Greenville County
Parks, Recreation, & Tourism
Risk Management Plan

Final Review and Approval March 18, 2014
# Greenville County Parks, Recreation, & Tourism

## Risk Management Plan

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Overview:

The GC PRT Risk Management Plan was developed by the staff with the assistance of Kelly A. Kanaley – Senior Consultant with Life and Safety Consultants, Inc. The County of Greenville - Safety Policy is utilized as a guide and is used by GC PRT for policy decisions on issues not addressed in this document. The overall Risk and Safety functions are under the guidance of the Greenville County Risk Manager and Safety and Health Coordinator.

The plan is developed to avoid or minimize the cost of risk to GC PRT by identifying exposure to fortuitous loss, applying effective risk control measures to protect property and safeguard human lives, and contain loss occurrence. The programs, policies and procedures are designed to create a safety and accident prevention/awareness culture among GC PRT employees. The desired outcome would be a work environment of injury prevention and incident avoidance for park users, employees and volunteers.

Risk and Safety Objectives:

- The protection of the Department against the financial consequences of accidental losses
- The preservation of the Department’s assets and public service capabilities from loss, destruction or depletion
- The minimization of the total long-term cost to the Department of all activities related to identification, prevention and control of accidental losses and their consequences
- The creation of a system of internal procedures providing a constant reassessment of loss exposure
- The establishment, to the extent possible, of an exposure-free work and service environment in which the Department personnel as well as members of the public can enjoy safety and security in the course of their daily pursuits

Authority and Strategy to Address Risk Exposure:

The GC PRT Safety and Risk Employees Committee, under the direction of the Human Resources Director and Parks Director, meet regularly to develop safety and risk management policies and procedures, staff training and review incidents. The primary goals are the coordination of programs and materials to educate/train employees to avoid or minimize loss and development
of preventive measures that avoid loss. Plus, the committee regularly evaluates incidents to improve the policies, procedures and training.

The Human Resource Director and the Parks Director co-chairs have been charged with the responsibility for administering the Risk and Safety Plan under the supervision of the Deputy Director and Department Director.

The Committee has developed the **GCPRT Safety and Health Manual** which outlines the policies and procedures for the following areas:

1.0 - The Purpose

2.0 - The Goals and Objectives

3.0 - Policy Statement and Safety Strategy

   - Leadership
   - Assignment of Authority and Responsibility
   - Accident Reporting and Analysis System
   - Safety Training
   - Safe Working Conditions

4.0 - Responsibilities and Accountabilities

4.6.2 - Safety and Health Coordinator

5.0 - Preventive Maintenance Checklist

**Identification of Risk:**

**Park Facilities with the highest potential for patron accidents:**

- Playgrounds
- Aquatic Facilities/Lakes/Rivers
- Athletic Venues - Fields/Courts/Ice Rink
- Riverbend Equestrian Park

**Staff Activities with the greatest potential of accidents:**

- Vehicle Transportation
- Use of Maintenance and Development Power Equipment
- Use of Pesticides and Chemicals
• Trips and Falls
• Enclosed Spaces
• Electrical Systems

Identification of Risk Cost:

• Loss of staff production (work hours) utilized to investigate
• Insurance premiums
• Staff Training
• Time Lost from work by injury
• Damage to equipment/facilities/property
• Repair/replacement cost
• Failure to provide services
• Loss of income
• Legal Liability and fees

Inspections:

The Department conducts monthly inspections of all Parks, Buildings/Facilities and Playgrounds. These inspections are reviewed monthly and work orders are generated to address safety and risk issues. A specialized inspection form has been developed of each of these three monthly inspection categories.

Vehicles and motorized equipment is inspected daily or before use and vehicle inspection forms are filed for future reference in accordance with the Greenville County Fleet Management Plan.

Training:

Proper staff training is an essential component of the risk and safety management practices utilized by the Department. Through the Employee Risk and Safety Committee the Department has a library of training tools. More than fifteen PowerPoint training documents from “Back Safety to Walking and Working Surfaces”. Additionally, the Department has safety training films. Both are utilized by the Directors to continuously training staff about risk and safety loss. These can be found of the Common Server in the “Safety” file.

The Department uses a “New Employee Orientation Check List” to explain and train new staff members about the GCPRT Risk and Safety Culture – one of preventing loss.
**Policies:**

The Employee Risk and Safety Committee have also developed policies related to risk and safety issues directly affecting employees and the Department. Within the *GCPRT Safety and Health Manual* there are the following specific policies:

- Access to Medical Records SH002
- Accident Investigation SH003
- Bloodborn Pathogens SH004
- Driving Safety SH007
- Fire Extinguisher Use SH0013
- Hazardous Communications SH0015
- Hot Weather Work SH0017
- Personal Protective Equipment SH0022

**Waivers and Liability Releases:**

The Department does require that individual waivers be signed for some activities and services to reduce the chance of loss. The following activities and services require a waiver:

- Youth and Adult Athletics
- Summer Day and Residential Camps
- Picnic Shelter Rentals and Weddings
- Volunteers

Additionally, the Department requires Activity and Event Producers that utilizes Department facilities to designate GCPRT as co-insured in the event insurance policy.

**Loss Reporting:**

Proper reporting of loss/accidents must be timely and is mandatory. It is the responsibility of each employee to report all incidents in accordance with this policy. The GCPRT Incident Form must be filled out and delivered to the Division Director within 24 hours.

The vehicle accident procedures are outlined in detail in the *Greenville County Equipment Management System and Vehicle Policy*

**Computer Network Security:**

To protect our networks and users, the Department implements several stages of security:
All in-bound and out-bound emails migrate through an external spam filter, hosted by Mosiac Technologies. As email transit the spam engine threats such as spam, malware and viruses are quarantined so live threats do not reach the servers or recipients of our email.

In addition, the Department’s servers are protected by a DMZ and Firewall, both of which filter out problem packets. Finally, all workstations belonging to the District run an AntiVirus program which automatically updates daily.

**Volunteer Risk:**

It is the GCDPRT Volunteer Program Mission to actively promote a mutually rewarding relationship between volunteers, who offer their talents, skills and time, and GCDPRT staff who will support them in their efforts to cooperatively foster stewardship of our community’s parks, natural areas and leisure programs. Volunteers play an essential role at GCDPRT by supplementing and assisting staff in providing a wide array of programs, services and facilities to residents of Greenville County and their visitors.