

SECTION XX: GENERAL SAFETY

1. GENERAL POLICY. The following general safety rules will apply in all agency work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.
 - A. Proper licensing and extreme caution are required by all employees operating any type of power equipment.
 - B. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
 - C. Employees may not wear chains, necklaces, etc. or ear rings larger than the size of a dime while working on or near equipment and machines or who may come in close personal contact with patrons while performing their duties.
 - D. (Updated 10/12/06) Earphones, headphones, or any personal electronic device are not to be used by employees during work assignments unless job related.
 - E. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.
 - F. Defective equipment will be reported immediately to the supervisor or Director.
 - G. Employees will not operate equipment or use tools for which licensing and training has not been received.
 - H. In all work situations, safeguards required by State and Federal Safety Orders will be provided.

2. PROPER USE OF COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA EQUIPMENT AND TOOLS. The use of Cottonwood Heights Parks and Recreation Service Area equipment or tools for private purposes is strictly prohibited. However, reasonable use of Cottonwood Heights Parks and Recreation Service Area tools and equipment to protect property and preserve life is authorized.
 - A. Employees shall be required to attend training provided by Cottonwood Heights Parks and Recreation Service Area; including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description. Employees may attend additional training as approved by Cottonwood Heights Parks and Recreation Service Area.

- B. Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.
- C. Employees shall keep the agency vehicles, which are used by them, clean, presentable, and serviceable.