



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 9.1

Risk Management

I. POLICY

It is the policy of the District to protect District resources, both human and financial, from the risk of losses and to minimize the level of risk exposure to the District, staff and patrons. The District will do this through its commitment to developing and adhering to sound risk management practices and procedures in accordance with all applicable laws, regulations, County policies and procedures, and through the application of the District Risk Management Plan and staff training.

II. PURPOSE

Risk is inherent to any activity. It is neither possible, nor advantageous, to entirely eliminate risk from an activity without ceasing that activity. It is the District's intent to provide safe and healthy workplaces for staff and to provide the public a pleasant experience in clean, safe and attractive parks and District facilities.

III. PROCEDURE

A. Responsibility

Risk is a factor of everyday life and can never be completely eliminated. Proper management of risk is a core function and must be practiced throughout the District. General roles and responsibilities are outlined below. Roles and responsibilities are further defined in Part One – Safety Program Administration, 200 – Responsibilities chapter of the County of Riverside Standard Safety Operations Manual. This manual is available via the County Intranet site, County HR Safety icon.

1. General Manager

The General Manager is ultimately responsible for safety and risk management of the District, implementing and adhering to Board of Supervisors policies and resolutions, County of Riverside Standard Safety Operations Manual, and the District Risk Management Plan.



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2. Assistant Parks Director

The Assistant Parks Director serves as the District's Risk Manager, is responsible for the creation of appropriate District policies and procedures, leads the annual risk management assessment, ensures staff and volunteers have completed appropriate training, and monitors District claims and losses.

3. Fiscal Manager

The Fiscal Manager is responsible for ensuring the District's fiscal safety and minimizing the financial risk of the District by establishing financial policies and procedures, conducting various audits, providing monthly and quarterly financial status reports, developing and providing regular training to staff on cash handling and accounting practices.

4. Managers/Supervisors

Managerial/Supervisory personnel have a major responsibility for ensuring a safe workplace since they must provide the guidance, information and support employees need to perform work safely. As a manager/supervisor, they must lead by example – by reinforcing and modeling safe work practices and responding to safety concerns proactively. These individuals are responsible for overseeing risk management and safety program activities in their respective divisions and areas of responsibility. In addition, these individuals are responsible for exposure identification in their operations, as well as creation, revision, and implementation of the Emergency Action Plans/Manuals and ensuring their staff and volunteers are provided adequate training, including any retraining when tasks have not been completed to standard.

5. Safety Representative

The District shall have a minimum of one safety representative. This individual shall serve as the coordinator responsible for implementation of



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workplace safety programs, communication and the disbursement of information within the District. This individual assists the Assistant Parks Director in ensuring that the District complies with safety laws and regulations, and works with employees and supervisory personnel to resolve safety problems. The Safety Representative is responsible for ensuring that supervisory personnel know of all safety training resources available, and for reviewing, routing, and tracking accident/incident reports.

6. District HR staff

District HR staff is responsible for conducting Hazardous Communication/Right to Know training during new hire orientation and completes and posts the District's annual OSHA 300 logs. HR staff is responsible for providing Workers Compensation paperwork and guidance to staff and supervisors, and functions as the District liaison with County Human Resources Workers Compensation Division. In addition, the HR staff ensures all pre-employment requirements are met (including physical and background check) prior to being authorized to start work and receives subsequent arrest notifications and license suspension notices for all employees.

7. All Employees

All employees of the District have responsibility, to a large extent, for the safety of themselves, co-workers and patrons of the workplace. So far as possible, the District and the County will provide a safe and healthy work environment. It is up to the individual employee to use safe work practices and to be alert for safety hazards. Employees must make safety a priority in the work environment, know and understand all safety aspects of the job, and request additional orientation or training when not absolutely sure how to do a task safely. Employees must understand all safety laws and policies for the types of work being done and



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immediately report all hazards or injuries to the appropriate supervisor. Employees also ensure timely completion of all required and pertinent training.

B. Compliance

As with all County and District standards, policies and procedures, safety directives must be followed. Failure to comply with established safety standards, rules and regulations may result in disciplinary action being taken, up to and including, termination of employment.

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