

Policy for Non-SCMGs Working in the Discovery Garden

August 2024

Defined Terms

WSU – Washington State University

DG – Discovery Garden

NWREC – WSU’s Northwestern Washington Research and Extension Center

SCMGF – Skagit County Master Gardener Foundation

SCMG – Skagit County WSU Extension Master Gardener volunteers

Introduction

The Skagit County WSU Extension Master Gardener Discovery Garden (“DG”) at WSU NWREC in Mount Vernon is funded and managed by the Skagit County Master Gardener Foundation (“SCMGF”). Skagit County WSU Extension Master Gardener volunteers (“SCMGs”) have the opportunity to provide maintenance of the DG and many SCMGs assume responsibility for the coordination of the many garden rooms. From time to time, SCMGs request assistance from family members and friends, or hire third parties, for maintenance activities in the DG. In addition, for purposes of promoting education and partnerships with diverse community members, SCMGs may seek to invite community members to work together in the DG on specific projects. This policy outlines the conditions under which non-SCMGs may assist SCMGs with their work in the Discovery Garden.

Safety and Liability

The safety of all persons working in the Discovery Garden is essential. All SCMGs are required to complete Safety Training as part of their certification. This includes proper operation of all power tools and equipment that are owned by SCMGF and used at the Discovery Garden. SCMGs are covered by Washington State L&I coverage when acting as volunteer WSU Extension Master Gardeners in good faith and within the scope of their official duties as SCMGs.

Before working at the Discovery Garden or participating in any SCMG event or activity for the first time, non-SCMGs must [sign a Liability Waiver](#). This liability waiver is kept on file with SCMGF and covers any subsequent participation by the non-SCMG in SCMGF events and activities, including work performed at the DG.

For this policy, “Work” is defined as any activity involving mental or physical effort done to achieve a purpose or result to maintain or make changes to the DG. Work may involve the use of tools and the use of power tools requires training before use.

Non-SCMGs may participate in SCMG work activities at the Discovery Garden only with supervision and oversight from Skagit County Master Gardeners present while the work is being done. Without such supervision and oversight, these non-SCMGs are considered members

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of the public who may **visit** the Discovery Garden at any time during daylight hours but may not, in this capacity as a member of the public, perform any work there.

If an SCMG requests that a non-SCMG be allowed to use SCMGF power tools or equipment, then that non-SCMG must first be trained by the Discovery Garden Safety Manager on the proper use of the tool or equipment. An SCMG must supervise any non-SCMG using SCMGF power tools or equipment.

Security

SCMGF stores many assets in its Shed at the Discovery Garden and Storage Unit on-site at WSU NWREC, both of which are locked. SCMGs receive lock combinations and access to keys for entry to locked areas. Only SCMGs, the WSU NWREC Facilities Manager, and partner demonstration garden managers from the Salal Native Plant Society Garden and the Western Washington Fruit Research Foundation NW Fruit Garden are allowed to have access to the lock combinations and keys.

Under no circumstances may any other non-SCMG, including family members and friends of SCMGs, or community members, be given or allowed use of any lock combinations or keys.

Services by Outside Contractors

From time to time, SCMGF contracts with outside third parties to perform specific jobs in the Discovery Garden, such as arborist services, electrical services, and construction services. SCMGF will notify the WSU NWREC Director and Facilities Manager of its intention to contract with an outside third party and obtain approval in advance. If a formal bid or written contract is needed, it must be reviewed by the SCMGF board and signed by the SCMGF President. SCMGF, acting through the Garden Co-Managers, may delegate authority to another SCMG to supervise and oversee the work by the outside third-party contractor.

Each such third-party contractor must be licensed by the State of Washington and in good standing, carry liability insurance, and (if the contractor is a corporation or partnership) workers' compensation insurance, comply with all applicable federal and state laws and regulations, and perform all work using their organization's personnel and equipment. The contractor's insurance must meet SCMGF's requirements, which may include SCMGF being named an additional insured under the contractor's policy. Any such contractor may not involve or hire another third party or a subcontractor to perform any work at the Discovery Garden without first obtaining written permission from the supervising SCMG and a Garden Co-Manager and ensuring that the additional third party or subcontractor also complies with this section of the policy.