

MEMORANDUM

Date: September 7, 2011
To: SDAO Property/Casualty Insurance Program Participants
From: Alissia Agte, Director of Underwriting
Subject: 2012 Best Practices Self-Assessment Checklist Instructions

Thank you for your continued participation in the Special District Insurance Services program. **We are pleased to announce that last year we had our most successful Best Practices results to date; by completing the Special District Best Practices Checklists, SDIS participants received approximately \$530,000 in general liability, auto liability, and property insurance discounts!** This year we again hope to exceed the number of districts that respond as well as the discounts awarded.

Enclosed you will find an updated *2012 Special District Best Practices Self-Assessment Guide for Special Districts*. To be eligible to receive the maximum insurance discount, **districts must complete and return all three checklists**, including:

- **Section 1:** Board of Directors Responsibilities
This should be completed by the district Board of Directors as the policy making body of the district.
- **Section 2:** Management Responsibilities
This should be completed by district manager or management personnel.
- **Section 3:** Best Practices
Complete the checklist that best describes your district type:
 - Fire
 - Port
 - Irrigation
 - Water
 - Transit
 - Park & Recreation
 - Sanitary
 - Other Districts

The total points accumulated on all three surveys will be used to determine whether or not your district will receive a discount on your insurance premium. Total number of points possible varies by district type and size.

Minimum and maximum discounts apply as follows (shown in dollars):

Coverage	9% Discount		8% Discount		7% Discount	
	Min.	Max.	Min.	Max.	Min.	Max.
General Liability	\$60	\$2,500	\$50	\$2,500	\$40	\$2,500
Auto Liability	\$20	\$1,500	\$20	\$1,500	\$20	\$1,500
Property	\$30	\$2,000	\$20	\$2,000	\$20	\$2,000

To complete the checklists online, login at www.sdao.com and click the Best Practices tab. **Be sure to complete all three (3) checklists.** Completing the checklist online is not only faster, but gives you immediate access to valuable resource information. You can download documents, model policies, or link to other information that may assist you in answering “Yes” to many of the questions.

This self-assessment guide is intended to be used as a tool for managers and the board of directors to measure their district’s progress. We realize that many districts are inadequately funded and do not have the resources to fully implement all of these practices. That is why we have a statewide association to assist with identifying what you are not able to accomplish on your own and help you figure out what we and the other members of SDAO can do to help.


****The deadline for submission is November 15, 2011.****

Completed forms can be submitted in one of three ways:

- Submitted online at www.sdao.com, located under the Best Practices Tab.
- Faxed to: **503. 371. 4781**
- Mailed to:

**Special Districts Association of Oregon
PO Box 12613
Salem, Oregon 97309-0613**

Please contact us at (800) 285-5461 if you need assistance.



- ✓ Login to www.sdao.com and click on the “Best Practices” tab.
- ✓ Complete all three (3) checklists online to receive **10 free points!**
- ✓ **Deadline for submission: November 15, 2011**

Frequently Asked Questions

We are a very small district with no employees. Why are we being scored on questions relating to “Personnel Management?”

You are not being scored on “Personnel Management” questions. You only need to answer, and are scored on, questions that correspond to your size of district. Notice that only small, medium and large districts (those with at least one employee) need to answer the “Personnel Management” questions.

What do you mean that our district needs to get 90% of the total points available for my size and type of district to get a 9% discount?

For Example: If you are a medium sized fire district the total points possible if you answered Yes to every question is 375. To get a 9% credit you must score at least 90% (338 points). To get an 8% credit you must score at least 80% (300 points). To get a 7% credit you must score at least 70% (263 points). If you score less than 263 you will not get a credit.

My district is a Water District. Do I need to answer both the Water Districts checklist and the Other Districts checklist?

Every district must complete the Board of Directors Responsibilities and Management Responsibilities checklists. In addition, every district must complete one of the following checklists: Fire, Port, Irrigation, Transit, Park & Recreation, Sanitary, Water or Other Districts.

If you are a Water District you would only complete the Water Districts checklist, not the Other Districts checklist.

How will we be scored on questions where we answered N/A?

We reserve the right to determine if a question is truly N/A. For example: If you answer N/A to “Written board duties and responsibilities” we would count that as a “No” because our belief is that every district can and should have written board duties and responsibilities. On the other hand, if you answer N/A to “Adopt motor vehicle policy covering permitted use, accident reporting, etc.” and you do not have anyone who drives on district business then we would consider that as a “Yes” answer and give you the points because you have reduced your risk by not having the exposure.

Please make sure you provide an explanation on any questions where you answer N/A.

Size Classification for Oregon Special Districts

Size column on survey indicates questions apply to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Very Small Organizations

Very small organizations have **no full-time personnel** resulting in the Board being responsible for many tasks that are generally undertaken by staff. This district is characterized by service being delivered and a small budget that limits training and risk management efforts to only specific problems that arise. The district relies almost exclusively on advice from association affiliations and peers. The district generally maintains only manual accounting records and maintains very limited written formal policies. For smaller districts we are aware that many of the questions on the Best Practices Checklists are not applicable.

Small Organizations

Small organizations are characterized by **full-time managers with no professional staff support**. Manager generally has ongoing operational responsibilities. District operations are focused on a few primary activities. Budgets for training and risk management assessments are limited requiring district to rely on utilizing free or low cost training and materials available through associations or informal contact with peers.

Medium Organizations

Medium-sized organizations are characterized by employment of a **full-time manager but other administrative personnel may share duties** that are commonly segregated in large organizations. For example, the Finance Manager may also be responsible for personnel activities. This size organization generally has automated systems but formal training programs and a formal process for continually updating policies and procedures are not as consistent as in larger organizations. Budget limitations can affect the ability of this sized organization to commit to outside consultations and fixed budget authority for various risk management activities.

Large Organizations

Large organizations are characterized by maintaining **permanent staff positions for major functional areas including Executive Director, Finance/Accounting Manager, Personnel Administration, and various operational supervisors**. Operations of these districts are complex and require ongoing strategic planning, automatic/electronic data systems, formal training programs, and formalized policies and procedures.

Board of Directors Responsibilities Better and Best Practices

**** To be completed by the Board of Directors****

Section 1 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Board Duties/Responsibilities		Yes	No	N/A	Size	Points
1.	Written board duties and responsibilities of officers.				All	2
2.	Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.				All	5
3.	Distribute copy of Oregon Government Ethics Law to each board member.				All	3
4.	Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit.				All	5
5.	Annual review/training of each board member and written acknowledgement of policy and training kept on file.				All	3
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.				All	2
7.	Procedure for election of board officers.				All	2
8.	Follow ORS 198 or other authorizing statute for filling board vacancies.				All	3
9.	Board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.				All	2

Board Adoption of Annual Budget Process						
10.	Annual funds set aside for Board training.				All	3
11.	Establish Budget Committee. (For districts not governed by Oregon Budget Law, hold at least one budget work session.)				All	3
12.	Advertise or distribute adopted budget to district patrons. (For districts not governed by Oregon Budget Law, make the budget available to patrons.)				All	3
13.	Approve annual budget.				All	3
14.	Set monthly review of expenditures to approved budget.				All	3
15.	Annually identify maintenance issues or other potential hazards within the district. Develop a plan, based on monetary considerations, for addressing the issues. A prioritized list of projects is made and approved, if no funding is available for a project listing the project with "no available funds" is acceptable.				All	3

Annually review board-approved personnel policies including:						
16.	Non-discrimination				Small+	5
17.	Job descriptions				Small+	4
18.	Sexual harassment				Small+	5
19.	Employee benefits				Small+	3
20.	Violence in the work place				Small+	5
21.	Employee evaluation procedures				Small+	5
22.	Discipline procedures				Small+	5
23.	Drug use				Small+	5

24.	Policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. For districts that have a deductible/SIR of \$10,000 or less and prior to termination of an employee SDAO is called for legal advice, the \$10,000 deductible/SIR may be avoided if the district follows all reasonable advise provided to them.)				Small+	5
25.	Adopt motor vehicle policy covering permitted use, accident reporting, etc.				Small+	3
26.	Compliance with State/Federal laws & guidelines such as the Family Medical Leave Act.				Small+	5

Public Purchasing (Over \$5,000 subject to public contracting law.)		Yes	No	N/A	Size	Points
27.	Adopt a public contracting policy and review Attorney General's Model Public Contracting Rules.				All	3
28.	Adopt a surplus property policy.				All	3
29.	Adopt a personal services policy.				All	3
30.	Adopt procedure for reviewing all new and existing contract forms with legal counsel.				All	3

Public Meeting and Records						
31.	Adopt public meetings and records policy.				All	4
32.	Adopt public records retention policy.				All	4

Risk Management						
33.	Review district agent of record agreement and services every three years.				All	2
34.	Annual coverage review with agent of district's P/C limits and deductibles including what is covered and amount of coverage.				All	3
35.	Annual coverage certificate review. Annually discuss with the district's agent current contracts and corresponding certificates which have been issued to ensure that contract provisions comply with current coverages.				All	3
36.	Annual review of district assets. Anually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued and all are listed.				All	3
37.	Maintain an agreement for legal services.				Med+	2

Financial Controls						
38.	Adopt written investment policy.				All	3
39.	Appoint Auditor. (For small districts not required to appoint auditor, complete the Secretary of State's Financial Report.)				All	3
40.	Approve annual audit or Secretary of State's Financial Report in district board minutes.				All	2
41.	File audit or Financial Report with Secretary of State.				All	3
42.	Require bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds.				All	3
43.	Establish minimum internal controls for access to district funds.				All	4

Education and Training						
44.	Board Member Training. (SDAO's "Managing Your Public Agency" or affiliated association sponsored training.)				All	3
45.	SDAO Annual Conference.				All	3
46.	Personnel Management Training Workshop. (Affiliated association sponsored training.)				Small+	2

Complete all three Better and Best Practices checklists for your district:

- Board of Directors Responsibilities
- Management Responsibilities
- One of the following Supplemental checklists:
Fire, Irrigation, Park & Recreation, Port, Sanitary, Transit, Water, or Other Districts

Save a copy of the completed form for your records!

Return your completed checklists to:
SDAO, PO Box 12613, Salem OR 97309-0613
Fax: 503.371.4781
E-mail: underwriting@sdao.com

Or, complete all three checklists online at www.sdao.com

47.	Risk Management and Safety Workshops. (SDAO's Free Risk Management Training or SDAO's "Boiler, Electrical and HVAC Maintenance Seminar"; OFDDA training; or other affiliated association sponsored training.)				All	2
48.	Sexual Harassment Training. (SDAO or affiliated association sponsored training.)				Small+	2

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

Complete all three Better and Best Practices checklists for your district:

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Management Responsibilities Better and Best Practices

**** To be completed by management personnel ****

Section 2 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Personnel Management (for districts with one or more employees)		Yes	No	N/A	Size	Points
1.	Written employee job descriptions and task assignments.				Small+	4
2.	Annual written employee evaluations.				Small+	5
3.	Personnel policies signed off by every employee and volunteer at original hire and after major policy changes.				Small+	4
4.	Maintain and secure personnel files on all employees.				Small+	5
5.	Regularly scheduled employee training.				Small+	3
6.	Criminal background checks, MVR's, and drug testing on safety sensitive new hires. (SDAO programs can help assist with these costs, please call us!)				Med+	5
7.	Annually request DMV records of all district vehicle drivers and provide driver training as needed.				Med+	3

Financial Internal Controls						
8.	Separation of duties for deposits and checkbook reconciliation.				All	5
9.	Petty cash and checks locked in a secure location.				All	3
10.	More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.				All	5

Premises and Equipment Management						
11.	Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place and have been approved by the board. (Monthly inspections of key building components are performed inspecting gutters, downspouts, roofs, roof drains, HVAC, etc.)				All	3
12.	SDAO Loss Control Risk Assessment during current policy year. (Available free of charge and upon request.)				All	5
13.	ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)				All	3
14.	Equipment safety/maintenance schedule and logs.				Small+	3
15.	Conduct annual testing of premise fire sprinkler systems by a professional firm if installed in district buildings.				Small+	3
16.	Annually allocate budget funds to maintain property in a safe condition.				All	4
17.	Adopt an emergency action plan and fire prevention plan as required by OR-OSHA. http://www.cbs.state.or.us/external/osh/pdfs/pubs/fact_sheets/fs07.pdf				Small+	4

Employee Safety and Workers' Compensation (for districts with one or more employees)						
18.	Post required State and Federal posters. (Postings can be found and printed out from http://www.dol.gov/osbp/sbrefa/poster/matrix.htm and http://www.boli.state.or.us .)				Small+	5
19.	Early return to work program (light duty) for injured workers.				Med+	5
20.	Has had an OR-OSHA consultation in the last twelve (12) months.				Small+	4
21.	One or more district staff member has current first aid/CPR certifications.				Med+	3

22.	Implemented and adopted an OR-OSHA Loss Prevention Program for self-insured or group self-insured members as required by OAR 437-001-1060.				All	4
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General Health, Safety, and Risk Management

		Yes	No	N/A	Size	Points
23.	Regularly scheduled employee safety training.				Small+	3
24.	In compliance with required OR-OSHA written programs that are applicable to your district, i.e. lock-out/tag-out, respirator safety, confined space, etc.				Small+	4
25.	Safety Committee in place for districts with ten or more employees. Safety meetings being held for districts with fewer than ten employees.				Small+	4
26.	Accident investigations conducted with recommendations for safety improvements after each occurrence/incident/accident.				All	4
27.	Employees/volunteers working around equipment required to wear appropriate Personal Protective Equipment (PPE).				Small+	5
28.	For districts with drivers, formal driver safety program with mandatory refresher course offered at least every other year.				Small+	3
29.	Employees/volunteers trained in accident procedures and response.				Small+	3
30.	Emergency numbers and emergency personal contact information available for all employees or volunteers in the event of an accident.				Med+	4
31.	Notify all employees and volunteers of the location of first aid kits, medical supplies, and first aid books. Check supplies monthly.				Small+	3
32.	Have NON-latex gloves easily available for first aid situations. Require notification of a supervisor immediately if contact with bodily fluid or hazardous substances.				Small+	4
33.	Certified and in good standing fire extinguishers provided throughout the property and located within buildings.				All	3

Insurance and Risk Management

34.	Annually review all property and update values for fire, flood and earthquake losses.				All	3
35.	Maintain schedules on real and personal property.				All	3
36.	Annually review insurance agent responsibilities and performance with agent.				All	2
37.	Backup offsite for all important electronic records/systems.				All	2
38.	Annually review with insurance agent all coverages and special exposures.				All	3

Contract Management

39.	All contracts and agreements are in writing and within public contracting laws.				All	5
40.	All contract changes in writing and insure payments reflect subsequent changes.				All	5
41.	Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)				All	5
42.	Inspect contract terms for compliance before final payment.				All	3

Education and Training

43.	SDAO Annual Conference.				All	3
44.	Mid-Management Training Workshop. (Affiliated association sponsored training.)				Med+	2
45.	Sexual Harassment Training. (SDAO or affiliated association sponsored training.)				Small+	2
46.	Risk Management and Safety Workshop. (SDAO's Free Risk Management Training or SDAO's "Boiler, Electrical and HVAC Maintenance Seminar"; OFDDA training or other affiliated association sponsored training.)				All	2
47.	Personnel Management Training. (Affiliated association sponsored training.)				All	2

Complete all three Better and Best Practices checklists for your district:

- Board of Directors Responsibilities
- Management Responsibilities
- One of the following Supplemental checklists:
Fire, Irrigation, Park & Recreation, Port, Sanitary, Transit, Water, or Other Districts

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Or, complete all three checklists online at www.sdao.com

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

Complete all three Better and Best Practices checklists for your district:

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Fire Districts Better and Best Practices

Section 3 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

		Yes	No	N/A	Size	Points
1.	Require that any employee or volunteer with a known medical condition is released by a physician prior to engaging in fire suppression activities.				All	2
2.	Protocol in place for entering a burning building without a backup crew/hose line on scene.				All	2
3.	NFPA 1561 standard followed and used for incident command.				All	1
4.	Accountability system ("Passport") in place and being used consistently.				All	2
5.	Appropriate NFPA 1142 water supply formula is in use for live fire training.				All	1
6.	Flame resistant protective hoods in use.				All	1
7.	Personal Alert Safety System (PASS) in use with SCBA's.				All	1
8.	Appropriately trained personnel and medical surveillance always available for HazMat responses.				All	2
9.	All apparatus with obstructed rear view have backup alarms and spotters are used to assist in backing.				All	3
10.	Vehicles equipped with emergency lights to block traffic at accident scenes to protect working crews.				All	1
11.	Turnouts thoroughly cleaned at least every six months.				All	1
12.	Completed medical questionnaires and fit testing required before personnel allowed to use SCBA equipment.				All	2
13.	All fuel storage, including propane, clearly marked as to contents.				All	1
14.	Air and electrical lines up off the floor.				All	1
15.	Exposed piping in buildings clearly marked as to contents.				All	1
16.	Community Risk Management Plan in place for the storage, use and transportation of hazardous materials.				All	2
17.	Identify minimum staffing level protocols required for a safe response.				All	2
18.	Always create and regularly review reports of all responses; including location, nature of incident, operation performed and members responding.				All	2
19.	Advanced Life Support systems have a named Medical Director with the responsibility of overseeing medical care within state law.				All	2
20.	Require that all personnel or volunteers responding beyond first responder level for hazardous materials are trained to NFPA 472 standards.				All	2
21.	Published procedures that clearly state succession of command responsibility.				All	2
22.	Developed and adopted a written organizational statement in accordance with OR-OSHA rule 437-002-0182(3).				All	2
23.	DPSST guidelines for conducting live fire training followed (free copies of the guidelines available from DPSST).				All	2
24.	Annual physical fitness (i.e. firefighter fit for duty exam) completed by all line firefighters).				All	2

		Yes	No	N/A	Size	Points
25.	Private bridges within your district have posted engineered weight limits.				All	3
26.	Fencing and/or security systems and/or lighting installed around sensitive areas.				All	1
27.	All electrical work done by a licensed electrician.				All	1
28.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1
29.	Outside fuel tanks have stanchions around them.				All	1
30.	Procedures in place for regular apparatus inspections as well as pre-trip vehicle walk around.				All	2
31.	A vehicle preventive maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
32.	Vehicle use policy in place and conducts annual defensive driving training for all staff.				All	1
33.	Formal agreements are in place when the district shares employees, volunteers and/or equipment with other districts.				All	3

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

Complete all three Better and Best Practices checklists for your district:

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- Management Responsibilities
- One of the following Supplemental checklists:
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Irrigation Districts Better and Best Practices

Section 3 of 3

District Name: _____

Size column indicates question applies to:	
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Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Adopt and annually review the following policies as outlined by OWRC:

		Yes	No	N/A	Size	Points
1.	Water distribution based on a demand system or policy stating how water is delivered.				All	2
2.	Shortage of water for equitably distributing water policy how to charge patrons regardless of water.				All	2
3.	Measurement of water in other type delivery system.				All	1
4.	Water efficiency use policy.				All	1
5.	Procedures for distribution of water in shortage/canals reaching capacities.				All	1
6.	Water orders policy specifying procedures and deadlines ordering water.				All	1
7.	Duties of water users policy. Water user handbook issued, if applicable.				All	2
8.	Hold-harmless agreement in place with water users.				All	2
9.	Statement provided to each water user that water furnished is for irrigation purposes only and is not safe for potable water purposes.				All	2
10.	Pumping policy and rules for all users' pumps for lifting water from district canals.				All	1
11.	Control of facilities policy specifying the ownership and control of the distribution system.				All	2
12.	Right to enter upon land of users for inspection and maintenance.				All	3
13.	Use, maintenance, and control of private laterals.				All	3
14.	Delinquency in payment policy.				All	1
15.	Policies, rules and regulations delivered to and signed by each water user.				All	2
16.	Water right transfer policy and written procedures.				All	1
17.	Equipment rental policy.				All	1
18.	Meter use policy.				All	1

Maintenance and Operations:

19.	Trees and brush are removed from earthen dams and dikes, and canal banks.				All	2
20.	Fish screens inspected at least quarterly.				All	1
21.	Land partitions and subdivisions policy.				All	1
22.	"NO TRESPASSING" signs posted on canals that are likely to attract swimmers.				All	2
23.	Pesticide and herbicide applicators certified by the Oregon Department of Agriculture.				All	2
24.	NPDES permit obtained before adding any herbicide from a point source that can lead to a navigable water way.				All	2
25.	Fencing and/or lighting and/or security systems installed around sensitive areas.				All	1

		Yes	No	N/A	Size	Points
26.	Major operation areas such as dams, and main distribution systems inspected annually.				All	2
27.	Ditch rider handbook of their rules.				All	2
28.	Have a process to receive customer complaints and respond to the complaints appropriately and timely.				All	3
29.	There is a written plan prioritizing infrastructure maintenance, repairs and upgrades as well as a process in place to address and properly repair problems with canals, ditches, and laterals.				All	3
30.	Main supply control operations inspected annually.				All	2
31.	All electrical work done by a licensed electrician.				All	1
32.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1
33.	All fuel storage, including propane, clearly marked as to contents.				All	1
34.	Outside fuel tanks have stanchions around them.				All	1
35.	Air and electrical lines up off the floor.				All	1
36.	Exposed piping in buildings clearly marked as to contents.				All	1
37.	Operators required to perform pre-trip vehicle inspections.				All	2
38.	A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
39.	Vehicle use policy in place and conducts annual defensive driving training for all staff.				All	1

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

Complete all three Better and Best Practices checklists for your district:

- Board of Directors Responsibilities
- Management Responsibilities
- One of the following supplemental checklists:
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Park and Recreation Districts Better and Best Practices

Section 3 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Recreation Program Policies and Procedures		Yes	No	N/A	Size	Points
1.	Regularly review recreation participant health forms.				All	1
2.	Require notification of parents if any negative change in a child's health is observed during the day.				All	2
3.	Written procedure and training on the procedure for participants that become separated or lost from a recreation sponsored activity.				All	2
4.	Waivers signed by participants, parents or guardians notifying participants of risks associated with activities and holding district harmless. (Waivers must be reviewed by legal counsel or SDAO.)				All	2
5.	Medication policy requiring written permission by parent or guardian before any medication is given to minors.				All	2
6.	Written procedure to follow in the event a child is not picked up from a district sponsored activity.				All	2
7.	Written policy to follow on how to respond to strangers at district sponsored recreation programs.				All	2
8.	Written policy to follow when a non-custodial parent or unauthorized person wants to pick-up a child.				All	2
9.	Criminal background checks on all employees and volunteers who have contact with children.				All	2
10.	Before the beginning of each activity check the environment for hazards, i.e. walk the playing field, tennis court, lakeshore, etc.				All	2
11.	Staff and directors of gymnastics programs have obtained the USA Gymnastics membership.				All	2
12.	Monthly documented playground inspection.				All	2
13.	Repair maintenance policy.				All	2

Aquatics and Playground Safety		Yes	No	N/A	Size	Points
14.	Maintain a daily water quality and chemical treatment log for all pools.				All	1
15.	Only use commercial grade chairs for participant and spectator seating.				All	1
16.	Lifeguards posted at all required areas even during "family swim" times or private pool rentals.				All	2
17.	Water slides posted with age requirements/limitations and supervised by lifeguard that controls when the next person can use the slide.				All	2
18.	Protective surfacing under play equipment meets the guidelines published by the U.S. Consumer Products Safety Commission.				All	2
19.	Information signs at facilities covering safety guidelines and encouraging participants to report problems with use rules, equipment, and general safety.				All	3
20.	Playground accident investigations conducted with recommendations for safety improvements after each reported incident.				All	3
21.	Soccer goals are secured to the ground to prevent tipping during use by park personnel and required for any organizations using the district's facilities.				All	2
22.	All electrical work done by a licensed electrician.				All	1

		Yes	No	N/A	Size	Points
23.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1
24.	All fuel storage, including propane, clearly marked as to contents.				All	1
25.	Outside fuel tanks have stanchions around them and proper spill protection.				All	1
26.	Air and electrical lines up off the floor.				All	1
27.	Exposed piping in buildings clearly marked as to contents.				All	1
28.	Operators required to perform pre-trip vehicle inspections.				All	2
29.	A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
30.	Pesticide and herbicide applicators certified by the Oregon Department of Agriculture.				All	2
31.	A vehicle use policy in place and conducts annual defensive driving training for all staff.				All	2
32.	A written plan is in place to address maintenance and infrastructure deficiencies and improvements.				All	2

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

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Fire, Irrigation, Park & Recreation, Port, Sanitary, Transit, Water, or Other Districts

Save a copy of the completed form for your records!

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Fax: 503.371.4781
E-mail: underwriting@sdao.com

Or, complete all three checklists online at www.sdao.com

Port Districts
Better and Best Practices
Section 3 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Marina Operations

		Yes	No	N/A	Size	Points
1.	Dock floatation material made of fire resistant material fabricated for marina use. (No plastic or metal drums.)				All	2
2.	Fuel dispensing tanks and pumps not integral with the dispensing unit. Dispensing unit on shore or on a pier or solid fill and located above the maximum water level elevation.				All	2
3.	All electrical work done by a licensed electrician.				All	1
4.	Walkways and gangways equipped with "slip-resistant" coating.				All	1
5.	Handrails provided on all stairwells, walkways, and all office and service docks that are open to the general public.				All	1
6.	At least one throw-type lifesaving device with sixty feet of 3/8" rope attached and/or reach pole available at each dock.				All	1
7.	Marina designated as "No Sewage Discharge" area, and sewage discharge prohibited within marina basin.				All	1
8.	Slip tenants annually required to provide liability and pollution liability coverage certificate naming the Port as an additional insured.				All	2
9.	"NO SWIMMING OR FISHING" signs posted.				All	1
10.	Cranes and derricks are examined annually and tested every four years. Certificates are readily available.				All	1

Airport Operations (General Aviation)

11.	Fixed Based Operators (FBO) required by contract to indemnify and hold harmless the Port for any and all liability resulting from the FBO's operations.				All	2
12.	Certificates of insurance obtained and verified annually from all FBO's.				All	2
13.	Security procedures in place for FBO's or airport employees to report any suspicious activity regarding use or lease of aircraft.				All	2
14.	Vehicles used on ramp maintained and driven only by senior line persons that are aware of ramp and aircraft hazards.				All	2
15.	In ground and truck mounted fuel tanks tested for contamination at least daily and documentation procedure in place for the daily checks.				All	2
16.	Employees working around aircraft required to wear eye and ear protection.				All	2

Building Management

17.	Current signed and executed leases reviewed by district attorney or SDAO Pre-Loss for adequacy.				All	3
18.	Leases to hold Port harmless for tenant's operations and occupancy. Port to be named as an additional insured in the tenant's liability insurance.				All	3
19.	Leases carefully define responsibility for property damage and obtaining property insurance.				All	3
20.	Port maintains documentation in lease file for regular periodic building inspections for fire and other property damage risks.				All	2
21.	Adjacent property around building to be identified and maintained to avoid liability by customers and guests for slips, falls, etc.				All	1
22.	District has property reviewed annually by local fire and building inspectors for building code adequacy.				All	2
23.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1

		Yes	No	N/A	Size	Points
24.	Have a process to receive customer complaints and respond to the complaints appropriately and timely.				All	3
25.	All fuel storage, including propane, clearly marked as to contents.				All	1
26.	Outside fuel tanks have stanchions around them along with spill protection.				All	1
27.	Air and electrical lines up off the floor.				All	1
28.	Exposed piping in buildings clearly marked as to contents.				All	1
29.	Fencing and/or lighting and/or security systems installed around safety sensitive areas.				All	1
30.	Operators required to perform pre-trip vehicle inspections.				All	2
31.	A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
32.	Vehicle use policy is in place and conducts annual defensive driving training for all staff.				All	1

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

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Sanitary Districts Better and Best Practices

Section 3 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

General Risk Management

		Yes	No	N/A	Size	Points
1.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1
2.	Vehicle use policy is in place and conducts annual defensive driving training for all staff.				All	1
3.	Operators are required to perform pre-trip vehicle inspections.				All	2
4.	A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
5.	All fuel storage, including propane, clearly marked as to contents.				All	1
6.	Outside fuel tanks have stanchions around them along with spill protection.				All	1
7.	Air and electrical lines up off the floor.				All	1
8.	Exposed piping in buildings clearly marked as to contents.				All	1
9.	Fencing and/or lighting and/or security systems installed around safety sensitive areas.				All	1
10.	All electrical work done by a licensed electrician.				All	2
11.	HEP B shots available to all staff that may be affected.				All	1
12.	Pump stations visited at least once a week.				All	2
13.	District has a backflow prevention program.				All	2
14.	District has a discharge prevention program.				All	2
15.	District has procedures in place for street excavations.				All	2
16.	There is a competent person on staff who inspects excavations and adjacent areas at least daily for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres, or other hazardous conditions.				All	2
17.	The competent person referenced above is able to classify soil types.				All	2
18.	Excavations that are less than 5 feet with a potential for a cave-in require the sides to be sloped, shored or shielded.				All	2
19.	Excavations that are more than 5 feet but less than 20 feet and not in stable rock are sloped, shored or shielded.				All	2
20.	Excavations that are more than 20 feet deep are protected by a system designed by a registered professional.				All	2
21.	Information from the registered professional engineer is kept at the worksite during the construction of the protective system.				All	2
22.	Materials and/or equipment are kept at least 2 feet from the edge of the excavations if there is a potential that they may fall or roll into it.				All	2
23.	There is a means to remove water that has built up or is building in the excavation.				All	2
24.	Proper respiratory protection or ventilation is provided when hazardous atmospheres exist in excavations deeper than 4 feet.				All	2
25.	Pump stations are fenced or otherwise secured.				All	2
26.	Pumps are evaluated on an annual basis.				All	1

		Yes	No	N/A	Size	Points
27.	Locates are completed prior to any digging.				All	2
28.	The district has a written confined space program if there are any employees who enter vaults or wells.				All	1
29.	The district has a spill prevention and/or cleanup procedure.				All	2
30.	Ability to identify and map underground infrastructure.				All	3

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

Complete all three Better and Best Practices checklists for your district:

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E-mail: jkeeling@sdao.com

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Transit Districts Better and Best Practices

Section 3 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

Transit Operations		Yes	No	N/A	Size	Points
1.	Formal driver safety training program with focus on defensive driving techniques and mandatory refresher courses offered on an annual basis.				All	3
2.	Formal vehicle maintenance training.				All	2
3.	Buses equipped with closed circuit TV (closed circuit TV's tested quarterly) and appropriate signage on bus.				All	2
4.	Communication ability with buses.				All	2
5.	Supervisors, operators and staff trained annually in accident procedures or reporting.				All	3
6.	All accidents reviewed for preventability using National Safety Counsel (NSC) or other similar standards.				All	3
7.	Operators required to perform pre-trip vehicle inspections and submit their written inspection forms to appropriate personnel.				All	2
8.	A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
9.	System in place to receive and act on operator/maintenance staff input regarding route service and bus stop concerns.				All	2
10.	Permits or written authorization obtained from appropriate governing body or private party for each bus stop location.				All	2
11.	Physical site reviews conducted in advance of first pickup for door-to-door pickups.				All	1
12.	Hold-harmless and indemnity agreements with contracted providers requiring certificates of insurance naming the district as an additional insured. (Check certificates annually.)				All	2
13.	Strict requirements for contracted private providers that require drug testing and criminal background checks for contracted drivers.				All	2
14.	Operators trained annually in safe lifting, wheel chair and scooter maneuvering, and the proper securing of wheelchairs and scooters.				All	2
15.	Operator driving records and license status checked at least annually.				All	4
16.	Annual physical examinations and fitness for service policy in force for operators.				All	2
17.	District follows FTA Drug Testing and Drug Abuse Program.				All	2
18.	Annual unannounced safety inspections of contract operators.				All	2
19.	Spotter posted when backing vehicles out of district owned facilities.				All	3
20.	Daily inspections of transit stops for hazards.				All	1
21.	Drivers trained to warn departing passengers about dangers of crossing busy streets or highways without using pedestrian crosswalk.				All	1
22.	Physical site reviews conducted when placing bus stops. Focusing on pedestrian safety factors such as traffic flow and general location.				All	2
23.	Vehicle use policy training for all staff.				All	1

		Yes	No	N/A	Size
					Points
24.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All 1
25.	Annually re-evaluate routes, equipment, buses and procedures based off of accident histories.				All 3
26.	All fuel storage, including propane, clearly marked as to contents.				All 1
27.	Outside fuel tanks have stanchions around them and spill containment.				All 1
28.	Air and electrical lines up off the floor.				All 1
29.	Exposed piping in buildings clearly marked as to contents.				All 1
30.	Fencing and/or lighting and/or security systems installed around safety sensitive areas.				All 1
31.	All electrical work done by a licensed electrician.				All 1
32.	Maintain current Material Safety Data Sheets (MSDS).				All 2

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

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Water Districts Better and Best Practices

Section 3 of 3

District Name: _____

Size column indicates question applies to:	
All	Very Small, Small, Medium, & Large Districts
Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

General Safety and Risk Management

		Yes	No	N/A	Size	Points
1.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1
2.	All fuel storage, including propane, clearly marked as to contents.				All	1
3.	Outside fuel tanks have stanchions around them and proper spill protection.				All	1
4.	Air and electrical lines up off the floor.				All	1
5.	Exposed piping in buildings clearly marked as to contents.				All	1
6.	Fencing and/or lighting and/or security systems installed around safety sensitive areas.				All	1
7.	All electrical work done by a licensed electrician.				All	1
8.	Operators are required to perform pre-trip vehicle inspections.				All	2
9.	A vehicle preventive maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
10.	Vehicle use policy is in place and annual defensive driving training is conducted for all staff.				All	1
11.	Pump station are visited at least once a week.				All	1
12.	District has a backflow prevention program.				All	2
13.	District has a discharge prevention program.				All	2
14.	District has procedures for street excavations.				All	2
15.	There is a competent person on staff who inspects excavations and adjacent areas at least daily for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres, or other hazardous conditions.				All	2
16.	The competent person referenced above is able to classify soil types.				All	2
17.	Excavations less than 5 feet with a potential for a cave-in are sloped, shored or shielded.				All	2
18.	Excavations more than 5 feet but less than 20 feet and not in stable rock are sloped, shored or shielded.				All	2
19.	Excavations more than 20 feet deep are protected by a system designed by a registered professional.				All	2
20.	Information from the registered professional engineer is kept at the worksite during the construction of the protective system.				All	2
21.	Materials and/or equipment are kept at least 2 feet from the edge of the excavations if there is a potential that they may fall or roll into it.				All	2
22.	There is a means to remove water that has built up or is building in the excavation.				All	2
23.	Proper respiratory protection or ventilation is provided If hazardous atmospheres exist in excavations deeper than 4 feet.				All	2
24.	Pump stations are fenced or otherwise secured.				All	2
25.	Pumps are evaluated on an annual basis.				All	1

		Yes	No	N/A	Size	Points
26.	Locates are completed prior to any digging.				All	2
27.	The district has a written confined space program if there are any employees who enter vaults or wells.				All	1
28.	Ability to identify and map underground infrastructure.				All	3

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

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Other Districts Better and Best Practices

For all districts other than Fire, Irrigation, Park & Recreation, Port, Sanitary, Transit, or Water
Section 3 of 3

District Name: _____

Size column indicates question applies to:	
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Small+	Small, Medium, & Large Districts
Med+	Medium & Large Districts
Large	Large Districts Only

General Safety and Risk Management

		Yes	No	N/A	Size	Points
1.	Vehicles equipped with emergency kit of flares, flashing light, cones, etc.				All	1
2.	All fuel storage, including propane, clearly marked as to contents.				All	1
3.	Outside fuel tanks have stanchions around them.				All	1
4.	Air and electrical lines up off the floor.				All	1
5.	Exposed piping in buildings clearly marked as to contents.				All	1
6.	Easement agreements maintained and recorded for entering onto private property.				All	2
7.	Pesticide and herbicide applicators certified by the Oregon Dept. of Agriculture.				All	2
8.	Use only commercial grade chairs for visitor, participant, employee and spectator seating.				All	1
9.	Information signs at facilities covering safety guidelines and encouraging users to report potential problems.				All	1
10.	Tenants and/or outside contractors required by contract to indemnify and hold-harmless the district for any liability caused by the tenant/outside contractor.				All	2
11.	All electrical work done by a licensed electrician.				All	1
12.	Operators/drivers are required to perform pre-trip vehicle inspections.				All	2
13.	A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.				All	2
14.	Fencing and/or lighting and/or security systems installed around sensitive areas.				All	1
15.	Vehicle use policy in place and conducts annual defensive driving training for all staff.				All	1

For each question answered "N/A", please provide an explanation for why it does not apply to your district: _____

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