



## *SOUTH FEATHER WATER & POWER AGENCY*

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**TO:** Board of Directors

**FROM:** Michael Glaze, General Manager

**DATE:** May 14, 2010

**RE:** Amendment of Environmental, Health and Safety Compliance Program Policy (#580)

In the previous item, the Board considered approving the contract employment form for the Recreation Campground Host position. That contract was written intentionally to ensure that campground hosts would be strictly at-will employees and would not be subject to the compensation, benefits, termination rights or specialized training afforded other Agency employees.

The proposed amendments to Policy #580, attached, will ensure that only the relevant and applicable aspects of the many health and safety programs, standards and training will be applicable to this new contract-employee position.

The action requested will affect the proposed amendment, as well as allow the addition of similar exclusionary language to the following policies:

Policy #535, "Employee Usage of Tools and Equipment;"  
Policy #560, "Sexual Harassment;"  
Policy #570, "Substance Abuse;" and,  
Policy #595, "Driver Training and Record Review."

**"I move approval of the amendments to Policy #580 as reviewed, and that the following statement be incorporated into Policies #535, #560, #570 and #595: 'This policy shall not apply to contract employees, unless specifically directed otherwise by the General Manager.'"**

Policy #580 – ENVIRONMENTAL, HEALTH & SAFETY COMPLIANCE PROGRAM

The Board of Directors of ~~Oroville-Wyandotte Irrigation District~~South Feather Water and Power Agency recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each DistrictAgency employee, to the DistrictAgency's customers, to the public at large, to the environment, and to the productivity of DistrictAgency operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health & safety compliance and accident prevention shall be considered of primary importance in all phases of the DistrictAgency's operation and administration, at all levels of the organization.

Within the DistrictAgency, therefore, the General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of DistrictAgency employees, customers, the public at large, the environment, and the productivity of DistrictAgency Operations. Under the General Manager's supervision, the Environmental & Safety Compliance Officer shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the General Manager and implementation within the DistrictAgency. Each division manager and supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.

The programs, standards, rules and procedures authorized by the General Manager under this policy shall not apply to contract employees, unless specifically directed otherwise by the General Manager.

It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the DistrictAgency is manifested. The cooperation of all DistrictAgency employees is required.