



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

<p>Subject:</p> <p><b>PRE-TASK REQUIREMENTS FOR VOLUNTEER WORK WITHIN CAMERON PARK AIRPORT DISTRICT</b></p>	<p>Policy Number: 2.13.2 . .</p> <p><b>Page 1 of 3</b></p> <hr/> <p>Date Adopted: 09-14-2020</p>
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PURPOSE

The purpose of these requirements is to ensure that the Person-in-Charge (PIC) and volunteer workers understand the scope of the work to be performed by discussing the tasks involved. This will provide an understanding of the hazards and related safety, security, environmental controls, and stimulate critical thinking and discussion. As the leader, the PIC should clearly define personnel roles and responsibilities, precautions, limitations, stop/pause work procedures, critical steps and contingencies. Together, the PIC and volunteer workers evaluate the work and resources, and fill out a pre-task checklist (F2.13.2-1) together.

The pre-task checklist will be signed by each volunteer prior to starting work.

Each volunteer must also have a signed a waiver of liability form (F2.13.2-2) within the preceding 12 months and have it on file.

PROCEDURE

Prior to starting work a Pre-job safety briefing is required for all work activities within the Cameron Park Airport District. Pre-job safety briefs should be conducted preferably right before work starts, and as frequently as necessary such as when:

1. Assignments have changed or new volunteers are involved which may be accomplished by an individual, specific pre-job briefing;
2. A change in work scope, or work area condition has occurred that may affect safety, security, or the environment;
3. Work activities are resumed after an extended period of inactivity.

PRE-JOB BRIEFING GUIDANCE

- The PIC reviews the pre-task checklist and defines scope of the work.



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- Volunteer workers are assembled, preferably at the job site, with a walkdown included.
- The work activities are discussed and any questions are discussed.
- Leadership is shared among team members, encouraging worker participation by having workers help lead the discussion.
- One-on-one conversations are promoted to help build comfort and involve everyone on the team.
- All assumptions may be challenged; the PIC helps everyone on the team to feel comfortable raising concerns or expressing a lack of understanding.
- Questions are asked, allowing for some silence as people gather their thoughts; letting people finish their sentences before responding in order to hear each participant and demonstrate respect.

WHAT QUESTIONS SHOULD BE ASKED?

1. Do you, the worker, understand your roles and responsibilities and your work scope?
2. Have you reviewed and understand the operating and safety manuals for the tools or equipment being used?
3. What are our personal protective equipment requirements?
4. What is the worst thing that can go wrong and how should we respond?
5. What can we do to minimize the consequences of something going wrong? (For example, Fire extinguishers, water, first aid kit)
6. Are you aware of any co-located activities and/or hazards?
7. What errors/lessons learned have you observed in past, similar tasks?

GUIDANCE ON USE OF TOOLS AND EQUIPMENT

The person operating or using tools and equipment is responsible to have read the operating and safety



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information (if applicable) prior to use.

The person operating the equipment is responsible for checking equipment condition, oil level etc. and reporting any issues to Airport Manager.

Equipment and tools are to be returned at the end of the day to the agreed upon storage location, cleaned, and any deficiencies noted.

The use of loaned tools and equipment shall be given extra care as to their operation, and cleaned and serviced to return them in the condition, they were provided, and any issues reported.