



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General • 7833 Walker Drive, Suite 425 • Greenbelt, Maryland 20770

May 2, 2019

To: Anju Bennett, Acting Executive Director
Department of Human Resources and Management

Darin Conforti, Acting Director
Prince George's County Department of Parks and Recreation

Mike Riley, Director
Montgomery County Department of Parks

From: Renee Kenney, Inspector General *Renee M Kenney*

Subject: Follow-Up Review for the Workplace Safety Audit Report (CW-009-2018)

We have completed the follow-up review for the Workplace Safety Audit Report dated June 29, 2018. The following is the result of the follow-up review:

<u>Rec #</u>	<u>Issue/ Recommendation</u>	<u>Issue Risk</u>	<u>Original Expected Completion Date</u>	<u>Revised Expected Completion Date</u>	<u>Status</u>
Office of Risk Management and Safety					
1	Strengthen Communications with Departments	Medium	August 2018	N/A	Resolved
2	Clarify Responsibilities for Departmental Safety Committees	Medium	September 2018	N/A	Resolved
3	Clarify Review Requirements of the PPE Program	Low	August 2018	N/A	Resolved

<u>Rec #</u>	<u>Issue/ Recommendation</u>	<u>Issue Risk</u>	<u>Original Expected Completion Date</u>	<u>Revised Expected Completion Date</u>	<u>Status</u>
Prince George's County Department of Parks and Recreation					
1	Document Infractions of Employees Failing to Wear PPE's	Medium	December 2018	December 2019	Partially Resolved
2	Strengthen Security of PPE's	Medium	December 2018	December 2019	Partially Resolved
Montgomery County Department of Parks					
1	Establish a Safety Committee for MC Parks	Medium	September 2018	N/A	Resolved
2	Document Infractions of Employees Failing to Wear PPE's	Medium	December 2018	N/A	Resolved
3	Strengthen Security of PPE's	Medium	December 2018	N/A	Resolved

Management provided sufficient additional information and clarification for us to conclude six (6) of the eight (8) audit recommendations reviewed have been satisfactorily addressed and implemented. Two (2) are partially resolved because some degree of progress has been made, but they are not yet complete.

The following details the status of the partially resolved recommendations.

Prince George's County Department of Parks and Recreation (PGC)

Recommendation #1: Document Infractions of Employees Failing to Wear PPE's

Background and Discussion: Supervisors are not consistently documenting employees' failure to use PPE. Management agreed to develop guidelines for documenting the correct actions that supervisors take to enforce the appropriate use of PPE.

Current Status: Partially Resolved

Management Response: Guidelines are in draft format. They will call for the implementation of processes which will require staff to sign for PPE's from their designated stockrooms at the beginning of the work day and will also require those PPEs to be returned to the stockroom once that job assignment has been completed. The goal for this process is to assist managers with tracking and issuing of PPE's for staff while documenting incidents of misuse, non-compliance of use or lost PPE's. This information may be noted on evaluations or forwarded to Risk Management if requested.

Revised Expected Completion Date: December 2019

Revised Follow Up Date: January, 2020

Recommendation #2: Strengthen Security of PPE's

Background and Discussion: PGC facilities were inconsistent in their secure storage of PPE's. Management agreed to develop guidelines for assuring that PPE is appropriately secured.

Current Status: Partially Resolved

Management Response: Guidelines are in draft format. They will require all PPE to be stored in the stockrooms and issued to staff as needed, once those PPE's have been returned to the stockroom, the stock clerks will be able to take inventory of all PPE's and secure them daily. Keeping the PPE's in the stockroom and issuing them to staff as needed will help ensure PPE's are secured and accounted for. The possibility of incorporating PPE vending machines in certain locations has also been discussed.

Revised Expected Completion Date: December 2019

Revised Follow Up Date: January 2020

I have attached the original Audit Report No. CW-009-2018 for your convenience. If we can be of assistance in the future, please do not hesitate to contact our office. Thank you for your assistance in this review.

cc: Executive Committee
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