

**SAFETY**  
Work Place Health and Safety Program

**POLICY:** The Division will provide and promote safety in the work place through its Work Place Health and Safety Program.

**PURPOSE:** The Work Place Health and Safety Program is established to protect the health, safety and welfare of Division employees. In accordance with The Governor's Policy on Work Place Health and Safety and the Department of the Conservation and Natural Resources Work Place Health and Safety Program, the Division of State Parks intends to implement an effective Work Place Health and Safety Program. This program will be consistent with the requirements of *NRS 618.195 and 618.383-385*.

**PROCEDURES:**

The Division is committed to providing safe working conditions for our employees. The intent of this program is to establish the basic requirements for the Sections (P&D, O&M, Administration) within the Division to develop and implement safety programs that protect employees from the hazards of activities performed by all Division employees. All employees must be involved with and supportive of the ongoing activities established by this program. As a condition of employment, all employees are expected to comply with the responsibilities and duties and all directives set forth in the Work Place Health and Safety Program. Failure to do so will result in disciplinary action. Safety performance will be included in all work performance standards and reviews.

This program also includes an Early Return to Work Program. Employees injured on the job and unable to perform their regular duties will be expected to work in a modified duty job consistent with their physical restrictions until the employee recovers. Such modified job duty may be established within the employee's regular work group or within another work group within the Department or other State agency. If permanent physical restrictions result from an injury on the job and an employee is unable to return to their original position, every effort will be made to place the employee in another position within State Government that will be consistent with their physical restrictions.

**RULES:**

1. The Division will maintain a Safety Manual which supplements the Division Work Place Health and Safety Program in more details.
2. This or a similar standard will appear in the work performance standards of all employees:  
  
"Follows all established safety policies and procedures. Complies with the Division's Safety and Health Program and does not engage in unsafe practices or actions. Corrects safety hazards and reports them to their supervisor as soon as possible."