

DIVISION OF PARKS AND RECREATION

March 25, 1991

STAFF DIRECTIVE 91-4

TO: All Employees

FROM: Philip K. McKnelly, Director

SUBJECT: Employee Safety Guidelines

The goal of the Division's occupational safety and health program is to eliminate all hazardous conditions and acts that directly or indirectly contribute to personal injury, loss of life, and property damage.

The attached employee safety guidelines provide the framework for the Division's occupational safety and health program. These guidelines convey the policy of the Division's occupational safety and health program and those procedures to be followed in its development and implementation.

While the guidelines are in effect immediately, it is recognized that staffing and funds are presently inadequate for every area to carry out all needed or desirable operational functions. It is, therefore, imperative that all areas carefully identify and carry out those basic functions that can be accomplished in a safe manner. Duties and functions that must be deferred for safety reasons must also be identified and every effort made to bring them into compliance with the provisions of these guidelines.

Questions regarding the employee safety guidelines should be directed to Sue Intemann, program Manager, at 919-846-9991.

PKM/SPI/cmh
Enclosure