



# Safe Park-ing

Volume 2, Issue 1

State of Nevada, Division of State Parks

## Division of State Parks Safety Committee



The beginning of a new year seems to be a good time to highlight our Division of State Parks Safety Committee. Your safety committee is comprised of 17 employees from management, non-management, and union representation who are concerned about potential and real hazards in the workplace and are dedicated to workplace injury prevention. The committee’s goal is to encourage all Division of State Parks employees to follow current safety protocols and recommend best practices to mid and upper-level management.

The safety committee meets quarterly to discuss injury concerns, training needs, safety topics, regulatory updates, and other issues that arise within the Division. The minutes of our meetings are then sent out to all Division employees for review. If you identify a safety concern, have a suggestion for training content, or any other safety related issue, you are invited to contact one of the committee members so that they can bring it to the quarterly meetings for discussion (any issues concerning imminent danger will be addressed immediately).

Below is a list of all committee members and where they are located. You may also note that there is a vacancy on the committee. If you are interested in filling that seat, please let your supervisor or regional manager know. We would be delighted to have you join us.

### Western Region

- Charlie Wells – Facility Manager
- Ashlee Goeddel – Park Ranger III – Lahontan SRA
- Don Frade – Park Maintenance Specialist – Walker River SRA
- Josh Rhein – L.E. and Training Specialist
- Vanessa L. Mason – Safety Representative-Consultation
- Brad Larkin – Western Region Manager

### Southern Region

- Rett Smith – Committee Chairman— Facility Manager**
- Robert M. Ryan – Park Ranger I – Big Bend of the Colorado SRA
- Josh Yelle – Park Interpreter – Spring Mountain Ranch
- Leo J. Tylkowski – Park Maintenance Specialist – Valley of Fire
- Craig Robinson – Southern Region Manager

### Tahoe Region

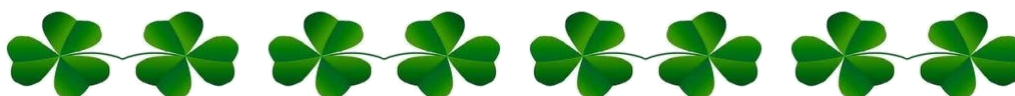
- Allen Wooldridge – Tahoe Region Manager— Committee Co-Chair**
- Jimmie Popham – Park Maintenance Specialist – Sand Harbor

### Eastern Region

- John Wells – Park Maintenance Specialist – South Fork SRA
- Vacant**
- Cody Tingey – Eastern Region Manager

### AFSCME

- John Westmoreland



## RUN, HIDE, FIGHT!

“Run,” “Hide,” and “Fight” are the actions that both the Federal Bureau of Investigation and U.S. Department of Homeland Security recommend in an active shooter situation.

**Run:** If possible, attempt to evacuate the premises.

**Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

**Fight:** As a last resort, attempt to disrupt and/or incapacitate the active shooter.

The attached video is presented by the Department of Homeland Security. The Options for Consideration video demonstrates possible actions to take if confronted with an active shooter scenario. The video also shows how to assist authorities once law enforcement enters the scene.

**Active Shooter Video** ([Options for Consideration Active Shooter Training Video - YouTube](#))

If you have received any other training or have received alternate direction from law enforcement, please follow that direction.

## REPORTING AN EMPLOYEE INJURY

If an employee sustains an injury while at work, please make sure both the [C-1](#) and the [AIR](#) are completed right away, even if the employee indicates they do not want to seek medical treatment. This helps to ensure the information is recorded as accurately as possible, because they could change their mind and seek medical attention at a later date.

If the employee wants to seek medical treatment, the Park Supervisor should provide the employee with a “Worker’s Compensation Packet”, which includes the following forms:

⇒ [Physical Assessment Form](#)

⇒ [Employee’s Responsibility Form](#)

⇒ [Worker’s Compensation Leave Choice Form](#)

⇒ employee’s job description.

The employee’s signature must be obtained on the forms identified in BOLD and a copy must be provided to the employee. The employee will take the Physical Assessment Form with them for the doctor to complete (The employee must then return the completed form to their immediate supervisor within **3** days).

The supervisor needs to complete

the [C-3](#) within 24 hours, if possible, but not later than 6 days from receipt of C-4 (completed at the medical facility by dr. and employee) as well as a copy of Leave Option Form, Accident investigation report (AIR) and C-3 to Third Party Administrator:

Please send a copy of all completed forms to Vanessa Mason in the [vanessalmason@parks.nv.gov](mailto:vanessalmason@parks.nv.gov).

All of the information contained here is from the [Worker’s Compensation Flow Chart](#) on the State of Nevada’s Worker’s Compensation webpage.

If you are in need of safety training, please consider taking a class through **Nevada SCATS**.

The classes are not only facilitated by industry professionals, but they are offered free of charge.

The link below will take you to their current list of available classes which includes OSHA 10 and 30 hour certification courses in both general industry and construction.

They are currently only offering online training, but anticipate returning to in-person classes later in 2022.

<https://www.4safenv.state.nv.us/training/classes/>