

DIVISION OF PARKS AND RECREATION

Guideline #27	Title:	Section # <u>7.0</u>
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		Date <u>August 19, 1997</u>

- 7.0 **Community Service Work Program** - All staff responsible for supervising Community Service Program clients shall read and become familiar with the conditions put forth in the Community Service Work Program Requirements and Regulations and the Community Service Work Program Recipient Agency Agreement. (Appendix I)
- 7.1 **General Safety Regulations/Requirements** -The Community Service Worker Power Tool/Equipment Safety Regulations form provides a space for a client to sign verifying a statement made by him/her as to his/her agreement to operate assigned power/tool equipment ONLY after he/she received safe operation instructions and demonstrated safe operation proficiency. Client signature also verifies client agreement to use proper personal protective equipment at all times, and client's understanding of agreement non-compliance consequences. Client signature also acknowledges his/her understanding of G.S. 15-A-1342 (j) and G.S. 143B-475.1 (d) (Appendix I). This form must be signed prior to operation/use of tools or equipment. A community service worker will not operate any equipment unless proficiency has been demonstrated to the supervisor and the supervisor is confident that the client is a safe and skillful operator. Community service workers must be 18 or older to operate power tools/equipment. The signed power tool/equipment form shall be kept on file in the park office. Any disregard for the proper use of power tool/equipment and respective personal protective equipment will result in the immediate dismissal of a client from the Community Service Worker Program within the North Carolina State Parks system.
- 7.2 **Vehicle Operation** - Under no circumstances is a community service worker permitted to operate a state owned vehicle.
- 7.3 **Accidents**
- o While performing community service work within North Carolina State Parks, community service workers are insured by Victim and Justice Services through the National Accident Insurance Underwriters, Inc. The policy number is SR15084XBQLB-01TMG. This policy does not cover a community service worker in route to or from the job site. Under no circumstances should this policy number be given directly to the community service worker.
 - o In the event of an occurring in the park resulting in injury to a community service worker or damage to property involving a community service worker, an Accident Report PR-65 must be completed by the immediate supervisor and given to the park superintendent. A copy of this report shall be sent to the Victim and Justice Community Service Worker Program Manager responsible for the community service worker in respective parks.
 - o The Division of Parks and Recreation shall be notified immediately of serious accidents involving the hospitalization of a community service worker or a community service worker fatality. The Victim and Justice Community Service Worker Program Manager in the respective area should also be notified immediately.