

DIVISION OF PARKS AND RECREATION

May 29, 1996

**STAFF DIRECTIVE 96-3**

TO: Superintendent of State Parks  
District Superintendents  
Park Superintendents  
Parks Chief Ranger  
Park Safety Officers

FROM: Dr. Philip McKnelly, Director

SUBJECT: Power Tool/Equipment Safety Regulations/Requirements for Community Service Work

The attached Power Tool/Equipment Safety Regulations and Safety Equipment Requirements are to be implemented immediately. This Staff Directive supersedes Staff Directive 89-7, and revises Section 7.0 and Appendix I in the division Employee & Workplace Safety Guidelines.

Any questions regarding these regulations and requirements should be directed to the division Safety Officer or the division Safety and Occupational Health Council.

PKM/ST/lf

Attachments

NORTH CAROLINA DIVISION OF PARKS AND RECREATION  
COMMUNITY SERVICE WORKER PROGRAM  
POWER/TOOL EQUIPMENT  
SAFETY REGULATIONS

Park: \_\_\_\_\_ Date: \_\_\_\_\_

PROCEDURES:

- A. Conduct a pre-job safety meeting to discuss all aspects of the job(s) to be undertaken.
- B. Review, appropriate to, Operator's Manual(s) and pertinent sections of the Park Safety Notebook.
- C. Ensure that all manufacturers' recommended safety guards, devices, and personal protection equipment are in place and used.

By my signature, I agree to operate assigned power/tool equipment ONLY after I have received safe operation instructions and have demonstrated safe operation proficiency. I further agree to use proper personal protection equipment at all times. I understand that failure to comply with this agreement will result in my immediate dismissal from the CSW Program in N.C. State Parks.

By initialing and dating, I acknowledge my proficiency in the use of:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1. Chain Saw _____              | 7. All Terrain Vehicle (ATV) _____ |
| 2. Circular Saw _____           | 8. Hand Held Circular Saw _____    |
| 3. Weedeater _____              | 9. Hand Held Sanders _____         |
| 4. Table Saw _____              | 10. Backpack Blower _____          |
| 5. Lawn Mowers, push type _____ | 11. Other _____                    |
| 6. Hand Held Drill _____        | 12. Other _____                    |
- \* Proficiency must be demonstrated to Supervisor prior to use.

By my signature, I also acknowledge my understanding of the following General Statutes:

G.S. 15-A-1342 (j) and G.S. 143B-475.1 (d) A person participating in community service may not be able to recover damages for injury or loss sustained as a result of community service.

_____ Client's Signature	_____ Date
-----------------------------	---------------

-----

I will provide safe operation instruction, observe safe operation proficiency, and provide proper personal protective equipment to the above signed client prior to allowing the use of any of the above listed power/tool equipment by this client. I will provide safe work for this client and any tools and materials necessary for the job assignments. I will provide supervision ensuring that his client is productive and working safely throughout the work assignment.

_____ Supervisor's Signature	_____ Date
---------------------------------	---------------

## SAFETY EQUIPMENT REQUIREMENTS

<u>TOOL/MACHINE</u>	<u>SAFETY ITEMS</u>
Lawn mowers, push type	Eye protection is required. Orange safety vest will be worn when working along roadsides.
Weedeater	Eye and ear protection is required.
Backpack blower	Eye and ear protection is required.
Wood Router	Eye and ear protection required. (dust mask optional).
Table Saw	Eye and ear protection required.
Sabre Saw and Jigsaw	Eye and ear protection required.
Skill Saw	Eye and ear protection required.
Bench Grinder	Eye and ear protection required.
Power Drills	Eye protection required. (never wear gloves).
Chain Saw	Eye protection, ear protection, chaps (certain types without hooks or clips are recommended).
Tractor	Ear protection required. Hard hat shall be worn unless rock top has been installed on tractor. Safety vest not necessary if flashing lights are working properly.
Axe	Hard hat and toe guards needed; chaps not necessary.
Vehicle Use	Seat belt always worn.
Torch	Eye protection and gloves should always be worn. (leather gloves required).
Welder	Eye protection always required for this machine. A long sleeved shirt or leather vest should be worn when welding vertical or overhead. (leather gloves required).
Hand Held Grinder	Eye and ear protection required (leather gloves required).
Boat Use	Personal flotation device required to be worn at all times. Safety cord, if available should be plugged into ignition switch by operator.
Air Compressor	Safety tip should always be in place. Never use to blow off clothing or shoes.
Radial Arm Saw	Eye and ear protection required. If over two (2) inches of fence missing, the whole fence should be replaced.

DIVISION OF PARKS AND RECREATION

Guideline #27	Title:	Section # <u>7.0</u>
Intermann	Employee Safety Guidelines	Page # <u>1</u> of <u>1</u>
		Date <u>5/20/96</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.
- 7.1 **General Safety Regulations/Requirements** - In compliance with Staff Directive 96-3, the Community Service Worker Power Tool/Equipment Safety Regulations form will provide 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**
- 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.
  - In the event of an accident 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.
  - 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.