in a log?			No. Of Units: _____ Last Inspected: _____ Deficiencies Notes: _____
B. Is the automatic fire alarm system annually inspected and tested by the authorized contractor and a copy of the inspection results filed in inspection notebook?			Date of Test: _____ Contractor Name: _____ Deficiencies Noted: _____ Next Inspection Due: _____
C. Are all smoke detectors inspected and tested every 6 months and the results maintained in a log?			Inspection Date: _____ Number of Smoke _____ Number of Heat _____ Number of Duct _____ Name of Person Conducting Test: _____
D. Have sprinkler heads been and fresh air return vents been checked for accumulations of dust during the past 6 months ?			
E. Has the building sprinkler system received its annual inspection and a copy of the inspection report filed in the inspection notebook?			Inspection Date: _____ Contractor: _____ Next Inspection Due: _____
F. Has the building sprinkler system received its 5 year test and a copy of the inspection report filed in the inspection notebook (include visual inspection)?			Inspection Date: _____ Contractor: _____ Remarks: _____
G. Are fire extinguishers inspected monthly and the results documented in a log?			No. of Extinguishers: _____ Inspection Date _____
H. Are fire extinguishers serviced annually by the approved County contractor and a copy of their inspection report filed in the inspection notebook?			Inspection Date _____

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Safety and Loss Control Checklist

SECTION 2 – FIRE PROTECTION INSPECTIONS AND TESTS			
Description	Yes	No	Comments
I. Is flammable or combustible material confined to approved storage areas and containers?			Remarks:
J. Are flammable and combustible liquids cabinets properly grounded?			Remarks:
K. Are bung caps in place on flammable and combustible liquids cabinets?			
L. Are the tops of flammable cabinets kept clear of stored items?			Remarks:
M. Is inside storage less than 2 feet from the ceiling if no sprinklers or 18 inches from any sprinkler head?			Remarks:
N. Is there a clearance of at least 30 inches in front of all electrical service panels Is the area marked off?			Remarks:
O. Are electrical extension cords NOT being used as a substitute for permanent wiring?			Remarks:
P. Is there a current Fire Prevention Code Permit posted?			Issued: Expires: Renewal Submitted:
Q. Are complete written records of all tests and inspections maintained on the premises for at least 2 years?			Remarks:
R. Is fire extinguisher training being conducted annually for all employees?			Remarks:

FIRE EXTINGUISHER TRAINING RECORD		
Date	Instructor	Number of Employees Trained

FAIRFAX COUNTY PARK AUTHORITY
Safety and Loss Control Checklist

SECTION 3 – FOOD SERVICE MANAGEMENT AND OPERATIONS			
Description	Yes	No	Comments
A. Does the facility or contractor have a valid Fairfax County Health Department food service permit?			Issue Date: Expiration Date:
B. Are food service personnel under the immediate control of a certified food service manager?			Name: Certification Expires: Name: Certification Expires
C. Are copies of food service manager certifications posted in the snack bar area?			
D. Are employees handling or serving food wearing hair nets, head bands, or caps to prevent hair from contaminating food?			
E. Is there an Employee Health Policy for Food Service Establishments on site?			
F. Is there a food thermometer on hand to verify that food is being cooked to the proper temperature?			
G. Is there a sanitizing test kit on hand to test sanitizing solutions?			
H. Is there a working thermometer in the refrigerator/freezer to keep foods at proper temp?			
I. Are stored cups/ lids being kept in their protective sleeves to prevent them from becoming contaminated?			
J. Are the floors and areas under counters, freezers, and refrigerators clean and free of dirt, food, etc.?			

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Safety and Loss Control Checklist

SECTION 3 – FOOD SERVICE MANAGEMENT AND OPERATIONS			
Description	Yes	No	Comments
<p>K. Are commercial kitchen hood and vent systems cleaned semi-annually? Are current contractor cleaning stickers on the vent system? Is a copy of the report filed in the inspection notebook?</p>			<p>Previous Service Date: Vendor: Last Service Date: Vendor:</p>
<p>L. Is the commercial kitchen fire suppression system being serviced semi-annually? Is the current servicing tag on the system? Is a copy of the report filed in the inspection notebook?</p>			<p>Previous Service Date: Vendor: Last Service Date: Vendor:</p>

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Safety and Loss Control Checklist

SECTION 4 – MEANS OF EGRESS			
Description	Yes	No	Comments
A. Is the emergency lighting system inspected and tested monthly ?			No. of Units: Inspection Date: Deficiencies:
B. Has the annual 1 ½ hour function test been conducted for the emergency lighting system?			Inspection Date: Deficiencies:
C. Are electric EXIT lights being inspected and tested monthly ?			No. of Units: Inspection Date: Deficiencies:
D. Are all means of egress maintained in a safe condition, available for immediate use, and free of all obstructions?			
E. Is storage located so as not to obstruct or render hazardous the means of egress?			
F. Can all interior exit stairway doors in required exit stairways be opened from both sides without the use of key or special knowledge or effort at all times the building or area serviced is occupied?			
G. Can all other egress doors be opened from the side from which egress is to be made without the use of a key or special knowledge or effort at all times the building or area served is occupied?			
H. Are interior egress doors or fire doors which are required to be self-closing prohibited from being blocked open?			

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Safety and Loss Control Checklist

SECTION 4 – MEANS OF EGRESS			
Description	Yes	No	Comments
I. Are doors, passages, or stairways which are neither a means of egress nor access to a means of egress and which are arranged as to be mistaken for a means of egress properly identified as to its use?			
J. Are all self-closing and automatic doors serving as a means of egress or providing a fire or smoke barrier maintained in operable condition at all times?			

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Safety and Loss Control Checklist

SECTION 5 – PLACES OF ASSEMBLY AND EDUCATION			
Description	Yes	No	Comments
A. Does the site have a non-residential use permit posted at the site?			
B. Is there an approved legible sign conspicuously located near the main exit stating the number of occupants permitted within the space?			Location: # of Occupants: Location: # of Occupants: Location: # of Occupants: Location: # of Occupants:
C. Is there a site specific emergency action plan on hand? If older than one year has the plan been reviewed and updated?			Date Plan Updated: Reviewed By:
D. Have at least two emergency exit drills been conducted within the past 12 months?			Dates of Drills: # of Employees: # of Patrons: Reason for Evacuation:
E. Were the results of the drill documented, a copy sent to the Safety Office and a copy filed with the emergency response plan?			
F. Are emergency exit routes posted at the site?			

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SECTION 6 – PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT			
Description	Yes	No	Comments
A. Has the written hazard assessment that ID's the tasks that require the use of PPE's been reviewed and updated within the past year?			Assessment Last Reviewed on: Name of Person Conducting Assessment:
B. Is there a copy of the Aug 2010 Fairfax County Park Authority Respiratory Protection Plan on hand?			
C. Is personal protective clothing and equipment provided, used, and maintained in a sanitary reliable condition?			
D. Have employees who elect to use filtering face pieces received the documentation form that they understand their limitations?			

E. Have all employees been trained in the proper selection, fitting, use, cleaning, and inspection, maintenance, and storage of personal protective clothing and equipment (PPE)? (This is a one-time training unless new PPE is introduced to employee.)

PPE TRAINING RECORD		
Training Date	Employee Name	Instructor Name

F. Have employees required to use respirators been medically examined (initially at time duties requiring a respirator are assigned and every two (2) years thereafter) to ensure they are physically fit to perform tasks while wearing such equipment? Has each employee required to use a respirator been annually trained and fit-tested with his/her own respirator?

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RESPIRATOR MEDICAL EXAMINATIONS - (<i>medical clearance is good for 2 yrs</i>)			
Employee Name	Date Medically Cleared	Scheduled for Testing	Not Cleared

G. Is respirator protection inspection and maintenance training being conducted *annually*?

RESPIRATOR INSPECTION AND MAINTENANCE TRAINING REECORD			
Training Date	Employee Name	Instructor Name	Training Documented

H. Has a respirator fit test been conducted and documented within the past year?

RESPIRATOR FIT TEST DOCUMENTATION RECORD			
Training Date	Employee Name	Instructor Name	Training Documented

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Safety and Loss Control Checklist

SECTION 7 – GENERAL ENVIRONMENTAL CONTROLS			
Description	Yes	No	Comments
A. Are all places of employment kept clean to the extent that the nature of the work allows?			
B. Are all sweepings, solid or liquid wastes, refuse, and garbage removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition?			
C. Are enclosed work places constructed, equipped, and maintained, so far as reasonably practical, to prevent the entrance or harborage of rodents, insects, and other vermin?			
D. Is there a continuing and effective extermination program instituted where their presence is detected?			
E. Are safety cans or other portable containers of flammable liquids having a flash point at or below 80 degrees F. painted red with either a yellow band around the can or the name of the contents conspicuously painted or stenciled on the can in yellow?			
F. Are appropriate danger, caution, and safety instruction signs being used in the place of employment to define specific hazards?			

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SECTION 7 – GENERAL ENVIRONMENTAL CONTROLS			
Description	Yes	No	Comments
G. Is the control of hazardous energy (lockout/tagout) training being conducted annually for all employees? (Record training information on chart below)			
H. Are periodic inspections conducted by a qualified person, (i.e., preventive maintenance specialist, FCPA electricians, etc.).			
I. Is there a site specific lockout/tagout S.O.P. on hand (RECenters only)?			

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) TRAINING RECORD		
Date	Instructor	Number of Employees Trained

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SECTION 8 – MEDICAL AND FIRST AID			
Description	Yes	No	Comments
A. Are site managers, assistant managers, and managers-on-duty certified in CPR and first aid?			
B. Are first aid kits being inspected for completeness on a monthly basis and those results recorded in an inspection log?			# of Kits: Inspection Date:
C. Are the first aid kits in conformance with the approved Risk Management components list?			
D. Is there a copy of the March 2011 Bloodborne Pathogens Exposure Control Plan on hand?			
E. Is bloodborne pathogens training being conducted annually ? (Record information on chart below.)			
F. Are AED Units being inspected on a monthly basis and the results entered into the Fairfax County AED Program website?			Last Done:

BLOODBORNE PATHOGENS TRAINING RECORD		
Date	Instructor	Number of Employees Trained

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SECTION 9 – FUEL STORAGE AND DISPENSING			
Description	Yes	No	Comments
A. Are warning signs visibly posted in fuel dispensing areas? (i.e. turn off engine; dispensing of gas into approved containers, remove containers from bed of truck prior to fueling, etc.)			
B. Are operating instructions visibly posted on every pump at self-service fuel dispensing areas?			
C. Are fuel dispensing pumps provided with fire extinguishers of at least a 4:BC rating and located within 100 feet of each pump and service bay?			
D. Are all fuel dispensing hoses equipped with automatic self-closing type nozzles?			
E. Is the discharge of flammable or combustible liquids or any waste liquid containing petroleum or its products prevented from being discharged into or upon any street, pavement, highway, drainage canal, storm or sanitary drain, lake waterway, or upon the ground?			
F. Are all waste petroleum products stored and disposed of properly?			

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SECTION 10 – COMPRESSED GAS			
Description	Yes	No	Comments
A. Are compressed gas cylinders legibly marked with the name of contents? Are the markings made by means of stenciling, stamping, or labeling and not readily removable?			
B. Are cylinders stored away from radiators and other heat sources?			
C. Are cylinders stored in a well-protected, well-ventilated, dry location at least 20 feet from highly combustible materials?			
D. Are assigned cylinder storage spaces located where they will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons?			
E. Are cylinders chained to prevent them from falling over?			
F. Are valve protection caps for compressed gas cylinders always in place, hand tight, except when cylinders are in use or connected for use?			

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SECTION 11 – MACHINERY AND MACHINE GUARDING, COMPRESSED AIR, FLOOR JACKS, AND VEHICLE LIFTS			
Description	Yes	No	Comments
A. Are safety guards in place on any circular table saws to prevent the contact with the blade either beneath or behind the unit?			
B. Is there a mechanical or electrical power control provided on each machine to make it possible for the operator to cut off the power from each machine without leaving his position at the point of operation?			
C. Have UL listed anti-restart devices been installed on saws, drill presses, bench grinders, etc. to prevent them from automatically restarting in the event of a power failure?			
D. Are the sides of the lower exposed portion of radial arm saw blades guarded to the full diameter of the blade by a device that will automatically adjust itself to the thickness of the stock and remain in contact with the stock being cut to give maximum protection possible for the operation being performed?			
E. Are radial arm saws installed in such a manner that the front end of the unit is slightly higher than the rear, so as to cause the cutting head to return gently to the starting position when released by the operator?			

**SECTION 11 – MACHINERY AND MACHINE GUARDING, COMPRESSED AIR,
FLOOR JACKS, AND VEHICLE LIFTS**

Description	Yes	No	Comments
F. Do grinders with abrasive wheels have safety guards designed to cover the spindle end, nut, and flange protections?			
G. Are grinder work rests adjusted to a maximum opening of 1/8 inch from the abrasive wheel to prevent the work from being jammed between the wheel and the rest, which may cause the wheel to break?			
H. Are grinder tongue guards in place and adjusted to a maximum opening of 1/4 inch from the abrasive wheel?			
I. Are ring tests being performed on abrasive wheels prior to installation on grinders?			
J. Are ring tests on abrasive wheels being documented in a log?			
K. Is the use of compressed air for cleaning purposes restricted to air lines reduced to less than 30 p.s.i. and then only with the use of personal protective clothing?			
L. Is the rated load legibly and permanently marked in a prominent place on jacks by means of casting, stamping, or other suitable means?			
M. Is each jack thoroughly inspected for constant or intermittent use at one location at least every six months?			
N. Is the vehicle lift being inspected/serviced by a contractor on an annual basis?			

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SECTION 12 – WELDING AND CUTTING OPERATIONS			
Description	Yes	No	Comments
A. Is welding, cutting, or other hot work performed on used drums, barrels, tanks, or other containers prohibited unless they have been cleaned so thoroughly as to make absolutely certain there is not flammable materials present or other materials which when subjected to heat might produce flammable or toxic vapors?			
B. Are helmets or hand shields used during all arc welding or arc cutting operations?			
C. Are workers or other persons adjacent to the welding areas protected from the rays by noncombustible or flameproof screens or shields or are required to wear appropriate goggles?			
D. Are appropriate respirators being used for welding operations which produce fumes and gases which are hazardous to health?			
E. Have employees who are required to perform welding operations been medically cleared (annually) to use a respirator?			Name: Exam Date:
F. Have employees who are required to use a respirator been trained and fit tested for that respirator? Is training documented?			Name: Exam Date:

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SECTION 13 – BATTERY CHARGING OPERATIONS			
Description	Yes	No	Comments
a. Are employees conducting battery charging operations provided with a full face shield, acid resistant rubber apron, and rubber gloves?			
B. Is there an emergency eye wash or source of water to drench the eyes and body within 25 feet of the operation?			
C. If the emergency eyewash or source of water is a plumbed unit, is the unit operated in a weekly basis and that test documented?			
D. Are the protective caps for the source of water in place to prevent debris from getting inside?			
E. Are there facilities for neutralizing (baking soda) and flushing electrolyte spills and wastes?			
F. Is there a sign identifying battery charging at the location where the operations are being conducted?			

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SECTION 14 – AMUSEMENT DEVICES – APPLIES TO LAKE ACCOTINK, LAKE FAIRFAX, BURKE LAKE, FRYING PAN PARK & CLEMYJONTRI			
Description	Yes	No	Comments
A. Does the site have a current amusement device for carousels and/or trains?			
B. Have all amusement devices been inspected prior to being put into service for the current year?			
C. Are devices routinely inspected and the inspection documented prior to be placed in service each day?			
D. Are copies of those inspection checklists maintained at the site?			

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SECTION 15 – PESTICIDE OPERATIONS			
Description	Yes	No	Comments
A. Are flammable or combustible liquid pesticides stored in flammable and combustible liquids cabinets?			
B. Are pesticides stored in a separate area from ammonium nitrate fertilizer?			
C. Is pesticide storage restricted to a first-story room or area which has direct access to the outside? Are storage areas designed in a manner so as to prevent unauthorized entry?			
D. Are pesticides in containers which may be damaged by moisture or water stored off the floor?			
E. Are damaged or leaking containers of pesticides or materials contaminated by pesticides immediately separated, disposed of, or decontaminated in accordance with required regulations?			
F. Is pesticide storage constructed in such a manner that run-off from fire streams will not contaminate streams, ponds, ground water, crop lands, or buildings?			
G. Is there a material safety data sheet for each toxic pesticide available at each storage location?			
H. Are pesticide storage buildings, storage room and areas identified by approved prominent and legible signs?			

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SECTION 15 – PESTICIDE OPERATIONS			
Description	Yes	No	Comments
I. Are NFPA 704 signs posted on pesticide storage area doors?			
J. Is there a copy of the February 2007 Serum Cholinesterase Monitoring Program manual on hand?			
K. Are employees who are required to wear protective clothing because of the possibility of contamination with toxic materials provided with a change room equipped with storage facilities for street clothes and separate facilities for the protective clothing?			
L. Are showers provided for employees engaged in chemical spraying and other occupations involving potential absorption of hazardous substances through the skin?			
M. Are showers provided with hot and cold water, body soap, or other appropriate cleansing agents, and clean individual towels?			
N. Are plumbed shower units tested on a weekly basis and that test documented?			
O. Have employees who spray cholinesterase inhibiting chemicals had baseline testing done?			
P. After spraying a cholinesterase inhibiting product are employees tested within 24 hrs?			

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Safety and Loss Control Checklist

SECTION 16 – SWIMMING POOL & SPA OPERATIONS / ICE RINK			
Description	Yes	No	Comments
A. Are locker rooms clean and reasonably free of standing water?			
B. Is there a working thermometer located in the sauna?			
C. Are swimming pool filter room pipes color-coded as required by the Code of the County of Fairfax?			
D. Are NFPA 704 signs posted on doors where pool chemicals are stored/used?			
E. Is the annual swimming facility license issued by the Fairfax County Health Department current?			Issue Date: Expiration Date:
F. Does the pool manager or person in charge and on the premises have a valid Operator's permit issued by the Fairfax County Health Department?			Operator Name: Issue Date: Expiration Date:
G. Are the lifeguards and the pool manager Ellis Certified?			
H. Are Fairfax County Park Authority theft and loss disclaimer signs posted prominently and conspicuously in locker rooms?			
I. Are self-stick labels in place on the inside of lockers reminding patrons to lock their lockers?			
J. Is the hepatitis B three shot series being offered to all employees identified as having the potential for exposure to bloodborne pathogens?			

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Safety and Loss Control Checklist

SECTION 16 – SWIMMING POOL & SPA OPERATIONS / ICE RINK			
Description	Yes	No	Comments
K. Are declination forms being completed by employees declining the hepatitis B shot series and forwarded to the Safety Office?			
L. Are one or more light but strong poles with blunted ends not less than 12 feet in length available in the pool area for rescue?			
M. Are rescue tubes available for rescue operations?			
N. Is there a readily accessible room or designated area equipped for emergency care? Does it contain at a minimum: first aid kit, full-length backboard, two clean blankets, a telephone with emergency numbers listed for police, rescue services and fire department?			
O. Is there emergency eyewash available for employees in the event of a spill?			
P. Are emergency eyewash stations inspected and tested on a weekly basis? Are protective caps installed on the water spouts?			

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Safety and Loss Control Checklist

SECTION 17- LOSS CONTROL, RISK MANAGEMENT, LEGAL NOTICES			
Description	Yes	No	Comments
A. Is there a copy of the lost and found procedures on hand?			
B. Are lost and found procedures being followed?			
C. Did the items valued over \$25 match those entries found in the log?			
D. Is there a copy of the July 2010 FCPA Safety & Risk Mgmt. Manual on hand?			
E. Is there a posted copy of the VOSH Job Safety and Health Protection poster?			
F. Is there a posted copy of the white Workers' Compensation Notice ?			
G. Is there a copy of the green Virginia Employment Commission's Notice to Workers poster posted?			
H. Is there a copy of the Your Rights Under the Family Medical Leave Act of 1993 poster posted?			
I. Is there a copy of the Equal Employment Opportunity is THE LAW poster posted?			
J. Is there a copy of the Federal Minimum Wage poster posted?			
K. Is there a copy of the You Have a Right to a Safe and Healthful Workplace. It's The Law! Poster on site?			

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Safety and Loss Control Checklist

SECTION 17 – LOSS CONTROL, RISK MANAGEMENT, LEGAL NOTICES			
Description	Yes	No	Comments
M. Is there a copy of the USERRA (Your Rights Under the Uniformed Services Employment and Reemployment Rights Act) poster on site?			
N. Does the site have a physical security program (marking tools, securing equipment) in place?			
O. Does the site have a key control process/program in place?			
P. Are Employer's Accident Report packets available for use in reporting employee injuries?			
Q. Is the July 1, 2011 (goldenrod) Corvel Corp approved physicians' panel listing attached to all packets, posted on employee bulletin boards & in vehicle accident kits?			
R. Is the Virginia certificate of inspection current for the air compressor and/or boiler and a copy of the certificate posted on or near the piece of equipment?			Certificate Issued: Certificate Expires:
S. Do all vehicles assigned to the site have complete vehicle accident kits in their glove boxes?			
T. Are pre-trip checklists being completed on all site vehicles and kept on file?			
U. Are CDL pre-trip checklists being completed on a daily basis and kept on file?			

APPENDIX I

JOB HAZARD ANALYSIS (HAZARD ASSESSMENT)

Fairfax County Park Authority

SITE HAZARD ASSESSMENT

The site manager or designee will conduct a walk-through survey of any area in question. The purpose of the survey is to identify sources of hazards to workers and coworkers.

WORK PLACE ASSESSED: _____ DATE: _____

	SOURCES OF HAZARDS	PRESENT	NONE	ACTION
1	Motion: machinery or movement of tools, machine elements, or personnel movement that could result in a collision with stationary objects			
2	Sources of high temperatures that could result in burns, eye injuries, or ignition of personal protective equipment			
3	Sources of loud noise: boiler rooms, pool/spa filter rooms			
4	Chemical exposures: dry, liquid or gas			
5	Sources of harmful dusts; inhalation or topical exposure			
6	Sources of trip hazards			
7	Sources of light radiation; welding, brazing, cutting, furnaces, heat treating, high intensity lights			
8	Sources of falling objects or the potential for dropping objects			
9	Sources of sharp objects which might pierce the feet or cut the hands			
10	Sources of rolling or pinching objects which could crush the feet			
11	Any electrical hazards			
12	Layout of workplace and location of coworkers which could prevent safe exit of personnel during emergencies			
13	Fall Protection: Ladders, hydraulic equipment posing as hazard to employees			
14	General Housekeeping: Supplies and/or equipment unnecessary/unusable; Clutter			

Assessment completed by: _____
(PRINT NAME AND TITLE)

APPENDIX J

SAFETY INSPECTION REPORT OF CORRECTIVE ACTION

FAIRFAX COUNTY PARK AUTHORITY
Safety Inspection Report of Corrective Actions

PREPARED BY: _____ SITE NAME: _____

DATE OF SITE INSPECTION: _____ CURRENT DATE: _____

Page ___ of ___

DESCRIPTION OF VIOLATION OR DEFICIENCY	DESCRIPTION OF CORRECTIVE ACTION TAKEN (Includes a detailed description of what was done, who did it, date of completion, and any interim actions taken)

APPENDIX K

FCPA EMPLOYEE SAFETY TRAINING CHECKLIST

FCPA EMPLOYEE SAFETY TRAINING CHECKLIST

FCPA employees have a right to be provided with a safe work environment. Each department will provide all reasonable safeguards to ensure safe working conditions to include: promoting an attitude of “safety first” for all employees, provide safety training, and provide required safety clothing and equipment necessary to safely perform assigned job duties. In turn, employees are expected to maintain a safe work environment for themselves and others by: utilizing all safety clothing and equipment as directed, giving full, undistracted attention to assigned tasks, and applying safety on the job at all times. By recognizing the above we can achieve our agency’s mission of providing facilities, natural work areas, and services to citizens without compromising the safety of the employees or the public. Following are subject areas that should have been part of your employee orientation process:

- **Hazard Communication**
 - Training – required annually – do you know what hazardous chemicals you are working with and what personal protective equipment you should be using when handling these chemicals?
 - Location of FCPA Hazard Communication Standard Manual – updated every February
 - Location of Material Safety Data Sheet Book and Site Specific Chemical Listing

- **Control of Hazardous Energy (Lockout/Tagout)**
 - Training – required annually
 - Who is responsible for performing lockout/tagout procedures at site? Do you recognize when a piece of equipment has been “locked out”?

- **Bloodborne Pathogens Exposure Control Plan**
 - Training – required annually
 - Who is required to perform first aid as part of their job – do you have the tools to do this safely?
 - If you are required to perform first aid as part of your assigned job duties have you been offered the Hepatitis B shot series (or declined if already received them)?

- **Fire Extinguisher Use**
 - Training – required annually
 - Do you know the location of the nearest fire extinguisher in your workplace?

- **Personal Protective Clothing and Equipment (PPE)**
 - Training – required at time of hire and again if new tasks are assigned that require PPE
 - Have you read your site specific written hazard assessment which identifies the need for PPE?
 - Has PPE been assigned or made available for your use. Are you properly maintaining your assigned PPE and reporting any defects to your supervisor?

- **FCPA Safety & Risk Management Manual**
 - Have you been provided the opportunity to review the FCPA Safety & Risk Management Manual?

- **Equipment Use & Certification**
 - Have you been trained on how to safely operate the equipment you are required to utilize? Have you signed training documentation to this effect?
 - Have you been shown the PPE that is required for operating the equipment you are using?

- **Workers’ Compensation**
 - Reporting Procedures – if you are injured while performing an assigned job duty you are required to notify your supervisor immediately and complete an Employee Notice of Job Related Injury/Illness form.
 - If you require medical treatment, you **must** seek treatment with an authorized physician on The Corvel Corporation’s Authorized Physicians’ Panel Listing – currently dated July 1, 2011

- **Emergency Response Plan**
 - Have you reviewed your site's procedures for emergencies (fire, weather, bomb threat, etc.)
 - Do you know where the emergency contact list is located?
 - In the event of an evacuation do you know your role? Do you know where your rallying point/assembly area is?

- **Incident Reporting**
 - Are you aware of reporting procedures for vehicle accidents, citizen injuries, citizen property damage or park authority property damage incidents?

- **Workplace Violence**
 - If you have been verbally or physically threatened while on the job, whether it be by a fellow employee or a citizen, you must report this to your supervisor and complete a Fairfax County Risk Management Division Workplace Violence form – see Department of Finance, Risk Management website to download form

- **FCPA Vehicle Use**
 - At the time of hire, or annually at the time of your performance review, a driving record review will be conducted if you drive a county vehicle (regardless of frequency) or your personal vehicle on behalf of the county.
 - If you have been found to have -6 demerits or more you will be placed under a warning system and a more frequent review of your driving record conducted. If your license has been suspended, revoked, you are under court restrictions, or you exhibit a pattern of unsafe driving, you will be banned from driving until such time that your license status becomes current, court restrictions are lifted, or your driving record history improves.
 - If you operate a county vehicle there is a Vehicle Accident Reporting Kit located in the glove box. If involved in an accident you must call the Fairfax County Police and tell them a county vehicle was involved in an accident.
 - If you use your personal vehicle to conduct county business, your personal insurance is considered the primary coverage for any damages.
 - Review and complete a pre-trip checklist on the vehicle you are assigned to drive

- **General Information:**
 - Good housekeeping is your business – keep your work area clean to prevent accidents
 - Pick up and clean tools and equipment after each use
 - Don't store pots, empty boxes, packing material or trash on the floor – this can create a trip hazard or create a potential flammable situation
 - Store flammable items in flammable storage cabinets. Properly dispose of oily rags in fire-proof receptacles
 - Do not use extension cords as a substitute for permanent wiring
 - Be on the constant lookout for such hazards as wet, slippery floors and blocked doorways or walkways
 - Maintain 18 inch clearance between storage and the ceiling in buildings with sprinkler systems and 24 inch clearance in non-sprinklered buildings
 - Don't run, engage in horseplay or be in too big of a hurry. Ask for help if you need it!
 - If it is broken, report it! Don't rely on someone else to report a problem. Take ownership of your work area!
 - FCPA Safety Office on the infoweb has procedures/forms for vehicle accidents, citizen injury, citizen property damage, park property damage, workers compensation and lost and found procedures.

Safety Starts With You!

APPENDIX L

EMERGENCY EVACUATION DRILL/AFTER ACTION REPORT

**FAIRFAX COUNTY PARK AUTHORITY
EMERGENCY EVACUATION DRILL RECORD/AFTER
ACTION REPORT*****

1. ADDRESS/LOCATION OF DRILL: _____

2. DATE OF DRILL: _____
3. TIME OF DRILL: _____
4. TIME IT TOOK TO EVACUATE THE BUILDING: _____
5. SPECIFIC PROBLEMS ENCOUNTERED: _____

6. WEATHER CONDITIONS AT THE TIME: _____
7. NUMBER OF EMPLOYEES EVACUATED: _____
8. NUMBER OF CITIZENS EVACUATED: _____
9. SPECIFIC TASKS COMPLETED:
DOORS CLOSED: _____
PRACTICE IN NOTIFYING FIRE DEPT: _____
OTHER: _____
10. SUMMARY/RECOMMENDATIONS: _____

Signature: _____ Date _____
Emergency Response Coordinator

***Retain one copy at the work site. Provide one copy to Safety Office.

(Fire drill records must be maintained for a minimum of two (2) years.)

APPENDIX M

VEHICLE OPERATIONS/ACCIDENT REPORTING PROCEDURES & FORMS

- Vehicle Accident Reporting Procedures (also available on FCPA Infoweb, Safety Office Section)**
- Vehicle Accident Report Form (also available on FCPA Infoweb, Safety Office Section)**
- Employee Driving Record Transcript Form (also available on FCPA Infoweb, Safety Office Section)**
- FCPA Accident/Injury Investigation Report Form (also available on FCPA Infoweb, Safety Office Section)**
- Vehicle Accident Reporting Emergency & Information Telephone Numbers**
- Vehicle Accident Reporting Tips**
- Vehicle Pre-Trip Checklist**
- DVS After Hours Contacts**
- Vehicle Operation Training Guidelines**
- Vehicle Orientation Certification Form**
- Commercial Vehicle Accident Report Form**
- Testing Notification Form**

VEHICLE ACCIDENT REPORTING PROCEDURES

Purpose: To provide guidelines and procedures in accordance with Fairfax County Claims Reporting Procedures for the reporting of accidents involving Park Authority vehicles.

Definition: A vehicle accident is defined as one that involves a Park Authority vehicle or an employee's personal vehicle being used to conduct county business, either singularly or in combination with other vehicles or persons, regardless of the location in which the accident occurred.

Process: In the event of an accident, Park Authority employees will follow the procedures outlined below:

A. Employee responsibilities when operating a Park Authority vehicle:

1. Contact the police (*call 911 if there are injuries or if unsafe conditions exist*) in the jurisdiction where the accident occurred. (Exception – when it involves only a County vehicle on County property). Advise the police that a County vehicle was involved and police presence is necessary.
2. Obtain any emergency medical treatment from a rescue squad or the nearest hospital emergency room. If the injury does not need emergency care, the employee should obtain medical treatment from a physician on the County's List of Authorized Physicians' Panel for Workers' Compensation listing. All injured employees must follow the FCPA Workers' Compensation procedures for reporting and treating of injuries (see Infoweb, Safety Office, Workers' Compensation tool kit).
3. Contact your site manager/supervisor immediately to report the accident. The site manager/supervisor will notify their supervisor and the Safety Office of the accident. If accident occurs outside of normal operating hours, be sure to follow the Emergency Notification System guidelines to ensure proper notification of management staff.
4. DO NOT accept blame for the accident. Do not discuss facts with anyone except the police, your site manager/supervisor, the Safety Office, the County Risk Management Division, or the County's claim service company (currently The Corvel Corporation).
5. Complete a Vehicle Accident Report form and immediately (within one (1) working day) submit it to your site manager/supervisor to review and sign. Be sure to get personal and insurance information from all other drivers involved in the accident and any witnesses that may be present. Each site is responsible for ensuring that a vehicle accident reporting kit containing report forms is in the glove compartment of each County vehicle. Replacement forms are available through the Safety Office or can be downloaded from the Infoweb (Safety Office, Vehicle Accident Reporting tool kit).

6. If damage to the Park Authority vehicle occurs during work hours, and towing is required, request that police notify the FCPA by radio (Base 2), or the Park Operations Division, telephone (703) 324-8594.
7. If the accident occurs after hours and the vehicle requires towing, you will need to contact the following wrecker services who are under contract with the County. They need to be contacted in the order that they are listed:

Willow Spring Towing and Recover	(703) 631-9339
Road Runner Wrecker Service	(703) 450-7555

Instruct the towing company to tow the vehicle back to the park site. The following business day the site will notify the Park Operations Division (324-8594) that a vehicle was involved in an accident, towed to the site and needs to be towed to the assigned DVS facility.

If a vehicle being used out of town is involved in an accident or breaks down, please refer to the After Hours Contacts (Emergencies) Memorandum for appropriate procedures and contact information. The Park Operations Division (703-324-8594) must be notified of such activity on the next business day.

8. If the vehicle can be safely driven, it must be taken to the assigned DVS maintenance facility for repair estimates immediately after the accident. A copy of the estimate must be forwarded to the Safety Office. The site will make every attempt to have the vehicle repaired within the next 60 days.

B. Employee responsibilities when operating a personal vehicle while conducting County business:

Note: These procedures will only be applicable when the employee is conducting County business in their personal vehicle, such as picking up supplies, going to headquarters, etc. The procedures do not apply for travel to and from work.

Before using a personal vehicle to conduct County business, the employee should notify their insurance company to make sure they will be covered. The County's self-insurance coverage will apply only when damages are in excess of the limits of the employee's personal auto insurance policy.

1. Follow procedures A.1 – A.4
2. Report the accident to your own insurance company. Complete a Vehicle Accident Report Form and have it reviewed and signed by your site manager/supervisor and submit to the Safety Office. It will be forwarded to the County's Risk Management Division for record purposes only, or for use if damage amount exceeds employee's personal auto insurance policy.

C. Employee responsibilities for accidents that occur on County property involving two or more citizen vehicles (ex. Two citizen vehicles have an accident within the park):

1. If citizen has suffered injury call 911 and complete a FCPA Citizen Injury Report form and submit to the Safety Office within three (3) working days (see General Liability Reporting Procedures – Citizen Injury SOP).
2. If the citizen feels the County was in any way responsible for the accident, he/she should be directed to contact the Safety Office.
3. If damage to County property occurred as a result of the accident, the site staff should complete a FCPA Incident Report Form and submit to the Safety Office within one (1) working day.

D. Site manager/supervisor responsibility for vehicle accidents:

1. Ensure that all employees are eligible to drive by completing an Employee Driving Record Transcript Authorization Form and submitting it to the Safety Office. All employees must be cleared to drive by the Risk Management Division prior to operating a county vehicle or their personal vehicle on behalf of the county.
2. Ensure the employee is familiar with vehicle accident reporting procedures.
3. Ensure that any forms used are replaced in the Vehicle Accident Report Kit. The kit is to include:
 - *Fairfax County Government Vehicle Accident Report Form
 - *Copy of the Vehicle Accident Reporting Procedures SOP
 - *Instructions/Tips for Reporting Vehicle Accidents
 - *Employere Notice of Job Related Injury/Illness form, Authorized Physicians' Panel Listing and Fairfax County Government medical status report form
 - *Emergency and Informational Telephone Number Listing
4. Ensure that all employees who use their personal vehicles to conduct County business have a copy of a Vehicle Accident Report Form and this vehicle accident reporting procedures SOP.
5. The site manager/supervisor will review and sign the Vehicle Accident Report form and submit the original to the Safety Office within one (1) working day of the accident. In addition to the above, the site manager/supervisor will complete and submit an Accident-Injury Investigation Report form along with the completed Vehicle Accident Report form. If the employee is unable to complete the report, the site manager/supervisor will be responsible for obtaining the accident information and completing the report.

E. The Safety Office will:

1. Receive, review and submit all Vehicle Accident Report forms to the County's Risk Management Division within two (2) working days of the accident.
2. Coordinate the collection of any additional information regarding the accident needed by either Risk Management or the County claims service company.
3. Maintain a tracking system for all Vehicle Accident Report and Accident-Injury Investigation Report forms to compile agency reports of financial loss incurred.

This information will be summarized in the Quarterly Management Information report which is distributed to all divisions/site managers.

4. Coordinate the collection of reports/supporting documentation and provide it to the agency accident review panel who will determine preventability as well as provide disciplinary recommendations to supervisors.

F. Accident Involving a Commercial Vehicle (CDL):

In addition to the procedures identified in Sections A-E, the following actions must be taken when an accident involving a CDL driver takes place. For compliance with the reporting procedures outlined below, an accident is defined as an incident in which: A) There is loss of human life; or B) the driver receives a citation under the State or local law for a moving violation arising from the accident; and (1) Any involved vehicles sustains disabling damage (the vehicle cannot be driven away from the scene or would be damaged further if driven); or (2) Anyone receives bodily injury which requires immediate medical attention away from the accident scene. If none of the above conditions occur, then procedures in Sections A-E need only be followed.

1. Employee must immediately notify supervisor and wait for them to report to the accident scene. The supervisor must then immediately contact the Manager of the FCPA Human Capital Development Section (HCDS) at (703) 324-8796/92 to report the accident. If not during normal business hours, then supervisor should contact HCDS immediately on the next business day. The HCDS Manager will fax the following two forms to the supervisor: A Commercial Vehicle Accident Report Form and a Medical Appointment Form. The Medical Appointment Form will need to be signed by either the HCDS Manager or the Safety Analyst before it can be accepted by one of the authorized medical facilities.
2. The supervisor will take these two forms and report to the accident scene. The supervisor must escort the employee for drug/alcohol testing within two (2) hours of the accident. **The employee is not allowed to operate a county vehicle (or his/her vehicle on behalf of the county) for 24 hours following an accident.**
3. The Park Authority vehicle must be inspected by the Department of Vehicle Services (DVS) to verify all equipment is functional (brakes, lights, etc.).
4. The supervisor must attach to the Vehicle Accident Report a copy of that day's Vehicle Pre-trip Checklist form for the involved vehicle.
5. Immediately notify the Park Authority Safety Office (703-324-8707) of the accident with as much detail as possible, to include:
 - Driver's name
 - Vehicle number
 - Any injuries
 - Who was charged
 - Citizen's name (where applicable)



Agency Location Code _____

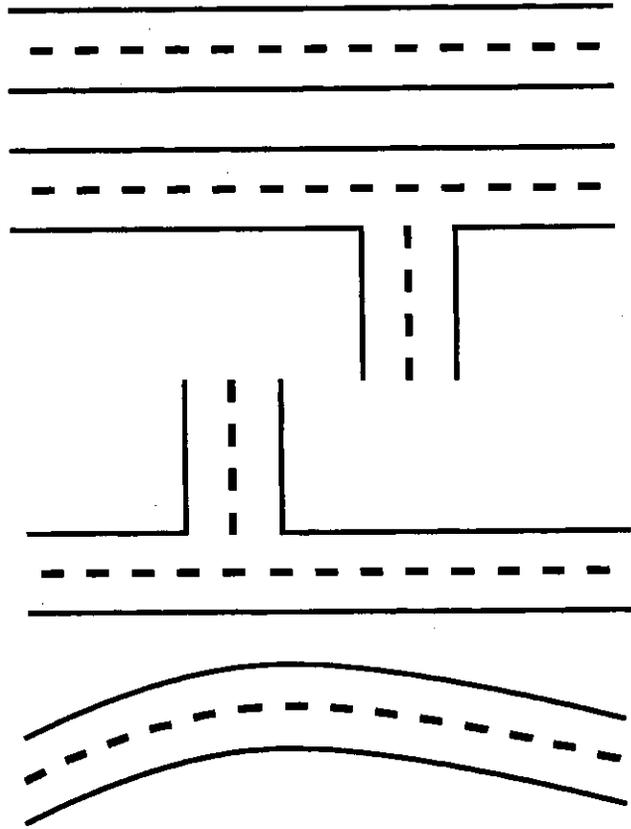
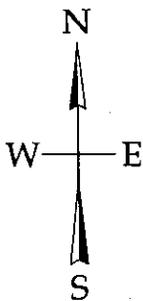
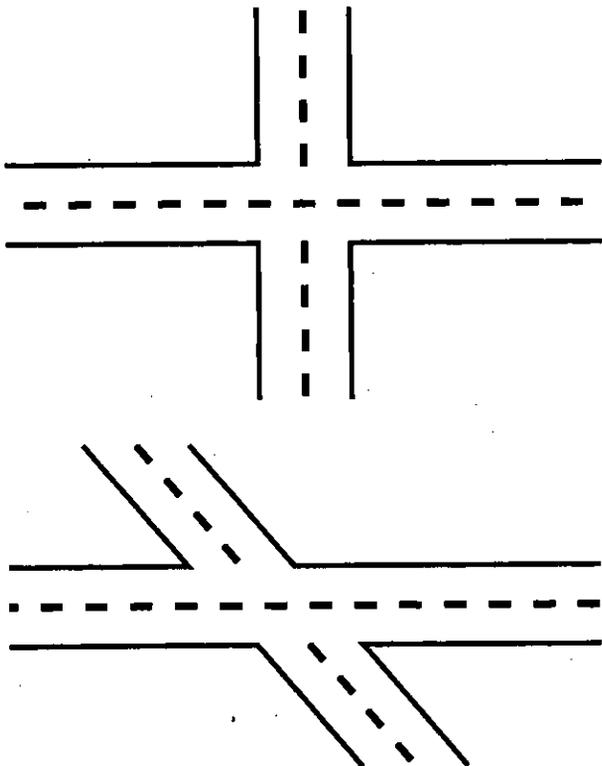
VEHICLE ACCIDENT REPORT

Important: Accidents must be reported to the police in the jurisdiction where the accident occurred.

PART I VEHICLE NO. 1	DEPARTMENT	AGENCY NAME	AGENCY NO	AGENCY CONTACT	PHONE NO	
	DID ACCIDENT OCCUR IN A COUNTY VEHICLE? YES <input type="radio"/> NO <input type="radio"/> IF YES COMPLETE LINES 1-10 AND 13					
	DRIVER'S NAME & HOME ADDRESS			HOME PHONE	WORK PHONE	
	VEHICLE YEAR, MAKE, MODEL	COUNTY VEHICLE NO	VEHICLE I D NO		PLATE NO & STATE	
	DRIVER'S DATE OF BIRTH	DRIVER'S LIC NO	POLICE DEPT CONTACTED	INVESTIGATING OFFICER		
	EMTA FACILITY VEHICLE TAKEN TO FOR ESTIMATES & REPAIRS <input checked="" type="checkbox"/> JERMANTOWN <input type="checkbox"/> WEST OX <input type="checkbox"/> NEWINGTON					
	DESCRIBE DAMAGE (FENDER, BUMPER, ETC)				ESTIMATE OF DAMAGES \$	
	VEHICLE OWNER'S NAME & ADDRESS (IF OPERATING YOUR PERSONAL VEHICLE)				INSURANCE COMPANY & POLICY NO	
	DESCRIBE PROPERTY, IF AUTO YEAR, MAKE, MODEL					INSURANCE COMPANY & POLICY NO
	PART II DAMAGE TO PROPERTY OF OTHERS NO. 2	OWNER'S NAME & ADDRESS				BUSINESS PHONE
OTHER DRIVER'S NAME & ADDRESS (CHECK IF SAME AS OWNER) <input type="checkbox"/>				BUSINESS PHONE	HOME PHONE	
DESCRIBE DAMAGE (FENDER, BUMPER, ETC)		ESTIMATE OF DAMAGES		WHERE IS VEHICLE STORED		
DESCRIBE PROPERTY, IF AUTO YEAR, MAKE, MODEL					INSURANCE COMPANY & POLICY NO	
DAMAGE TO PROPERTY OF OTHERS NO. 3	OWNER'S NAME & ADDRESS				BUSINESS PHONE	HOME PHONE
	OTHER DRIVER'S NAME & ADDRESS (CHECK IF SAME AS OWNER) <input type="checkbox"/>				BUSINESS PHONE	HOME PHONE
	DESCRIBE DAMAGE (FENDER, BUMPER, ETC)		ESTIMATE OF DAMAGES		WHERE IS VEHICLE STORED	
	DESCRIBE PROPERTY, IF AUTO YEAR, MAKE, MODEL					INSURANCE COMPANY & POLICY NO
PART III PERSONS INJURED & WITNESSES	NAME & ADDRESS (INJURED)			WORK PHONE	HOME PHONE	
	NAME & ADDRESS (INJURED)			WORK PHONE	HOME PHONE	
	NAME & ADDRESS (WITNESS)			WORK PHONE	HOME PHONE	
	NAME & ADDRESS (WITNESS)			WORK PHONE	HOME PHONE	
PART IV ACCIDENT INFORMATION	LOCATION OF ACCIDENT STREET, CITY, STATE				DATE & TIME OF ACCIDENT	
	WERE YOU CITED FOR A TRAFFIC VIOLATION? <input type="checkbox"/> YES IF YES LIST CHARGE				<input type="checkbox"/> NO	
	WERE OTHER DRIVER(S) CITED FOR TRAFFIC VIOLATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
	WAS THE SEAT BELT IN USE AT THE TIME OF THE ACCIDENT?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
	WHAT WERE THE LIGHT CONDITIONS AT THE TIME OF THE ACCIDENT? <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> DARK <input type="checkbox"/> DAWN <input type="checkbox"/> DUSK					
	WHAT WERE THE WEATHER CONDITIONS AT THE TIME OF THE ACCIDENT? <input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG					
	WHAT WERE THE CONDITIONS OF THE ROAD SURFACE AT THE TIME OF THE ACCIDENT? <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOW COVERED <input type="checkbox"/> ICY					
	WAS THE ROADWAY <input type="checkbox"/> PAVED <input type="checkbox"/> UNPAVED					
	IF UNPAVED, TYPE OF ROAD SURFACE					
	HOW MANY LANES DID ROADWAY HAVE?					
IF ACCIDENT OCCURRED AT INTERSECTION, WAS INTERSECTION <input type="checkbox"/> CONTROLLED <input type="checkbox"/> UNCONTROLLED						
IF CONTROLLED, TYPE OF SIGNAL <input type="checkbox"/> TRAFFIC LIGHT <input type="checkbox"/> STOP SIGN <input type="checkbox"/> YIELD						

Please complete information on reverse side

Select and complete diagram showing direction and positions of vehicles involved.



INSTRUCTIONS:

- (1) USE SOLID LINE TO SHOW PATH OF VEHICLE BEFORE ACCIDENT —  1
- DOTTED LINE AFTER ACCIDENT — — — — —  2
- (2) NUMBER EACH VEHICLE & SHOW DIRECTION OF TRAVEL —  3
- (3) SHOW MOTORCYCLE BY 
- (4) SHOW PEDESTRIAN BY 
- (5) SHOW RAILROAD BY 

DESCRIPTION OF ACCIDENT	

_____ DATE

_____ SIGNATURE OF DRIVER

_____ SIGNATURE OF SUPERVISOR

WITHIN 24 HOURS FORWARD ORIGINAL TO: RISK MANAGEMENT DIVISION
 COPY TO: AGENCY



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: _____ DATE: _____

FROM: Lori E. Bassford
Safety Analyst, HCDS

SUBJECT: Employee Annual Driving Record Review: _____

It is the policy of Fairfax County that only County employees who hold a valid state driver's license and maintain a good driving record are authorized to operate County vehicles or non-County owned vehicles (personal, leased or rented) on behalf of the County. The purpose of this policy is to promote employee and public safety in conjunction with reducing the County's exposure to financial loss.

Employees who drive a County vehicle, ***regardless of frequency***, must either provide his or her supervisor with a ***certified*** copy of their Department of Motor Vehicles (DMV) Driving Transcript at their cost, or authorize the County to obtain their driving record at no cost to them. ***This policy also includes those who may drive their personal vehicles while conducting County business, whether or not mileage is reimbursed or an allowance is paid for that operation.***

To ensure we are following this policy, and for record keeping purposes, please check the appropriate section below and return this memorandum to me by the due date. It should be noted that new County employees are not allowed to drive a County vehicle until they have been cleared by Risk Management.

_____ The above named employee does not drive a County vehicle or non-County owned vehicle (personal, leased or rented) on behalf of the County; therefore, a DMV driving record is not required. (If you check this box, the Employee Driving Record Transcript Authorization Form on the reverse side does not need to be completed).

_____ The above named employee is affected by this policy. The Employee Driving Record Transcript Authorization Form on the reverse side has been completed and signed by the employee, and his/her supervisor has witnessed the signature on the document. Please obtain the employee's DMV Record through approved County policy.

_____ The above named employee is affected by this policy and will provide his/her supervisor with a certified copy of his/her driving record within ten working days in lieu of the County obtaining the transcript.

If you have any questions about this policy, please call me at (703) 324-8707.

PLEASE RETURN THIS FORM TO FCPA SAFETY OFFICE BY _____.



County of Fairfax, Virginia

Employee Driving Record Transcript Authorization Form

Pursuant to the Virginia Privacy Protection Act of 1976, you are hereby notified that you are not legally required to provide the information requested on this form, however, unless you provide the information requested on this form you will not be allowed to operate any County vehicle. If your job requires you to drive a County vehicle or personal vehicles on behalf of the County, and you are not allowed to operate a vehicle on behalf of the County because of your failure to provide this information, you will be subject to transfer or discipline, which could include termination of employment. The information you provide on this form will not be provided to any entity outside of Fairfax County Government, except that the information will be provided to the Virginia Department of Motor Vehicles, or its equivalent in the state in which you are licensed, in order to obtain information about your driving record.

Name: _____

State Issuing Driver's License: _____

Date of Birth: _____

Driver's License Number: _____

I currently have a valid driver's license Yes No Don't Know
I currently have less than six (6) demerits * Yes No Don't Know
I am unaware of any medical condition that would impede my ability to operate a vehicle Yes No Don't Know

Agency: Fairfax County Park Authority

Agency Contact: Lori E. Bassford, Safety Office Phone Number: 703 -324-8707

I, _____ hereby certify that all information contained herein is true and correct. I further understand that, knowingly making false statements or misrepresentations on this form is grounds for dismissal. I hereby authorize Fairfax County to obtain a transcript of my driving record from the Division of Motor Vehicles for verification of the above information, annually throughout my employment.

Signature: _____

Date: _____

Witnessed By: _____

Date: _____

* This is the threshold in Virginia. Demerit thresholds may vary in neighboring states of Maryland, West Virginia and the District of Columbia.

VEHICLE ACCIDENT REPORTING
Emergency, After Hours & Informational Telephone Numbers

Police Emergency 911
Police Non-Emergency (703) 691-2131
Park Authority Park Operations Division (703) 324-8594 (radio base I for assistance during normal operating hours 8:00 AM- 4:30 PM M-F)

Department of Vehicle Services (DVS) (for towing during normal business hours 7:00AM–10:00PM M-F)

Newington (703) 339-6000
West Ox Road (703) 222-3050
Jermantown (703) 273-5644
Alban (heavy fleet vehicles only) (703) 451-0790

Towing Services

If an accident occurs Monday – Friday between the hours of 7:00 AM and 10:00 PM and towing is required, please contact one of the contracted towing services (contact in this order).

Willow Spring Towing & Recovery (703) 631-9339 Road Runner Wrecker Service (703) 450-7555

A VEHICLE ACCIDENT REPORT MUST BE COMPLETED ANYTIME YOU ARE INVOLVED IN AN INCIDENT REGARDLESS OF THE AMOUNT OF PHYSICAL DAMAGE. SUPERVISORS MUST ALSO COMPLETE A FCPA ACCIDENT/INJURY INVESTIGATION REPORT FORM AND ATTACH IT TO THE ORIGINAL REPORT. COMPLETED REPORTS MUST BE SUBMITTED TO THE FCPA SAFETY OFFICE WITHIN 48 HOURS OF THE ACCIDENT.

NON-ACCIDENT VEHICLE ASSISTANCE

Should your vehicle require towing and/or repair not related to a vehicle accident, please following these guidelines:

- During DVS business hours of 7 AM – 10 PM, Monday – Friday, please contact your designed maintenance facility listed below for assistance or towing. Please immediately notify Ron Pearson, Park Operations Division at (703) 324-8595 or via e-mail: Ronald.Pearson@fairfaxcounty.gov that the vehicle was towed or required road side assistance.
- During non-DVS business hours, please have the vehicle towed back to your site and notify DVS the next business day that the vehicle must be repaired and/or towed. DVS will coordinate the tow to their shop if required. Should a vehicle be towed after hours, on the next business day please notify Ron Pearson, Park Operations Division at (703) 324-8595 or via e-mail: Ronald.Pearson@fairfaxcounty.gov.

The DVS support phone numbers are:

DVS Jermantown Maintenance Facility 703-273-5644
DVS Newington Maintenance Facility 703-339-6000
DVS West Ox Maintenance Facility 703-222-3050
DVS Alban Maintenance Facility 703-451-0790 (heavy fleet vehicles)

When DVS support is not available, the following vendors are listed for after hours towing (24 hour service):

Road Runner 703-450-7555 or Henry's Wrecker Service (Merrifield) 703-698-8900

VEHICLE ACCIDENT REPORTING TIPS

Check on the condition of all persons involved in the accident.

Do not accept fault for the accident. The police will determine who is at fault.

Always call the Police and state that a County Vehicle was Involved regardless of the seriousness or location of the accident. If a weather emergency is in effect, the police won't come unless there are bodily injuries. If you leave the scene of the accident, the police won't come.

If you are in your personal vehicle always call the police and state that a County vehicle was involved because you are on official county business.

Leave the vehicles where they are if the vehicles are not creating a situation likely to lead to another accident involving moving traffic or curious onlookers.

Move the vehicles and yourself to a safer location if a dangerous situation will be created by the vehicles remaining at the accident scene.

Insurance information you provide to those involved in the accident if you are in a County vehicle:

Fairfax County is self-insured

They should contact Lori Bassford, FCPA Safety Office, at (703) 324-8707.

Police normally only write a report if they estimate the damage to any one vehicle to be \$1,000 or more, however, they always write a report for accidents involving County vehicles.

Ask for a copy of the police report at the scene of the accident. Sometimes important information is omitted from the vehicle accident report which can be found on the police report. Please request a copy of the police report from the officer (especially if it is the Virginia State Police) before he/she leaves the scene. If unable to obtain one at the scene, the employee must go to the responding police station and obtain a copy of the report when it is available.

Any persons requesting information about the accident after the fact must be referred to Lori Bassford, Safety Office. These requests shall be treated as Freedom of Information Act requests.

SITE: _____

VEHICLE PRE-TRIP CHECKLIST FOR WEEK OF _____

VEHICLE/EQUIP# _____ TRAILER# _____ BEGIN MILEAGE _____ END MILEAGE _____

Initials:	M ___	T ___	W ___	T ___	F ___	Service Notes
INSP.STICKER/EXPIR DATE						
ENGINE OIL LEVEL						
COOLANT LEVEL						
FUEL LEVEL						
TRANSMISSION FLUID						
WIPERS & WASHER FLUID						
BRAKE FLUID LEVEL						
BATTERY & CABLES						
STEERING FLUID LEVEL						
FLUID LEAKS						
BRAKE SYSTEM						
TIRES & WHEELS						
SUSPENSION						
HOSES & BELTS						
STEERING LINKAGE						
HEADLIGHTS						
EMERGENCY FLASHERS						
TURN SIGNALS						
PARKING LIGHTS & REFLECTORS						
GAUGES (ALL)						
MIRRORS & WINDOWS						
VEHICLE BODY FOR DAMAGE						
RADIO CHECK						
SEAT BELTS WORKING						
FIRE EXTINGUISHER						
FIRST AID KIT						
VEHICLE ACCIDENT KIT						
HORN & BACKUP WARNING SIGNAL						
VEHICLE CLEAN FROM PREV. DAY						
INSPECT/CHECK THE FOLLOWING ON ALL COMBINATION OR CDL VEHICLES:						
DUMP BED COVER SYSTEM						
TRAILER HITCH						
TRAILER BRAKES						
TRAILER LIGHTS/REFLECT						
TRAILER TIRES/WHEELS						
PERFORM AIR BRAKE TESTS						
FUSES						
REFLECTIVE TRIANGLES						
HORN/BACKUP WARNING						

COMMENTS: _____

√=Checked & Okay

0=Service required (report to supervisor and list problem)

GOVERNER CUT IN AND CUT OUT TEST

Start the engine. You should hear the air compressor cut in and observe the air pressure rising in the air pressure gauge. At approximately 120 PSI the air compressor should cut out and the pressure should remain steady.

STATIC AIR BRAKE TEST

Start up vehicle. Build air pressure up to 100-120 PSI, and cut engine off. Observe air pressure gauge for one minute.

- A.) On combination vehicles (where both the truck and trailer have air brakes), air pressure should not drop over 4 PSI.
- B.) On single vehicles, air pressure should not drop over 3 PSI.

APPLIED AIR BRAKE TEST

Engine should remain off. Press down hard on the foot brake and hold down for one minute. Observe air pressure gauge.

- A.) On combination vehicles (where both the truck and trailer have air brakes), air pressure should not drop over 4 PSI.
- B.) On single vehicles, air pressure should not drop over 3 PSI.

LOW AIR WARNING TEST

Chock the vehicles wheels, turn the ignition on, engine should remain off and push in the parking brake knob(s), releasing the parking brakes.

1. Pump the foot brake and observe the air pressure gauge. At around 60 PSI, the "Low Air" alarm should sound (may be accompanied by warning light).
2. Keep pumping air pressure down with the foot brake. At about 40 PSI, the vehicle parking brake knob and the trailer parking brake knob should pop out, engaging the parking brakes.

PARKING BRAKE TEST

Set the parking brake. Shift the vehicle into the lowest gear and gently release clutch or step on the acceleration pedal until you feel the vehicle pulling against the brakes. The vehicle should not move.

TRAILER – ELECTRIC BRAKE TEST

Start engine, release parking brake, manually engage trailer brakes, and shift vehicle into gear. Vehicle should not move.



County of Fairfax, Virginia

MEMORANDUM

DATE: January 9, 2012

TO: Emergency Management Office
Fairfax County

FROM: *Raymond E. Willis*
Raymond E. Willis, Director
Department of Vehicle Services

SUBJECT: "After Hours Contacts" (Emergencies)

These DVS Managers support customers of their respective maintenance facilities and are to be contacted after hours in case of an emergency. If experiencing problems with any of these numbers, please contact the DVS office during normal work hours.

<u>CENTRAL</u>	<u>NEXTEL/PAGER</u>	<u>WORK #'S</u>
Willis, Ray	571-220-2878	703-324-3553
DuVal, Dave	571-220-6362	703-324-3554
Springsteen, Howard ¹	703-702-7431	703-324-3519
Frame, Howard ²	703-912-0604	703-324-3591
Welborn, Joey	None	703-324-3539

¹ Fuel Deliveries/Spills/Fuel Pump Problems/Vehicle Parts

² Automated Fuel System

<u>ALBAN</u>	<u>NEXTEL/PAGER</u>	<u>WORK #'S</u>
Heyrana, Pablo	571-220-0312	703-451-0790
Conant, Tom	571-220-0313 (shared)	703-451-0790
Nguyen, Dat	571-220-0313 (shared)	703-451-0790

<u>JERMANTOWN</u>	<u>NEXTEL/PAGER</u>	<u>WORK #'S</u>
Wyant, Mill	571-220-0298	703-278-7006
Ridgeway, Bruce	571-220-0299	703-278-7008

<u>NEWINGTON</u>	<u>NEXTEL/PAGER</u>	<u>WORK #'S</u>
Mullins, Jeff	571-220-0332	703-550-7237
Singhass, Rob	571-220-0333	703-550-7239
Nunley, Robert	571-722-9353	703-550-7237

<u>WEST OX</u>	<u>NEXTEL/PAGER</u>	<u>WORK #'S</u>
Mitchell, Jim	571-220-0318	703-222-3050
Omohundro, Danny	571-220-0319	703-222-3050
Peckholdt, Charles	571-238-1188	703-222-3050

Department of Vehicle Services
12000 Government Center Pky #417
Fairfax VA 22035-0089
703-324-3525, TTY 711, Fax 703-324-3936
www.fairfaxcounty.gov

DVS MOTOR POOLOsborne, James
Willis, Ray**NEXTEL/PAGER**571-220-4733
571-220-2878**WORK #'S**703-324-3537
703-324-3553

When DVS support is not immediately available, the following vendors are listed for various services. The order is not significant; choices should be determined by response time, distance to the emergency, etc. These contacts bear no direct relationship/authorization to existing contracts.

TIRES:**Alban Tire Corp.**Springfield (Goodyear tires for Fire Vehicles) 703-906-6224 (on call) and call first
Contact person: Rich Daugherty 703-481-8761 (home) 703-906-6200 (cell)**McCarthy Tire - (Manassas)**

24 Hour Emergency

1-888-999-3528 (24 hours)
1-800-724-3506 (if first number does not
answer)
703-368-9288 (office only)

Contact person: Don Wilson

Rice Tire Answering Service - Goodyear
Problems - call Brian James1-800-394-7423
240-674-1573**Weber Tire**

24-hour pager

703-273-4443 (office only)
703-606-1847 (24 hours - cell phone)**HEAVY DUTY TOWING****Willow Springs (Fairfax)**

703-631-9339 (24 hours) [under contract]

Road Runner

703-450-7555 (24 hours) [non-contract]

Riley's Towing & Recovery (Tyson's Corner)

703-448-3999 (24 hours) [non-contract]

Henry's Wrecker Service, Inc. (Merrifield)

703-698-8900 (24 hours) [non-contract]

Charley's Crane Service (Landover, MD)

301-773-7670 (24 hours) [non-contract]

BATTERIES**Best Battery (7AM - 4PM)**

Contact person Marc Laib (after hours)

1-800-638-2378
1-410-371-6282

You can also use your Agency's procurement credit card to affect a quick repair such as a flat tire, bad battery, or even a tow. Common sense should be the guide in terms of what should be charged against the procurement card. The emergency repair must be reported to your agency's vehicle coordinator.

cc: via e-mail D. Rohrer, FCPD
R. Mastin F&R
L. Farbry, FCPSC. Muse, DPSM
J. Patteson, DPW&ES
Vehicle Coordinators

Please forward to others in your Dept/Agency as necessary.

Revised 01/09/12

Department of Vehicle Services
12000 Government Center Pky #417
Fairfax VA 22035-0089
703-324-3525, TTY 711, Fax 703-324-3936
www.fairfaxcounty.gov

VEHICLE OPERATION TRAINING GUIDELINES

Employee Should:

- ❖ Review vehicle's operators manual when there are vehicle functions that are unfamiliar.
- ❖ Review previous day's completed Vehicle Pre-Trip Checklist and complete the present day's checklist prior to starting the vehicle.
- ❖ Make a daily visual inspection of the safety equipment provided: seat belts, fire extinguisher, triangles, fuses, and first aid kit. Also make sure a Vehicle Accident Reporting Kit is located in the glove box.
- ❖ Adjust mirrors, put on seat belt and make visual inspection of surrounding area before moving the vehicle.
- ❖ Avoid backing up a vehicle whenever possible. Remember to always use another employee, when available, to help as a guide (spotter) when backing a vehicle. If a co-worker is not available the employee will walk around the entire vehicle prior to backing up to ensure that the area is clear.
- ❖ Has reviewed Procedural Memorandum 119 on Seat Belt Use.
- ❖ Has reviewed Procedural Memorandum 06-05 on Use of Cell Phones and Other Communication Equipment While Operating County Vehicles.
- ❖ Keep alert and give full time and attention to driving when operating a vehicle.

Supervisor Should:

- ❖ Ensure that the employee is properly trained in the operation of a vehicle equipped with a snow plow, dump bed, or trailer when that is a requirement of their position. All specialized training is to be documented and kept in the employee's personnel file at the site.

VEHICLE ORIENTATION CERTIFICATION FORM

I certify that I have verified that the employee holds a current Driver's License and they have been cleared to drive by the Fairfax County Risk Management Division. I have reviewed with the employee the following vehicle-related orientation issues:

- Sections 7.1 (Vehicle Operations & Driving Records), 7.2 (Vehicle Safety/Seat Belt Use/Cell Phone Use) and 7.3 (Vehicle Pre-Trip Checklists) of the Park Authority Safety and Risk Management Manual
- Conducted Vehicle Pre-Trip Training - review checklist with employee and ensure that they understand how to properly pre-trip a vehicle
- Reviewed the Vehicle Operation Training Guidelines
- Section 14.4 and Appendix M (Vehicle Accident Reporting Procedures) of the Park Authority Safety and Risk Management Manual .

IMPORTANT: The employee's driving clearance memorandum from the Risk Management Division must be attached to this form before approval to drive.

MANAGER/SUPERVISOR ACKNOWLEDGEMENT:

Manager/Supervisor Printed Name

Date

Manager/Supervisor Signature

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have reviewed and understand all hiring qualifications, standards and procedures related to vehicle operations and will notify my supervisor(s) of any changes to my driving record of all moving violations, DUI (driving under the influence), convictions, suspensions, at fault accidents, etc. that may affect my ability to drive.

Applicant/Employee Printed Name

Date

Applicant/Employee Signature



Fairfax County Government

Commercial Drivers' License Program

Commercial Vehicle Accident Report Form

This form shall be completed (front and back) by the supervisor only when driver is operating a commercial vehicle and when one of the following occurs: (a) fatality; (b) driver receives a citation and any involved vehicle must be towed from the scene; or (c) injuries to anyone who requires immediate medical attention away from the scene.

When completed, this form shall be forwarded to the Loss Prevention Program, Risk Management Division, in a sealed envelope clearly marked "**CONFIDENTIAL**" within 48 hours of the accident.

ACCIDENT DATE / /		DAY OF WEEK (Circle one) MON TUE WED THU FRI SAT SUN			TIME a.m. p.m.		DID ACCIDENT OCCUR IN A COUNTY VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		NUMBER OF VEHICLES INVOLVED		NUMBER INJURED		
DEPARTMENT				AGENCY/DIVISION NAME			ADDRESS				PHONE NUMBER		
PURPOSE OF VEHICLE USE													
PART 1 DRIVER / SUPERVISOR INFORMATION	COUNTY DRIVER'S NAME						JOB TITLE						
	DRIVERS LICENSE NO.				STATE		DOB / /		AGE		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
	HOME ADDRESS						HOME PHONE			WORK PHONE			
	VEHICLE TYPE - MAKE / MODEL				YEAR		VEHICLE NO.		VEHICLE ID NO.		PLATE NO. & STATE		
	POLICE STATION CONTACTED						INVESTIGATING OFFICER (include badge number)						
	LOCATION OF ACCIDENT - STREET, CITY, STATE												
	WAS COUNTY DRIVER CITED FOR A TRAFFIC VIOLATION? <input type="checkbox"/> YES (IF YES, LIST CHARGE) <input type="checkbox"/> NO						WERE OTHER DRIVER(S) CITED FOR TRAFFIC VIOLATION? <input type="checkbox"/> YES <input type="checkbox"/> NO						
	WAS THE SEAT BELT IN USE AT THE TIME OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO						WHAT WERE THE LIGHT CONDITIONS AT THE TIME OF THE ACCIDENT? <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> DARK <input type="checkbox"/> DAWN <input type="checkbox"/> DUSK						
	WHAT WERE THE WEATHER CONDITIONS AT THE TIME OF THE ACCIDENT? <input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW <input type="checkbox"/> FOG <input type="checkbox"/> SLEET				WHAT WERE THE CONDITIONS OF THE ROAD SURFACE AT THE TIME OF THE ACCIDENT? <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOW COVERED <input type="checkbox"/> ICY				WAS THE ROADWAY <input type="checkbox"/> PAVED <input type="checkbox"/> UNPAVED - IF UNPAVED, TYPE OF SURFACE _____ HOW MANY LANES DID ROADWAY HAVE?				
	IF ACCIDENT OCCURED AT INTERSECTION, WAS INTERSECTION <input type="checkbox"/> CONTROLLED <input type="checkbox"/> UNCONTROLLED						IF CONTROLLED, TYPE OF SIGNAL <input type="checkbox"/> TRAFFIC LIGHT <input type="checkbox"/> STOP SIGN <input type="checkbox"/> YIELD						
	NAME OF DRIVER'S SUPERVISOR				TIME SUPERVISOR NOTIFIED a.m. p.m.		ARRIVED ON SCENE a.m. p.m.		DEPARTED SCENE a.m. p.m.		TIME COUNTY DRIVER RELEASED AT SCENE a.m. p.m.		
	PART 2 ACCIDENT INFORMATION	DESCRIPTION OF WHAT HAPPENED											

		SUPERVISOR CHECKLIST	YES	NO
PART 3 SUPERVISOR CHECKLIST	1.	Have Police and/or F&R been called? Determine exact location and notify appropriate Police/F&R personnel, if needed. Record exact location in "Part 1 – Driver / Supervisor Information".	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Are there injuries that require immediate medical treatment away from the accident scene?	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Will any vehicle require towing from the accident scene?	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Are traffic charges pending against County driver? If this is a Commercial Vehicle and if any charges have been made, or are pending against the County driver and if the answer to #5 or #6 are yes, then <u>alcohol/drug testing is required</u> .	<input type="checkbox"/>	<input type="checkbox"/>
	5.	Were there any fatalities? If yes, then <u>alcohol/drug testing is required</u> .	<input type="checkbox"/>	<input type="checkbox"/>
	6.	Has the County driver been reminded of requirements for post accident testing (e.g., remind driver to remain alcohol-free for 8 hours or until tested, remind driver of penalty for not submitting to required tests.)	<input type="checkbox"/>	<input type="checkbox"/>
	7.	Has the County driver acknowledged these instructions?	<input type="checkbox"/>	<input type="checkbox"/>
	8.	Has the County driver been released by the investigating police officer to leave the accident scene? If so, record time in "Part 1 – Driver / Supervisor Information".	<input type="checkbox"/>	<input type="checkbox"/>
	9.	Did the investigating officer perform any drug/alcohol tests? If the law enforcement official investigating the accident decides to have the County driver tested for drugs and alcohol as part of his/her probable cause investigation for criminal purposes, this can replace the need for a separate County test. If the law enforcement official only performs an alcohol test, a separate drug test will still be required.	<input type="checkbox"/>	<input type="checkbox"/>
	10.	Did the County driver cooperate, follow instructions, etc? If not, explain any refusal or lack of cooperation.	<input type="checkbox"/>	<input type="checkbox"/>
	11.	Should the employee be transported / accompanied to test site and/or home? If yes, who is transporting/accompanying the employee? _____ To what test facility? _____ Time test was completed: _____ a.m./p.m. Every reasonable effort will be made to administer tests within two (2) hours of the accident. Alcohol test must be completed within eight (8) hours and drug test completed within 32 hours or stop attempts to test and document reasons for failure to test.	<input type="checkbox"/>	<input type="checkbox"/>
	12.	Were test(s) completed within required times? If not, explain in detail the reasons for the delays. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Signature

Date

Original – Loss Prevention Program, Risk Management
Copy – Supervisor's File

TESTING NOTIFICATION FORM

Section 1: Employer MRO

Fairfax County Gov-DOT
 DER: Robert Johnson
 12000 Government Ctr Pkwy Ste 214
 Fairfax, VA 22035
 Ph# 703-324-3043 Fax #703-324-3951

Dr. Natalie Hartenbaum
 FirstLab
 Highpoint Business Campus
 100 Highpoint Drive, Suite 102
 Chalfont, PA 18914
 Ph #215-396-5500 Fax #215-396-5610

FCPA Point of Contact: Linda Stetzer 703-324-2359

Section 2 (to be completed by Employee's Manager)

Complete the employee information in Section 2 and check the appropriate boxes in Section 3. Incomplete or incorrect information may result in non-compliance with annual DOT statistical reporting requirements.

Employee Name _____ Employee SSN: _____
 Donor Notification Date/Time: _____ a.m./p.m: Expected Arrival Time at Collection Site: _____ a m./p.m

PRESENTED (Signature of Employee's Manager): _____ Date _____ Time _____ ACKNOWLEDGED (Signature of Employee) _____
 Place _____

IF THE DONOR ARRIVES FOR TESTING AFTER THE "EXPECTED ARRIVAL TIME" INDICATED ABOVE, YOU MUST RECIEVE SPECIFIC AUTHORIZATION FROM THE DER TO PROCEED WITH THE COLLECTION.

Section 3 (to be completed by Employee)

DOT-FMCSA

Reason for Test:	Urine Drug Screen Split Specimen	Observed Collection	Breath Alcohol
Pre Employment	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Random	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable Suspicion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return to Duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow-Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Breath Alcohol Information

If test result is negative: Fax to Robert Johnson @ 703-703-324-3951.
 Fax to FirstLab @ 215-396-5610

If test result is positive **IMMEDIATELY** Contact the DER: **Robert Johnson @ 703-324-3043.**
 Fax to FirstLab @ 215-396-5610

Updated 01/17/2011

If DER is unavailable and cannot be reached by the B.A.T., contact the FIRSTLAB Account Manager immediately at 215-396-5500 for assistance in reaching DER.

Inova Medical Center - Dulles South Urgent Care Center 24801 Pinebrook Rd. Chantilly, VA 20152 Phone: 703-722-2500 Fax: 703-327-1850 M-F 9-7, S & S 10-4	Dalewood Medical Enterprises, Inc. 4158 Dale Boulevard Dale City, VA 22193 Phone: 703-680-5959 Fax: 703-730-1046 M-F 9 am-9 pm Sat-Sun 9 am-4 pm
Health 1st PC 3763 Fettle Park Drive Dumfries, VA 22025 Phone: 703-445-9250 Fax: 703-445-9251 M-F 9 am-5 pm	Primemed Urgent Care 3928 Lansing Court Dumfries, VA 22026 Phone: 703-221-2109 Fax: 703-221-0405 M-F 9 am-7 pm Sat 9 am-3 pm
Inova Emergency Care - Fairfax 4315 Chain Bridge Road Fairfax, VA 22030 Phone: 703-877-8200 Fax: 703-352-1465 24/7	ARCpoint 462 Herndon Parkway, Ste 103 Herndon, VA 20170 Phone: 703-689-2721 Fax: 703-689-2728 M-F 8:30-5
Lorton Urgent Care Center 7740 Gunston Plz Lorton, VA 22079 Phone: 703-339-5858 Fax: 703-339-5860 M-F 10-7 Sa 9-2	Inova Emergency Care - Reston/Herndon 11901 Baron Cameron Avenue Reston, VA 20190 Phone: 703-668-8333 Fax: 703-478-2778 24 hrs 7 days/wk
Dominion Urgent Care 6370 Springfield Plaza Springfield, VA 22150 Phone: 703-569-7554 Fax: 703-569-7410 M-F 9:30-6:30	Virginia Medical-Acute Care 5501 Backlick Road, Ste 105 Springfield, VA 22151 Phone: 703-642-2273 Fax: 703-564-6544 M-F 8-4:30
Quest Diagnostics-Sterling 2 Pidgeon Hill Dr Suite 120 Sterling, VA 20165 Phone: 703-444-5359 Fax: 703-444-5472 M-F 7:30 am-4:00 pm	Inova Urgent Care of Vienna 100 Maple Ave East Vienna, VA 22180 Phone: 703-938-5300 Fax: 703-242-0726 M-F 9-7; S & S 10-4
Quest Diagnostics- Woodbridge PSC at 2080 Daniel Stuart Square Woodbridge, VA 22191 Phone: 703-499-8156 Fax: 703-499-8158 M-F 6:30 am-5 Sat 6:30 am-12:00 pm	AFTER-HOURS EMERGENCIES Phone: 800-732-3784 24/7

One more update. Back by popular demand, the Centreville INOVA is available.

Inova Urgent Care of Centreville

6201 Centreville Rd Suite 200

Centreville, VA 20121

Phone: 703-830-5600

Fax: 703-830-6942

M-F 9-7; S & S 10-2

APPENDIX N

CITIZEN INJURY REPORTING PROCEDURES & FORMS

(forms also available on FCPA Infoweb, Safety Office Section)

CITIZEN INJURY REPORTING PROCEDURES

Purpose: To provide guidelines and procedures in accordance with Fairfax County Claims Reporting Procedures, for reporting incidents of citizen injury.

Definition: Citizen injury is defined as any incident of personal injury to a citizen that occurs while they are on Park Authority property.

Process: In the event of an incident of citizen injury, Park Authority employees will follow the procedures outlined below:

A. Citizen Injury at the Park Site:

1. Employees are responsible for responding to citizen injuries at their site.
2. For any injury, a FCPA Citizen Injury Report form will be completed, including detailed information as to the nature and extent of the injury as well as the activity the citizen was engaged in.
3. In cases of severe injury or death, the employee should immediately notify the site manager/supervisor as well as the Safety Office. The site manager/supervisor will be responsible for notifying their respective Division Director.
4. The FCPA Citizen Injury Report form and any supporting information should be forwarded immediately to the site manager/supervisor for accuracy and signature.
5. The site manager/supervisor will forward the original FCPA Citizen Injury Report form to the Safety Office within three (3) working days.
6. If necessary, the site manager/supervisor will ensure that repairs to injury area are completed to prevent further injuries from occurring.
7. The Safety Office will maintain a computerized tracking system of all citizen injuries, and will compile information as to any financial loss incurred due to injury, as well as study accident patterns to identify problem areas or continuing hazardous conditions at the park site. This information will be available to all divisions on a quarterly basis so that they can analyze the occurrence of injury within the park sites.

B. Citizen Complaints of Injury

1. If a citizen calls with a complaint of an injury received while at the park site that he/she did not report, or is seeking reimbursement for any medical treatment they have received, the citizen should be directed to contact the Safety Office. If the citizen wishes to file a claim, the Safety Office will complete a FCPA Citizen Injury Report form which will be forwarded to the Risk Management Division for further action.
2. If a citizen requests a copy of their FCPA Citizen Injury Report form from the park, they should be directed to contact the Safety Office. The Safety Office will direct them to Risk Management for further action if necessary. If an employee receives a phone call from either a citizen who wants immediate action taken or a citizen's attorney, they should instruct the caller to contact the Safety Office immediately so that the appropriate action can be taken.
3. If an employee receives any written documents or a subpoena from a citizen's lawyer, the Safety Office should be contacted immediately. The Safety Office will forward all information to the Risk Management Division for the appropriate action. In the case of a subpoena or a lawsuit, the Safety Office will forward all information directly to the County Attorney in order to seek defense.
4. If a citizen calls with injury information but is unsure whether the condition or injury occurred at the park site, (e.g. irritated eyes due to pool chemicals, etc.), the employee should fill out a FCPA Citizen Injury Report over the phone, noting on the form that it is questionable whether the incident occurred at the park site. The site manager/supervisor will investigate the situation further to determine if any hazardous condition exists, and if so, will take immediate steps to correct the problem. If the citizen wishes to place a claim, the employee should instruct him/her to contact the Safety Office during operating hours. The Safety Office will take all information and complete a Fairfax County Government Citizen Injury Report form, which will be forwarded to the Risk Management Division for further action. The Safety Office will contact the site manager/supervisor to get further information on the situation, so that appropriate action may be taken in notifying the citizen or Risk Management if necessary.
5. The Safety Office will maintain a tracking system of all citizen injuries that will monitor financial loss due to citizen injury as well as recurring patterns of injury at park sites. A summary of these reports will be available in a quarterly report to all divisions.

**FAIRFAX COUNTY PARK AUTHORITY
CITIZEN INJURY REPORT**

Date: _____ Time: am: _____ pm: _____

Facility: _____ Location Code: (refer to codes on back): _____

Name of Injured: Last _____ First _____ Age: _____ Sex: M: _____ F: _____

Street Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Parent or Guardian (if under 18 yrs old): _____

Phone Number of Parent or Guardian (if different from injured): _____

Was the Parent or Guardian in the Area of the Facility at the Time of Injury? Yes: _____ No: _____

When Was the Parent Notified: Date ____/____/____ Time: _____ AM/PM Method: Phone Call _____ In Person _____ Other _____

PART OF BODY INJURED – Mark an "X" next to each body part injured. Circle Right R or Left L as appropriate –
Example: 2(X) ANKLE R L

- | | | | | | | | | | | | |
|--------------|-----|------------|-----|--------------|-----|-------------|-----|----------------|-----|-------------|-----|
| 1() ABDOMEN | R L | 6() CHEST | R L | 11() FINGER | R L | 16() HIP | R L | 21() SHIN | R L | 26() THIGH | R L |
| 2() ANKLE | R L | 7() CHIN | R L | 12() FOOT | R L | 17() KNEE | R L | 22() SHOULDER | R L | 27() THUMB | R L |
| 3() ARM | R L | 8() EAR | R L | 13() GROIN | R L | 18() MOUTH | R L | 23() STOMACH | R L | 28() TOE | R L |
| 4() BACK | R L | 9() ELBOW | R L | 14() HAND | R L | 19() NECK | R L | 24() TAILBONE | R L | 29() WRIST | R L |
| 5() CALF | R L | 10() EYE | R L | 15() HEAD | R L | 20() NOSE | R L | 25() OTHER | | | R L |

NATURE OF INJURY OR ILLNESS – This is NOT a medical diagnosis or indication of severity, but to assist with coding of report. Place the corresponding number of body part in the () – EXAMPLE: I(2) FRACTURE; D(17) BRUISE

- | | | | | |
|---------------|-----------|-------------------|----------------|------------------|
| A() ABRASION | D() BUMP | G() DEATH | J() NOSEBLEED | M() STING |
| B() BLISTER | E() BURN | H() FRACTURE | K() PUNCTURE | N() SWELLING |
| C() BRUISE | F() CUT | I() HEAT EXHAUST | L() SPRAIN | O() OTHER _____ |

Detailed Description of Injury: _____

How Did Citizen Get Injured: (Detailed narrative description): _____

Did the Citizen Resume the Activity After the Injury?: Yes: _____ No: _____

Did Citizen Re-Injure or Aggravate a Previous Wound or Condition?: Yes: _____ No: _____

Was First Aid Administered? Yes: _____ No: _____ Administered By: _____

Explain First Aid Treatment: _____

Was Rescue Breathing Administered? Yes: _____ No: _____ Administered By: _____

Was CPR Administered? Yes: _____ No: _____ Administered By: _____

Rescue Squad Called? Yes: _____ No: _____ Unit Number: _____

Injured Transported to Hospital? Yes: _____ No: _____ Hospital Name: _____ By Whom: _____

Did Injured Refuse Any Treatment? Yes: _____ No: _____ Explain: _____

Corrective Measures to Prevent Reoccurrence: _____

Witness Information:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Did an Employee Witness Injury? Yes: _____ No: _____ Name of Employee: _____

Additional Comments/Witness Statements: _____

Employee Name (Print): _____ Signature: _____ Date: _____

Manager/Supervisor Name: _____ Signature: _____ Date: _____

**Fax/Scan Report to FCPA Safety Office Within 3 Working Days of the Injury
(forward the original report to the Safety Office with a notation of faxed/scanned at the top)**

INFORMATION FOR COMPLETING CITIZEN INJURY REPORTS

Please use the following detailed information to assist you in filling out the citizen injury report:

Location – Specific location/area of the park where the injury occurred. Use the location codes listed at the bottom of the page to code the location in the park (example: Pool Deck = 31). Please take the time to look at all location areas, choosing the area which most closely described where injury occurred.

Name of Parent or Guardian – If injured is under 18 years of age, you must get the name of a parent or guardian.

Phone Number of Parent or Guardian (if different from injured) – Get the phone number of a parent or guardian, even if they were not in the facility at the time of the injury.

When Was Parent Notified – Complete time and date parent/guardian notified and method of notification.

Part of Body Injured – Mark each body part that is injured with an “X” circling right (R) or left (L) if applicable. Example: Cut to left foot, would be marked 12(X) Foot R L and abrasion to left knee would be marked 17(x) Knee R L

Nature of Injury or Illness – Note: **You are not expected to make a medical diagnosis or make a decision as to the severity of the injury, the information is for purposes of coding the injury type ONLY.**
Place the corresponding number of the body part injured in the parenthesis.

Detailed Description of Injury – describe scope of injury, example 1” long, ¼” deep cut to ball of left foot – heavy bleeding; slight ½” x ½” abrasion to the left knee, little bleeding.

How Did Citizen Get Injury – Give specific details of the activity, as this helps to identify safety hazards, recurring problem spots, and liability issues. Example: injured was in female locker room, walking from shower to pool entrance. She stepped on a sliver of glass on floor with her left foot, as glass cut her foot, she slid and fell on her left knee.

Did Citizen Resume Activity After the Injury – Indicate if the citizen continued any activity after the injury (example: playing basketball; lifting weights; doing aerobics).

Did Citizen Re-injure or Aggravate a Previous Wound or Condition – Indicate if the citizen had a previous injury or condition (cut, muscle strain, pain, etc.) that was re-injured or aggravated during activity.

Did the Injured Refuse Any Treatment – Indicate any treatment that injured did not accept (example: said they would go to the doctor on their own; did not want employees to call an ambulance).

Witness Information – Get the name of at least one witness to the injury. This is useful for getting supporting information and additional details on the incident should the need arise.

CODES FOR COMPLETING LOCATION SECTION ON FRONT SITE

Please use these codes to indicate the location/area of the facility where the injury occurred:

(01) Activity Center	(16) Gymnasium	(31) Pool Deck	(46) Sundeck
(02) Amphitheater	(17) Historic Site-Grounds	(32) Pool Ramp	(47) Tennis Court
(03) Baseball Field	(18) Historic Site-House	(33) Racquetball Court	(48) Trail
(04) Bleachers	(19) Ice Skating Rink	(34) Rental Grounds	(49) Volleyball Court
(05) Boat Launch Area	(20) Lap Lanes	(35) Rental House	(50) Walleyball Court
(06) Campground	(21) Locker Rooms	(36) Restroom	(51) Waterfront/Marina
(07) Clubhouse	(22) Mezzanine	(37) Rides/Concessions	(52) Weight Room
(08) Clubroom	(23) Multi-Purpose Court	(38) Shallow End Pool	(53) Water Mine Park
(09) Cross Country Course	(24) Nature Center	(39) Sidewalk	(61) Skate Park
(10) Dance Room	(25) Open Field Area	(40) Snack Bar	(62) Mini-Golf
(11) Diving Well	(26) Other _____	(41) Spa/Whirlpool	(63) Cub Run-Leisure Pool Deck
(12) Driving Range	(27) Parking Lot	(42) Soccer Field	(64) Cub Run-Leisure Pool Area
(13) Field House	(28) Park Roadway	(43) Softball Field	(65) Cub Run-Leisure Pool Slide/Stairs
(14) Football Field	(29) Playground	(44) Squash Court	(66) Cub Run-Leisure Pool Playground
(15) Golf Course	(30) Picnic Area	(45) Stairs	(67) OSH Spray Park at Lee District

APPENDIX O

CITIZEN PROPERTY DAMAGE/THEFT REPORTING PROCEDURES & FORMS

(forms also available on FCPA Infoweb, Safety Office Section)

**CITIZEN PROPERTY DAMAGE/THEFT/LOST WHILE IN POSSESSION OF
STAFF REPORTING PROCEDURES**

Purpose: To provide guidelines and procedures in accordance with Fairfax County Claims Reporting Procedures, for reporting incidents of damage to citizen personal property.

Definition: Citizen property damage is defined as any personal property damage caused by the Park Authority (due to personnel, landscape, equipment, etc.).

Process: In the event of an incident of citizen property damage, Park Authority employees will follow the procedures outlined below:

- A. Citizen Property Damage at the Park Site:
1. If a citizen complains of property damage that the citizen feels the Park Authority is responsible for, the employee should get as much information from the citizen as possible and prepare a FCPA Incident Report form, including any supporting information or photos that are available. If the citizen expresses a desire to file a claim, the employee should refer the person to the Safety Office. If a claim is filed, the Safety Office will investigate the damage further to gather additional information.
 2. The site report of the incident will be reviewed and signed by the site manager/supervisor and sent to the Safety Office within one (1) working day of the incident.
 3. If a citizen has filed a claim, the Safety Office will forward the FCPA Incident Report form with any supporting information to the Risk Management Division.
 4. The Risk Management Division will make a determination of liability. If no liability exists, the citizen claim will be denied.
 5. The Safety Office will maintain a tracking system of all reports of citizen property damage that will monitor any financial loss. A summary of these reports will be available in a quarterly report to all divisions.
- B. Telephonic Citizen Complaints of Property Damage:
1. If an employee receives a complaint of citizen personal property damage over the phone, they should direct the citizen to contact the Safety Office. Any information that may be at the site regarding the incident, including photos and supporting information, should be forwarded to the Safety Office. If the citizen wishes to file a

claim, the Safety Office will complete a FCPA Incident Report form and will forward it to Risk Management for further action.

2. If an employee receives a phone call from either a citizen who wants immediate action taken or from a citizen's attorney, they should instruct the caller to contact the Safety Office immediately so that the appropriate action can be taken.
3. If an employee receives a written document or a subpoena from a citizen's lawyer, the Safety Office should be contacted immediately. The Safety Office will forward all information to the Risk Management Division for the appropriate action. In the case of a subpoena or the threat of a lawsuit, all information will be forwarded directly from the Safety Office to the County Attorney's office in order to seek defense.
4. The Safety Office will maintain a tracking system of all reports of citizen property damage that will monitor any financial loss. A summary of these reports will be available in a quarterly report to all divisions.

FAIRFAX COUNTY PARK AUTHORITY INCIDENT REPORT

(To be used for reporting citizen property damage, park property damage, or miscellaneous incidents)

While complete information is essential, some questions may not be applicable to your situation. Please complete as necessary and forward the ORIGINAL to the Safety Office within 3 days.

SITE _____ LOCATION OF INCIDENT _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____

TYPE OF INCIDENT (Check all that apply)

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Exposure	<input type="checkbox"/> Trespassing
<input type="checkbox"/> Arson	<input type="checkbox"/> Locker Theft	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Missing Person	<input type="checkbox"/> Vehicle Damage
<input type="checkbox"/> Blackout/Loss of Electricity	<input type="checkbox"/> Physical Assault	<input type="checkbox"/> Vehicle Larceny
<input type="checkbox"/> Burglary	<input type="checkbox"/> Robbery	<input type="checkbox"/> Verbal Assault
<input type="checkbox"/> Drugs	<input type="checkbox"/> Theft	<input type="checkbox"/> Weapon
<input type="checkbox"/> Other (specify): _____		

****Note: IF VANDALISM/PROPERTY LOSS OF COUNTY EQUIPMENT, FAIRFAX COUNTY POLICE MUST BE CONTACTED AND A CASE NUMBER PROVIDED. In most cases this can be done online at <https://www.fairfaxcounty.gov/police/crs/>**

POLICE CALLED: NO YES CASE # _____

NAME OF POLICE OFFICER: _____ PHONE _____

VICTIM INFORMATION:

Last Name First Name M.I. Home Phone

Street Address City State Zip Work Phone

WITNESS INFORMATION:

Last Name First Name M.I. Home Phone

Street Address City State Zip Work Phone

SUSPECT INFORMATION:

Last Name First Name M.I. Home Phone

Street Address City State Zip Work Phone

Race Sex Height Weight Eye Color Hair Color Clothing Description

APPENDIX P

PARK PROPERTY INCIDENT REPORTING PROCEDURES & FORMS

(forms also available on FCPA Infoweb, Safety Office Section)

PARK PROPERTY INCIDENT REPORTING PROCEDURES
(non-vehicle)

Purpose: To provide guidelines and procedures in accordance with Fairfax County Claims Reporting Procedures, for the reporting of theft or damage to Fairfax County Park Authority property.

Definition: Property damage is defined as damage such as, but not limited to:

- Incidents of damage resulting from natural causes such as fire, wind, flooding, etc.
- Water damage due to bursting of frozen pipes
- Incidents of vandalism and theft

Process:

A. Property Damage of Real Property -

1. Any incident involving theft or vandalism should be reported to the police (either by filing an online report or calling the non-emergency number) and a case number obtained. A FCPA Incident Report Form will be completed and submitted to the Safety Office within 48 hours.
2. Any incident involving the discovery of weapons, drugs, suspicious packages, etc. requires the following steps to be taken: Using caution tape or traffic cones, staff will block off the area. Employee will either radio to base one or use cell phone to call in the incident to the appropriate county agency responsible for handling such. Staff will remain at site until responding agency arrives. The incident will be documented on the FCPA Incident Report form and sent to the Safety Office within 48 hours.
3. Any Park Authority damage needs to be photographed and then documented on a FCPA Incident Report form. If the damage is less than \$10,000, the site manager/supervisor will sign and forward the FCPA Incident Report form with supporting documentation to the Safety Office within three (3) working days. The Safety Office will review the report and any supporting information and will maintain these reports in a file.
4. If the loss from damage is estimated to be in excess of \$10,000, the site manager/supervisor will immediately notify the Safety Office. The Safety Office will verbally notify the Risk Management Division so the insurance adjuster can assess the damage in person. The site manager/supervisor will sign and forward the FCPA Incident Report form with supporting documentation to the Safety Office within one (1) working day of the incident. The Safety Office will review the report and any supporting information, and will submit it to the County's Risk

Management Division within two (2) working days of the incident.

5. The Safety Office will maintain a tracking system that will monitor the financial loss incurred due to property damage of real property as well as track cause/nature of damage. A summary of these reports will be available in a quarterly report to all divisions.
6. After damaged or stolen property has been repaired or replaced, the site manager should provide the Safety Office with a copy of the paid invoice. At that time, the Safety Office will submit the original damage report along with a copy of the paid invoice to the Risk Management Division for reimbursement under the County's self insurance fund.

B. Property Damage of Fixed Assets –

1. Any incident involving theft or vandalism of a fixed asset should be reported to the police (either electronically or telephonically) and a case number obtained.
2. Any incident of damage to a fixed asset must be reported on a FCPA Incident Report form, photographed and then forwarded to the Safety Office with a copy to the Fairfax County Park Authority Purchasing Section's property auditor.
3. The Safety Office will maintain a tracking system that will monitor the financial loss incurred due to property damage of fixed assets. A summary of these reports will be available in a quarterly report to all divisions.
4. After damaged or stolen property has been repaired or replaced, the site manager should provide the Safety Office with a copy of the paid invoice. At that time, the Safety Office will submit the original damage report along with the paid invoice to the Risk Management Division for reimbursement under the County's self insurance fund.

FAIRFAX COUNTY PARK AUTHORITY INCIDENT REPORT

(To be used for reporting citizen property damage, park property damage, or miscellaneous incidents)

While complete information is essential, some questions may not be applicable to your situation. Please complete as necessary and forward the ORIGINAL to the Safety Office within 3 days.

SITE _____ LOCATION OF INCIDENT _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____

TYPE OF INCIDENT (Check all that apply)

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Exposure	<input type="checkbox"/> Trespassing
<input type="checkbox"/> Arson	<input type="checkbox"/> Locker Theft	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Missing Person	<input type="checkbox"/> Vehicle Damage
<input type="checkbox"/> Blackout/Loss of Electricity	<input type="checkbox"/> Physical Assault	<input type="checkbox"/> Vehicle Larceny
<input type="checkbox"/> Burglary	<input type="checkbox"/> Robbery	<input type="checkbox"/> Verbal Assault
<input type="checkbox"/> Drugs	<input type="checkbox"/> Theft	<input type="checkbox"/> Weapon
<input type="checkbox"/> Other (specify): _____		

****Note: IF VANDALISM/PROPERTY LOSS OF COUNTY EQUIPMENT, FAIRFAX COUNTY POLICE MUST BE CONTACTED AND A CASE NUMBER PROVIDED. In most cases this can be done online at <https://www.fairfaxcounty.gov/police/crs/>**

POLICE CALLED: NO YES CASE # _____

NAME OF POLICE OFFICER: _____ PHONE _____

VICTIM INFORMATION:

Last Name First Name M.I. Home Phone

Street Address City State Zip Work Phone

WITNESS INFORMATION:

Last Name First Name M.I. Home Phone

Street Address City State Zip Work Phone

SUSPECT INFORMATION:

Last Name First Name M.I. Home Phone

Street Address City State Zip Work Phone

Race Sex Height Weight Eye Color Hair Color Clothing Description

APPENDIX Q

EMPLOYEE INJURY (WORKERS' COMPENSATION) REPORTING PROCEDURES & FORMS

(forms also available on FCPA Infoweb, Safety Office Section)

WORKERS' COMPENSATION (EMPLOYEE INJURY) **REPORTING PROCEDURES**

Background: Title 65.2 of the Code of Virginia requires the County to provide Workers' Compensation coverage for employees who sustain occupational injuries by accident or who develop illnesses caused by their employment. The County has elected to fulfill this statutory obligation through self-insurance. All merit and exempt full and part-time employees on the County payroll are eligible to receive Workers' Compensation benefits should they suffer a job-related injury/illness.

Procedures: Any employee who is injured while performing their assigned job duties is required to notify their supervisor within 24 hours that they were injured on the job. In addition to verbal notification, the employee must also complete an Employee Notice of Job Related Injury/Illness Form. When the employee presents that form to their immediate supervisor, the supervisor should provide the employee with the current County of Fairfax Authorized Physicians' Panel for Workers' Compensation listing as well as a blank medical status report form. Employees are only allowed to seek medical attention from one of the physician's listed on the sheet. The employee is required to have the treating physician complete the medical status report form and they must present it to their supervisor immediately following the appointment.

The supervisor is responsible for completing the Supervisor's Accident Investigation Report as well as the FCPA Accident/Injury Investigation Report form. The packet is to be scanned or faxed to the Safety Office fax number (703) 653-1334 within 48 hours of the injury.

The injury information is immediately submitted online by the FCPA Safety Analyst to The Corvel Corporation who is the county's third party administrator for claims. Within 24 hours of submission, the claim representative from Corvel will contact the injured employee to take a recorded statement. In most cases the supervisor will also be contacted to confirm that the injury occurred while performing assigned job duties at work. It is imperative that the employee speaks with the Corvel adjustor within 24 hours of contact.

Diagnosis: If any employee is placed on restricted work duty the supervisor must make every effort to accommodate the employee within the job limitations established by the physician. If the physician notes a follow-up appointment is required, the employee must keep this appointment and have the doctor complete another medical status report form which should be forwarded to the Safety Office via their supervisor. All employees placed on restricted/modified work duty must get a release to full duty from their treating physician.

If the initial treating physician recommends the employee see a specialist, the specialist must be selected from the panel listing. If the type of specialist required is not on the panel listing the employee should contact their Corvel adjustor to get referral physician names.

If physical therapy is prescribed you may only seek treatment with one of the authorized PT providers on the county list. The current list is available from the Safety Office. You will be required to present the PT schedule to your supervisor to coordinate your time away from work. A Fairfax County Government physical therapy report form will be provided and one must be completed at each visit and returned to your supervisor the next business day so injury leave can be authorized.

A prescription card is available for use for the initial fill of a medication prescribed by the treating physician. Please notify your supervisor or contact the Safety Office for this card. If you choose to use your personal medical insurance for medication, receipts should be submitted to the Safety Office for reimbursement by Corvel. The receipt must show the name of the prescribed medication and the total amount paid. A separate check will be issued to the employee by Corvel

Time & Attendance Coding: Merit employees who are injured, and it is determined that the injury is compensable, are entitled to receive injury leave for time off related to their injury (see Procedural Memorandum 23). Limited term employees are not entitled to injury leave. All doctor appointment and physical therapy appointment times should be coded to injury leave (114). If employees are placed on restricted work duty they should be coded to such (merit code is 102). Please note that employees who are charged injury leave do not accrue annual or sick leave on those hours.

Long Term Injuries: If an employee is injured and returns to full duty and has a “flare up”, they must contact their case worker for that original injury prior to seeking any type of medical treatment.

Disability Retirement: Under certain circumstances employees may have to apply for service connected disability because they are unable to return to their normal job duties. If that is the case, employees should discuss this process with their site manager and the Human Capital Development & Services (HCDS) Manager.

Fitness for Duty Evaluation: Long term injuries may require a fitness for duty evaluation to determine if the employee will be able to return to their job. These exams are scheduled through the HCDS office with INOVA Health Systems.



FAIRFAX COUNTY GOVERNMENT EMPLOYEE NOTICE OF JOB-RELATED INJURY/ILLNESS

NAME: _____ AGENCY: FCPA-51
ADDRESS: _____ SITE NAME: _____

SUPERVISOR: _____
PHONE: (W): _____ (H): _____

Date of Incident: _____ Time: _____

Describe accident/exposure in detail: _____

Describe injuries or occupational illness: _____

List parts of body injured: _____

List names of witnesses, if any: _____

I certify that all statements are true and correct to the best of my knowledge.

I acknowledge receipt of the Fairfax County Authorized Physicians Panel listing & a blank Fairfax County Government Medical Status Report Form. I understand that I can only seek medical treatment with one of the urgent care facilities and/or a physicians listed on this form

Date

Employee Signature

Date Received

Supervisor

Completion of this form will assist in determining compensability of your claim. This completed report should be given to your supervisor within 24 hours of your injury.



Supervisors Accident Investigation Report

This form shall be completed (front and back) by the supervisor. When completed, this form shall be forwarded to the Loss Prevention Program, Risk Management Division, in a sealed envelope clearly marked "CONFIDENTIAL" within 48 hours of the accident.

AGENCY INFORMATION		
DEPARTMENT:	DIVISION:	AGENCY CODE:

PARTICULARS OF ACCIDENT			
DATE OF ACCIDENT:	TIME:	LOCATION:	DATE REPORTED:

INJURED EMPLOYEE			
NAME:		ADDRESS:	PHONE NUMBER:
LENGTH OF EMPLOYMENT:	AGE:	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	JOB TITLE:
TYPE OF INJURY <input type="checkbox"/> Strain/sprain <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Bruising <input type="checkbox"/> Scratch/abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Burn scald	<input type="checkbox"/> Dislocation <input type="checkbox"/> Internal <input type="checkbox"/> Foreign body <input type="checkbox"/> Chemical reaction	<input type="checkbox"/> Other (specify): INJURED PART OF BODY: REMARKS:

DAMAGED PROPERTY	
PROPERTY/ MATERIAL DAMAGED:	NATURE OF DAMAGE:
	OBJECT/SUBSTANCE INFLECTING DAMAGE:

THE ACCIDENT
DESCRIPTION - Description of what happened
ANALYSIS - In your opinion, what was the direct cause of the accident?
PREVENTION - What action has or will be taken to prevent a recurrence?

MEDICAL TREATMENT	
Did employee seek medical attention? <input type="checkbox"/> YES <input type="checkbox"/> NO	Type of treatment given:
Name of Person/Doctor/Hospital	

_____	_____
Supervisor signature	Date
_____	_____
Agency Claims Contact signature	Date

Original to Risk Management Division
Copy to Agency file

Claim Number _____

**FAIRFAX COUNTY GOVERNMENT
MEDICAL STATUS REPORT**



Give to physician prior to treatment. Return completed form to your supervisor within 48 hours of treatment.

TO BE COMPLETED BY EMPLOYEE (Please Print.)

NAME: _____ OCCUPATION: _____

DATE OF INCIDENT: _____ TODAY'S DATE: _____ AGENCY: _____

PHYSICIAN/FACILITY NAME: _____ COMPLAINT: _____

HAVE YOU MISSED DAYS FROM WORK DUE TO THIS INCIDENT? YES NO HOW MANY? _____

TO BE COMPLETED BY PHYSICIAN (Please print name at the bottom of page under signature)

DIAGNOSIS: _____

TREATMENT (include medications, physical therapy, surgery): _____

REFERRED TO: _____

MEDICAL RECOMMENDATIONS / RETURN TO WORK STATUS - All Fairfax County agencies offer temporary modified duty for recovering employees. Our goal is to ensure a timely return to productive employment status as soon as medically appropriate. By working with the employee's individualized medical treatment plan, most injured workers are able to return to their pre-injury status by gradually phasing back into their regular duty job tasks.

PLEASE COMPLETE ALL APPROPRIATE SPACES

- Employee may return to full duty work immediately.
- Employee expected to return to full duty. May return to full duty work on _____ Date
- Employee may return to temporary work on _____ Date with restrictions listed below
 - Lifting restrictions. (Indicate maximum lbs. which can be handled/for how long? _____)
 - Other restrictions (sitting, standing, bending, etc): _____
- Medication prevents employee from operating machinery/vehicle. Sedentary/office work only.
- Employee now totally disabled for work. How long do you anticipate recovery taking? _____

COMMENTS: _____

NEXT APPOINTMENT: _____ PHYSICIAN'S SIGNATURE: _____

TODAY'S DATE: _____ PHYSICIAN'S PRINTED NAME: _____

Send billing requests to: Corvel Corporation, Ltd.
11325 Random Hills Road
Suite 220
Fairfax, VA 22030
Telephone: 703-385-5646 Fax: 866-765-7033

Send Original to: Risk Management

APPENDIX R

LOST AND FOUND REPORTING PROCEDURES & FORMS

(forms also available on FCPA Infoweb, Safety Office Section)

LOST AND FOUND PROCEDURES

A. Purpose

To provide site managers and their staffs, area management crews, and other park employees with guidelines for accepting, securing, reporting, and disposal of, unclaimed property left at Fairfax County Park Authority sites or facilities. It is imperative that all employees follow these procedures to ensure that found items are returned to their owners. Items valued over \$25 must not be stored at the front desk waiting for a patron to return for it. They must be logged in and properly secured so as to not have the county be responsible for "lost while in possession of staff" claims.

B. Definition

1. Lost – Items left or abandoned at Fairfax County Park Authority sites or facilities.
2. Found – Items recovered by someone other than the owner and surrendered to a Park Authority employee or volunteer for safekeeping at a central control point.
3. Accountable Property – All property turned into a Fairfax County Park Authority employee or volunteer at any Park Authority site or facility having an estimated value of \$25.00 or greater. Additionally, any negotiable items (including, but not limited to, currency, traveler's checks, and credit cards).
4. Excluded Property – Any clothing item, regardless of value, may, at the discretion of the manager or employee in charge of a site, be discarded for sanitary purposes and will, in such event, be exempted from the accountability guidelines.

C. Responsibilities

Site managers, section supervisors or their designated representatives will:

1. Establish a central control point to report and account for lost or found items.
2. Maintain an accountable property record of all lost and found items with an estimated value of \$25.00 or more.
3. Provide adequate safeguards to secure items.
4. Follow the prescribed steps in these procedures for verifying the identity of persons claiming items.
5. Regularly review found items and dispose of them in accordance with these procedures.

D. Procedures

1. If a patron reports an item as lost, a Park Authority employee will complete a Lost and Found Property Record (see Appendix 1). The report must include at a minimum, the owner's name, address, telephone number, date and time of loss, date loss was reported, a detailed description of the item, location where the item was last seen, and the name of the employee completing the report. The report will be maintained for 30 days. At that time, if the item has not been recovered, the report will be destroyed.
2. If a patron reports an item as stolen, the Park Authority employee will complete a Fairfax County Park Authority Incident Report form. The patron should be strongly urged to file a police report for stolen items. The original theft report will be forwarded to the Safety Office within 48 hours of the incident. A copy of the report should be retained at the site. Any inquiries concerning reimbursement of claims MUST be directed to the Safety Office at 324-8707.
3. Each site will maintain a record for all accountable property surrendered to Park Authority staff. Each item will be tagged with an identification number matching the number on the Lost and Found Property Record. The record will consist of the date and time found, location where the item was found, a detailed description of the item, name, address, and telephone number of the person who found the item (optional), name of the employee completing the entry, storage location, record entry number, and the last name of the employee recording the entry.
4. Once an item has been recorded and properly tagged, it will be stored and secured in accordance with paragraph E below.
5. If a patron requests to claim an item and a Lost and Found Property Record has not been initiated, a report must first be completed. If the incident has been previously reported, the Park Authority employee will retrieve the record from the file. In either case, the employee will then cross reference the lost and found record with the claimant's description to determine if the item has been turned in.
6. If the lost and found record shows the item is on hand, the patron must show positive proof of identification (i.e., driver's license, military ID card, or other photographic ID). The employee will compare and verify the description of the item. Once satisfied with the description, the employee will complete the claimant information section of the Lost and Found Property Record and *require the claimant to sign the record and date*. The employee returning the item will also sign and date the record.
7. If the item is not listed in the lost and found records, the employee will inform the patron that the report will be retained for 30 days or until the item is found, whichever comes first.
8. If an item is found at an unstaffed site by a park employee, the employee will take the item to a designated central location established by the area manager or other responsible supervisor as appropriate. All other procedures will be followed as described above.

E. Storage

1. Items surrendered as "found" must be safeguarded until claimed by the owner or disposed of in accordance with the steps outlined in this procedure. Accountable property such as jewelry, expensive watches, currency, or important papers (driver's license, passports, etc.) should be stored in the site safe or a locked cabinet.
2. The storage area must be secure with limited staff access. All items should be protected from heat, humidity, moisture, and accidental damage.

F. Disposition

1. All items should be reviewed weekly for disposition. After 30 days, unclaimed accountable property may be disposed of by using one of the following methods:
 - a. Unclaimed items which may be useful to the site may be retained for use by the public or staff at the site. These items must be recorded on the form at Appendix 2.
 - b. Serviceable items may be donated to a charitable organization. Each site will select a charitable organization for its donations. On a schedule to be determined by the site manager, but at least every 30 days, the site will inventory unclaimed property to be donated and complete the inventory at Appendix 3. This will serve as the site's receipt for donated unclaimed property. The inventory must be kept for one year after the date of the donation.
 - c. Valuable papers will be forwarded to the Property Division, Fairfax County Police Department for disposition.
 - d. All other items except as described in paragraph 2 below, will be discarded in the trash.
2. Disposition of Negotiable Instruments.
 - a. Traveler's checks will be immediately destroyed by shredding and/or burning. This will take place before two witnesses and recorded.
 - b. Credit cards, including telephone calling cards, will be promptly destroyed by cutting through the card number so as to render the card unusable. The card will then be discarded. The responsibility of notifying the appropriate card company to have the numbers cancelled will be assumed by the loser.
 - c. All loose paper currency and coins will be placed in a sealed envelope upon receipt. The outside of the envelope will be marked with the accountable property record number and date. Unclaimed currency will be processed as an anonymous donation to the Park Authority.
3. Found items which have an estimated value of less than \$25 may be retained for one week and then disposed of by one of the methods of paragraph F1 above.

4. Under no circumstances will unclaimed property be retained or released to Park Authority employees or volunteers for their personal use regardless of the value of the item or whether the item was found on personal or county time.

G. Administration

1. Each site will display signs which state "Information and Assistance on Lost and Found Items May Be Obtained at the Front Desk". These signs must be displayed conspicuously in locations such as locker rooms, gymnasiums, fitness rooms, racquetball court areas, and other areas where items are likely to be left. Signs do not have to be displayed in all areas but a significant number should be posted to inform the public where assistance can be obtained.
2. All forms and reports must be prepared in blue or black ink. Recorded data must be legible. Print information if necessary (except signatures). When completed, these documents become public records.
3. Lost and Found Property records will be destroyed after 30 days if the item has not been found.
4. Accountable property and donation inventories will be established on a fiscal year. All documents must be retained at the site for one year following the date of the last entry. After one year, the records may be destroyed.

**FAIRFAX COUNTY PARK AUTHORITY
Lost and Found Property Record**

SITE NAME: _____

Entry Number: _____

Date of Report: _____ **Date of Loss:** _____ **Time of Loss:** _____

Last Known Location: _____ **Estimated Value:** _____

Detailed Description of Item:

Patron Name: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Date Item Returned: _____ **Time Item Returned:** _____

Signature of Claimant: _____

Signature of Park Employee: _____ **Date:** _____

Disposition Information

Date Disposed: _____

Means of Disposal: _____

