

CARSON CITY SCHOOL DISTRICT GROUNDS DEPARTMENT

Operations Policies

2022

DRESSCODE/APPAREL

A. Shorts

All Carson City School District personnel, full-time or seasonal, may wear shorts if the following guidelines are adhered to:

1. Shorts shall be hemmed walking shorts, mid-thigh to knee in length, in only the following solid colors: brown, tan, khaki, black, gray or dark/navy blue. Also, you may wear nice, hemmed jean shorts. Shorts must be maintained in a good state of repair at all times. Cut-offs and shorts above mid-thigh or below the knee will not be permitted. Spandex, "Jams," sweat pants, or loud prints/patterns/colors are inappropriate. Employees wearing shorts are responsible for supplying their own under the above criteria.
2. All maintenance staff who choose to wear shorts are required to have a pair of long pants in their possession at all times in the event of a change in work assignments.
3. All maintenance staff choosing to wear shorts will accept responsibility for appropriate sunburn protection and other necessary precautions inherent with the privilege.
4. Wearing long pants and appropriate safety attire will be mandatory for specific job tasks as per the following list. It will be at the discretion of each respective supervisor to evaluate and determine if assigned daily tasks warrant the wearing of long pants.
 - A. Application, mixing, and handling of all chemicals, fertilizers, etc.
 - B. Metal fabrication, including but not limited to: welding, grinding, use of cutting torch, and sandblasting
 - C. The performance of other maintenance and/or construction activities not specifically listed above but which may be regarded by supervisors as inappropriate or unsafe for the wearing of shorts.

B. Sweat Pants

Sweat pants are not appropriate work attire in a business like ours where we are in the public eye. Denim jeans and shorts (which comply with shorts policy) need to be worn by seasonal staff, the same attire we expect our full-time staff to report to work in.

C. Sleeveless T-Shirts

Any employee wearing a "sleeve-less" T-shirt must have it hemmed at the sleeve seam. Any shirt cut beyond (inside) the sleeve seam will not be acceptable. Folding over or "tucking" in the seam cut will not be allowed. No tank tops are allowed.

D. Safety Shoes

1. Safety shoes are highly recommended for each Grounds employee, as the assigned daily duties dictate if determined as a requirement by the Director of Operations..
2. Seasonal employees will not be required to wear safety shoes unless their specific position warrants their use. Specific seasonal positions requiring safety shoes shall be determined by the Grounds supervisor.
3. Safety shoes or leather boots are always encouraged when performing tasks of a potential hazardous nature, to include, but not limited to: Chainsaws, jackhammers, tampers, string trimmer units with brush blade ("saw-type") attachments, etc.

II. VEHICLE POLICY

A. Accidents *I* Drug and Alcohol Testing

If an employee is involved in a vehicle accident, they are to call the Sheriff's Department, contact their supervisor, and contact Risk Management.

In the event of a vehicle accident, the supervisor, or someone from Risk Management will drive the employee to Nevada Occupational Health Center for a drug and alcohol test within the first hour of the accident. The employee will be placed on paid administrative leave until the results are determined.

If the accident occurs after 5pm or before 8am, the employee is to contact their supervisor. The supervisor is to contact Nevada Occupational Health Center, 887-5030, and a nurse will instruct the supervisor as to where to have the employee drug and alcohol tested.

Failure to comply with the Drug and Alcohol Policy may result in disciplinary action, up to and including termination of employment.

B. Vehicle Maintenance

The process will be for each division in our department to have a designated individual who will request any required vehicle maintenance or repairs. All work requested must go through Grounds Supervisor, including emergencies whenever possible. A work order entered to Transportation will be written by the Grounds Supervisor via email and dispatched by Operations Coordinator.

In the event unscheduled maintenance or repairs are needed, the Ground Supervisor will contact the Head Mechanic at Transportation.

In the event of an emergency or time sensitive situation, the Transportation Supervisor can be reached by phone at 283-1960.

The department's designated people are as follows:

Paul Bigler - Grounds

Dave Silva – Operations/Maintenance Services

Virgil Berry - Building Maintenance

C. Safety *I* Security

ALWAYS WEAR SEAT BELTS!

Vehicles shall have cab and tool boxes locked at the end of each working day, and windows rolled up.

Keys for each vehicle are to be hung at a designated spot in the shop.

Any employee using the assigned vehicle of another employee in their absence must have permission from their immediate Supervisor.

The employees will be responsible for the condition of the vehicle at the end of the day. Any problems are to be reported to the Director of Operations as soon as possible.

All power equipment and small hand tools are to be secured in the shop at the end of the day. Only the basic manual tools (i.e., shovels, rakes, pry bars, sprinkler keys, etc) may remain in truck beds during non-working hours.

Monthly vehicle inspections will be completed by the 5th of each month. The employee responsible for the vehicle or equipment will sign off for said vehicle or equipment. The completed vehicle inspection sheets will be sent to the Supervisor.

D. Maintenance / Smoking

Vehicles need to be maintained in a clean, functional manner. Trash and debris need to be removed daily.

No smoking anything or tobacco use allowed in any Carson City School District vehicle or on school district property per District policy and State Law.

E. Personal Use / Lunches

USE COMMON SENSE! Never use a District vehicle for personal use. Any time use of the City vehicle is questionable, see the Director of Operations beforehand for clarification and authorization.

You may use CCSD vehicles to visit food establishments, either restaurants or fast food outlets, only if your trip originates from a job site other than the location you normally report to work. In other words, if you report to the Grounds Yard each day and one or more of you decide to get lunch, you are required to use a personal vehicle if you leave for lunch from the Grounds Yard and plan to return to the Yard after lunch. If you are at a job site and need to visit a food establishment and return back to that job site, you may use a CCSD vehicle. For Grounds personnel, please keep these trips as infrequent as possible during the peak season since we require all seasonal employees to bring their own lunches and eat at their job sites each day. Remember some FTE Ground staff have elected to have ½ hour lunch rather than 1 hour. It may be difficult to return to your job site in time, if you leave and only have a ½ hour.

III. CHEMICAL APPLICATIONS

The following are Carson City School District policies and procedures regarding the application of chemicals (all pesticides, herbicides, fungicides, etc) at all District sites.

A. Training (Change in regulation as of 7/1/17. The supervisor, who must be Certified Applicator, will be the only applicator for the school district, unless a Senior Groundskeeper goes through the certification process at the District's expense and is recommended by the Grounds Supervisor)

If an employee does not know the difference between selective and non-selective chemicals, we don't want our employees applying chemicals until they receive the proper training. The supervisor is responsible for the training of their applicators prior to assigning them to any chemical applications.

Personnel will be trained by their supervisor to mix chemicals properly, use the equipment, clean it properly, and regularly inspect the spray equipment for disrepair. Personnel will also be trained what to do in an emergency situation according to the manufacturer's SDS (Safety Data Sheet).

B. Mixing / Labeling

Regarding your spraying equipment, make sure you only mix the amount of chemical to be applied that day.

Do not leave mixed chemicals in a tank, and if the situation arises where it is necessary to do so, always let your supervisor know.

All spray equipment should be labeled for selective or non-selective chemical use on the tank. Only use equipment which is labeled for the type of chemical application you are doing. If you find spray equipment that is not labeled, do not use it and let your supervisor know immediately.

C. Safety Clothing / Gear

It is the District's policy to use the manufacturer's recommendations for safety clothing and gear when applying chemicals. When mixing ANY chemicals, these items must be worn:

- Rubber gloves
- Eye protection
- Long Pants
- Long-sleeved shirts
- Apron or disposal suit are optional

D. Operation of Sprayers

1. Backpack Sprayers

ROUNDUP Safety Gear:

- Rubber gloves
- Eye protection
- Long-sleeved shirt
- Long pants
- Disposable suit and respirator are optional

Rubber boots are optional. When you will be walking in an area that has been sprayed with the chemical, rubber boots **MUST** be worn. But if you are spot-spraying or spraying in a planter area, boots may not be necessary.

2. Walk-Behind Sprayer (Bean Sprayer)

ROUNDUP) Safety Gear: Respirator (mandatory due to likelihood of chemical drifting) Disposable suit
Eye protection
Rubber gloves
Rubber boots

Rubber boots may be optional. When you will be walking in an area that has been sprayed with the chemical, rubber boots **MUST** be worn. But if you are spot-spraying or spraying in a planter area, boots may not be necessary.

3. Boom Sprayer

Safety gear (when pulled by an open tractor):

Respirator (mandatory due to likelihood of chemical drifting)
Disposable suit
Rubber gloves Rubber
boots Eye protection

When the boom sprayer is being pulled by a truck, the operator will only need to wear protective gear when mixing the chemicals or when lowering or raising the boom because he/she will be in a closed cab vehicle. When lowering or raising the boom, the operator **MUST** wear eye protection and rubber gloves.

All employees who apply chemicals must keep their facial hair close cropped in order to have a good seal when wearing a respirator.

E. Policy Regarding Chemical Applications

Chemicals may be applied to an area only after the employee applying the chemicals verifies that no users are within 300 feet of the area to be treated. (If children are present, **DON'T SPRAY**).

All field users visible and who are outside the area to be treated must be advised by the applicator the four "Ws," "when, where, what, and why." Let them know how soon you will begin the application and approximately how long you will be there, exactly where you are doing it, what the chemical is, and why it needs to be used. This should be done in advance with the site administrator and temporary signs should be posted. Major spraying should not be done when school is in session, prefer to have done during school breaks and weekends.

If a field user protests the chemical application during this process, suspend the application and contact your supervisor immediately for a new assignment. Encourage the party to contact the Director of Operations to discuss the matter, and provide them with our office phone numbers. If they wish to give you their phone number for us to contact them, please get their name and number. Always be courteous and helpful, regardless of their attitude during this contact.

IV. EQUIPMENT

A. Training / Safety

The Grounds supervisor will make sure that all employees are fully trained on all equipment that they will use. It is determined by the department as to how fully they are trained mechanically. They must be trained in the basic operation, minor repair, and cleanup of equipment, and in safety gear that is applicable to the equipment and the particular task to be performed. This is especially important for seasonal Grounds Keepers.

If any of the equipment is not in proper order, alert your immediate supervisor or Shop Mechanic. NEVER use equipment that is in disrepair.

After use of the equipment, it is the operator's responsibility to clean up the equipment. If you do not have time to do so, alert you immediate supervisor or Shop Mechanic. Unkempt equipment can be considered a safety hazard.

It is the District's policy that no radio headphones may be worn while operating motorized equipment. These items can block hearing completely, whereas ear protection is designed to let you hear certain frequencies.

B. Operation of Equipment Used on a Daily Basis

1. Edger

Check List:

1. Check the oil and fuel
2. Make sure the blade is sharp and secure
3. Make sure the cables and belts are in good shape and secure
4. Make sure all guards are in place and secure

Proper Safety Gear:

1. Eye protection (safety goggles, glasses, or face shield)
2. Safety shoes
3. Ear protection
4. Long pants
5. Gloves and long-sleeve shirts are at the discretion of the operator, supervisor, or can be dictated by the task itself.

2. Weed Eaters (String Trimmers)

Check List:

1. Make sure cables and wires are secure and in good shape
2. Check to see if the shaft is straight (so the head will rotate properly and not bind)
3. Make sure the metal head is not worn.

Proper Safety Gear:

1. Ear protection (plugs or muffs)
2. Eye protection (safety glasses, face shield, or goggles)
3. Long pants
4. Gloves and long-sleeved shirts are discretionary.
5. Shorts are allowed with skin guards or leg shield for specific tasks as determined by the immediate supervisor.

3. Riding Lawn Mowers

Check List:

1. Check the oil and fuel (NEVER let diesel mowers run out of fuel!)
2. Make sure the blades are sharp and secure
3. Make sure the table where the blades rotate is clean
4. Make sure all guards are in place and secure

Proper Safety Gear:

1. Ear protection (plugs or muffs) are provided by the department and are highly recommended due to long-term exposure to noise at a high decibel level.

4. Walking Lawn Mowers

Check List:

1. Check the oil and fuel (NEVER let diesel mowers run out of fuel!)
2. Make sure the blades are sharp and secure
3. Make sure the table where the blades rotate is clean
4. Make sure all guards are in place and secure

Property Safety Gear:

1. Ear protection (plugs or muffs) are provided by the department and are highly recommended due to long-term exposure to noise at a high decibel level.
2. Eye protection

New Blades:

When new blades are put on the mowers, operate the equipment for 20 to 30 minutes and then check the blades to make sure they are secure.

C. Identification / Return

1. All new tool purchases must be identified Carson City School District.
2. All broken tools must be returned to the shop.
3. Employees will maintain a record of tools assigned to them and forward a copy of any revisions to their supervisor.

V. GENERAL / DISCIPLINARY ACTION

- A. Wearing appropriate safety attire will be mandatory for a specific job task. Come to work prepared or keep proper clothing at work.

It is the responsibility of each employee to comply with the minimum safety requirements outlined. Failure to comply will result in disciplinary action from the Director of Operations. If any task is not clearly defined in the Safety Guidelines as to what safety procedures to follow, such procedures can be determined by your immediate supervisor. It is the responsibility of the employee to seek direction if any doubt exists. If any employee feels the task assigned to them endangers their safety, the employee should stop the task and report to their immediate supervisor at once. The supervisor will then report the concern to the Director of Operations prior to the specific task being resumed to ensure the safety of the employee, fellow workers, and the general public.

B. Disciplinary Action

1. Seasonal

First Offense: Verbal reprimand

Second Offense:

Third Offense:

2. Permanent / Full-Time

First Offense: Verbal reprimand

Second Offense:

Third Offense:

Note: The above actions are minimum penalties. Depending on severity of offense, harsher disciplinary action may be imposed, up to and including termination of employment.

VI. SUPERVISORY PERSONNEL

Each supervisor has full responsibility for the safe performance of machines and equipment within the supervisor's operating area, with full authority to enforce the provisions of this manual to keep losses at an absolute minimum. Each supervisor will:

- A. Assume full responsibility for the safe and healthful working area for all employees while they are under said supervisor's jurisdiction.
- B. Be fully accountable for preventable injuries, accidents, and liabilities caused by the employees.
- C. Ensure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job.
- D. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District loss control efforts.
- E. Be fully accountable for reporting and investigating all workmen's compensation injuries occurring under their supervision.
- F. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who willfully fail to conform, and by being prompt to give recognition to those who perform well.
- G. Ensure that each employee is fully trained for the job the employee is assigned to do, and familiar With, the published division or department work rules, by certifying in writing that he/she understands that compliance is mandatory.
- H. Shut down operations under their supervision considered to be an imminent danger to employees or remove personnel from hazardous jobs when they are not wearing or using required protective equipment. Assume responsibility for immediately notifying other personnel and appropriate supervisory staff of imminent danger that has been observed in other areas of our operation.