



Safety Manual

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Table of Contents

FOREWORD & ACKNOWLEDGEMENTS 4

SAFETY STATEMENT OF POSITION 5

SAFETY PROGRAM..... 6

 Section 1.1 Safety Policy 6

 Section 1.2 Safety Program/Committee Responsibilities 8

 Section 1.3 Park Board of Commissioners Responsibilities 9

 Section 1.4 Administrative Management Responsibilities 10

 Section 1.5 Safety Coordinator/Risk Manager Responsibilities 11

 Section 1.6 Department Head, Supervisor, and Employee Responsibilities 12

 Section 1.7 Volunteer Responsibilities 14

 Section 1.8 Safety Incentive Program 15

 Section 1.9 Safety Violation Procedures..... 16

EMPLOYEE ORIENTATION & TRAINING 21

 Section 2.1 New Employee Orientation 21

 Section 2.2 New Employee Checklist 22

 New Employee Safety Orientation Checklist 23

 New Employee Orientation Worksheet 26

 Group Safety Orientation Form Sample 28

 Section 2.3 Safety Orientation Guidelines 29

 Section 2.4 Employee Documents 30

 Section 2.5 Use of District Equipment..... 31

 Section 2.6 First Aid Equipment 32

 Section 2.7 Employee Conduct 35

 Section 2.8 Sobriety and Substance Abuse Policy 36

 Section 2.9 Proper Dress and Appearance 37

 Section 2.10 General Safety Rules 38

 Section 2.11 Specific Safety Rules 40

 Section 2.12 Housekeeping 42

 Section 2.13 Back Safety, Lifting, and Ergonomics 43

GENERAL ERGONOMIC RISK FACTORS AND ASSESSMENT CHECKLIST 45

ERGONOMIC ASSESSMENT CHECKLIST 47

 Section 2.14 Ladder/Scaffold Safety..... 49

 Section 2.15 Electrical Safety 51

LOSS PREVENTION METHODS 52

 Section 3.1 Prevention & Reduction Program Overview 52

 Section 3.2 Basic Tools of Risk Management 53

 Section 3.3 Managing Loss Control..... 54

 Section 3.4 Loss Prevention & Reduction Tools 55

 Section 3.5 Written Safety Programs 56

 Section 3.6 Safety Training..... 57

 Section 3.7 Hazard Recognition..... 58

Job Tasks Required to Use 3 Points of Contact 62

Hazard Recognition Form..... 64

 Section 3.8 Inspections..... 65

 Section 3.9 Signage..... 66

ACCIDENT/INCIDENT & LOSS CONTROL	67
Section 4.1 Purpose	67
Section 4.2 Goals & Objectives	68
Section 4.3 Accident/Incident Reporting Procedure	69
Section 4.4 Property Damage Reporting Procedure.....	70
Section 4.5 Vehicle Accident Reporting Procedure.....	71
Section 4.6 First Aid Treatment	72
Section 4.7 Frankfort Square Park District Medicine Distribution Policy.....	73
PERMISSION TO DISPENSE MEDICATION FORM	75
Section 4.8 Accident/Incident Investigation Procedure	77
Accident Incident Investigation Report	78
Section 4.9 Employee Incident.....	80
Section 4.10 Modified Duty	81
Section 4.11 Return to Work Policy.....	82
Section 4.12 Record Keeping.....	83
EMERGENCY ACTION PLAN	84
OSHA & IDOL COMPLIANCE PROGRAMS	86
<i>(Specific Information on OSHA Programs is located in the IDOL/OSHA Manual)</i>	86
Section 6.1 IDOL (ILLINOIS DEPARTMENT OF LABOR) Inspections	86
Section 6.2 IDOL Inspection Procedure	87
Section 6.3 State of Illinois Required Postings	89
Safety Manual Acknowledgement Form	93

FOREWORD & ACKNOWLEDGEMENTS

Risk management is an important aspect of any organization. The fundamental principle of risk management is the identification and analysis of loss exposures, examination of risk management alternatives, selection of risk management alternatives, implementation of risk management techniques, and evaluation and improvement of the risk management program.

The risk management process is a specialized version of traditional problem solving. It involves processes of planning, organizing, leading and controlling an entity's activities in order to reduce the incidence and costs of losses. The process works best when risk management professionals are very familiar with all of an entity's activities, are involved with the planning of new activities, and are moving around the organization to further their understanding and recognition of risk. Risk management professionals can help mitigate the organization's overall losses by early involvement and ongoing participation in the entity's programs and activities.

Effective risk management generates many benefits for a public entity, the community it serves, and the economy as a whole. Risk management can reduce the cost of risk and the negative effect of losses for the entity and community. It helps prevent the waste of resources and directs resources toward more productive activities. The reduction and elimination of risk provides a profitable goal in both monetary terms and the health and safety of those involved.

The Frankfort Square Park District is indebted to the following agencies and individuals who so graciously furnished material and information for this manual:

Park District Risk Management Agency (PDRMA)
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Numerous articles and manuals located on the web

The Frankfort Square Park District also wishes to acknowledge the following documents used in preparing this manual:

“Risk Management” by James A. Peterson and Bruce B. Hronek
“Risk Management for Public Entities” by George L. Head and Kwok-Sze Richard Wong

SAFETY STATEMENT OF POSITION

The Frankfort Square Park District is intent on developing, implementing and administering a comprehensive risk management and loss prevention program. The Frankfort Square Park District maintains that the public and its employees are its greatest assets and foremost responsibility, and that the health and safety of all are of the utmost consideration in all assignments and activities.

Employees, supervisors, department heads and administration are directed to make safety a matter of continuing concern equally important with all other operational considerations. Employees are charged with the responsibility of supporting and cooperating with the loss prevention program outlined in the risk management manual and expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way.

This Risk Management Program is established to emphasize that effective and efficient loss controls are an integral part of management procedures designed to fully utilize the member district's resources. This efficiency is desired to ensure maximum use of each tax dollar available.

The most effective risk management programs incorporate risk control methods to prevent or minimize losses and risk financing mechanisms to pay for losses that inevitably occur. These risk control methods consist of exposure avoidance, loss prevention, loss reduction, segregation of loss exposure units and contractual transfer for risk control.

Many facets of recreation have a risk as a vital element. Risk is the "spice" that makes some aspects of recreation so pleasurable and life itself more meaningful. While the risk factor is very evident, it must also be manageable.

The standard by which a provider of recreation will be judged is reasonableness. It is the responsibility of a service provider to use ordinary and reasonable care to keep the premises reasonably safe for the visitor and warn the visitor of any danger. A good risk management plan should be designed first and foremost to allow participants a quality experience in a safe surrounding. The plan should also include provisions to protect the service providers from undue risk.

SAFETY PROGRAM

Section 1.1 Safety Policy

Safety while on the job is the responsibility of every Frankfort Square Park District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The Park District will not condone any breach of safety rules or regulations by employees. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the Park District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the Park District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities, and parks. It is also the intent of the Park District to develop, implement, and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed, and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules:

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs (including Medical Marijuana), or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception, or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.

12. All employees must follow recommended work procedures outlined for their job, department, and/or facility.
13. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
14. Any smoke, fire, or unusual odors must be reported promptly to your immediate supervisor.
15. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers and all applicable laws.
18. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
19. All employees must know departmental rules regarding accident reporting, evacuation routes, and fire department notification.
20. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
21. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

Staff that does not comply with safety polices will be given verbal reprimand, written warning, or dismissal of position depending on severity.

Section 1.2

Safety Program/Committee Responsibilities

The Safety Committee is intended to assist park district employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each department, representing all facilities. Meetings are held monthly, and visitors are encouraged to attend. Please speak with your immediate supervisor if you would like to attend a meeting.

Responsibilities:

1. Recommend short-term and long-term safety and loss control program goals and objectives.
2. Review all agency injuries, accidents, and incidents (near misses) to determine the root cause and develop countermeasures for prevention.
3. Identify workplace hazardous conditions and work practices via discussions with staff, facility inspections, and job site visits.
4. Develop solutions and make recommendations to improve job tasks, correct safety problems, improve systems, and to modify, implement, or utilize workplace policy or procedures.
5. Develop recommendations and target dates (timelines) for loss control program improvement.
6. Recommend training topics, materials, and programs to address safety concerns.
7. Prepare for, and participate in, the PDRMA Loss Control Program Evaluation meeting.
8. Monitor the progress of recommendations and quality of the safety program activities.
9. Serve as a role model and mentor to staff in the implementation and marketing of safety programs by demonstrating proper safety practices, techniques, and by attending safety training programs.
10. Serve as a liaison between agency staff and the committee.

Section 1.3 Park Board of Commissioners Responsibilities

The Park Board of Commissioners has the following responsibilities:

1. Has full responsibility for safety.
2. Authorize necessary expenditures to provide safe work conditions.
3. With legal counsel, review, provide comment, and approve safety policies.

Section 1.4 Administrative Management Responsibilities

The Executive Director has the following responsibilities:

1. Establish and administer the loss control program.
2. Maintain a working knowledge of all general and department-specific safety rules.
3. Appoint a Safety Coordinator to implement the loss control program for the agency.
4. Instill in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
5. Participate in Safety Committee functions.
6. Evaluate the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
7. Present safety information to the Park Board and request approval.

Section 1.5 Safety Coordinator/Risk Manager Responsibilities

The Safety Coordinator and/or Risk Manager has the following responsibilities:

1. Formulate, implement, and monitor procedural policies as they related to loss prevention, insurance issues, safety, accident investigation, and claims.
2. Formulate risk management programs, activities, policy, and philosophy.
3. Serve on the Safety Committee in a leadership role.
4. Analyze loss data from accident reports, PDRMA Loss Control Department, and by other means.
5. Participate in the orientation and safety training of supervisors and staff.
6. Provide Executive Director and Department Heads with regular information on safety, loss control, PDRMA newsletters, etc.
7. Schedule and participate in safety inspections and assessments of sites and facilities to identify unsafe conditions or practices.
8. Maintain files on loss control and safety program components.
9. Provide coordination in preparing for the PDRMA Loss Control Program Evaluation meeting and participates in the meeting.
10. Act as district liaison to PDRMA.

Section 1.6

Department Head, Supervisor, and Employee Responsibilities

Department Heads shall:

1. Work in harmony with the Safety Coordinator to organize Loss Control program aspects which are particular to his/her department.
2. Maintain a working knowledge of all general and departmental-specific safety rules.
3. Enforce safety rules and improve employee and public knowledge of the same by observing, confronting, and correcting unsafe behavior and conditions.
4. Make specific budget allocations for the purchase of safety equipment, safety services and safety training (i.e., material handling, fire prevention, etc.).
5. Review and update inspection and assessment criteria. Present a departmental inspection report (or have alternate deliver) at Safety Committee Meetings.
6. Provide proper orientation, job instruction training and in-service training to employees and supervisors.
7. Prepare needed support information for the PDRMA Loss Control Program Review meetings.
8. Become thoroughly familiar with the Safety Manual contents.
9. Maintain a working knowledge of all general and departmental-specific safety rules.
10. Inspect and assess work areas (use checklists) for compliance with safe work practices and rules.

Supervisory Personnel shall:

1. Become thoroughly familiar with the Safety Manual contents.
2. Maintain a working knowledge of all general and departmental-specific safety rules.
3. Inspect work areas (use checklists) for compliance with safe work practices and rules.
4. Properly orient new employees. Provide good job instruction training and in-service training to current employees.
5. Enforce safety rules and improve employee and public knowledge of the same by observing, confronting, and correcting unsafe behavior and conditions.
6. Report and investigate accidents. Provide medical authorization for injured employees to obtain medical care.
7. Make sure necessary safety equipment and protective devices for each job or program are available, used and properly maintained.
8. Cooperate with the Safety Coordinator in making sure all memos, training records, safety data sheets, and correspondence are sent for his/her review.
9. Enforce disciplinary policies.
10. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.

Employees shall:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions to the supervisor.
3. Cooperate and assist in the investigation of accidents.
4. Attend all required safety program and in-service education and training meetings.
5. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
6. Pay strict attention to housekeeping of work area(s) and general facility.

Section 1.7

Volunteer Responsibilities

The Frankfort Square Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designated to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Park District carries only limited medical accident coverage for volunteers, therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way, or recently suffered an illness, injury, or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slips, trips, and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Frankfort Square Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, you must recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that may be sustained as a result of volunteer services. You further agree to waive and relinquish all claims you may have or accrue as a result of volunteer services against the Frankfort Square Park District including its officers, officials, agents, volunteers, and employees.

Please see the waiver in the volunteer packet.

Section 1.8

Safety Incentive Program

1. Each year, the Frankfort Square Park District will host a luncheon or program. During this luncheon or program, the Park District will be honoring staff whom have maintained high safety records throughout the previous year. High safety standards make the environment safer for staff members as well as program participants and residents. In addition, these high safety standards have saved the Park District and residents money which would have been spent on higher premiums, medical costs, litigation costs, liability costs, and property damage costs. The Park District is committed in showing its appreciation to those staff members responsible for the high safety records through its hosting of an Annual Safety Recognition Program.
2. The Park District Safety Committee will consider award nominations for employees who submit or make recommendations to improve the Park District's safety program and record. These award nominations will be provided to the Safety Committee and presented at the monthly Board Meeting.

Employee Recognition

1. In keeping with the Park District's commitment to recruit, retain, and develop exceptional employees, an employee recognition program enables the District to recognize and reward District employees for their commitment and contributions, both to the District, fellow staff, the community, and our stakeholders.
2. "Safety Excellence" focuses on achieving safety goals by empowering the District to target the most important factors contributing to a safe and healthy working environment including employee involvement, safety awareness, accident/incident prevention, and employee morale.

Section 1.9 Safety Violation Procedures

All employees are expected to meet the Park District's standards of work performance, engage in acceptable conduct, and to satisfactorily perform their duties under the policies, guidelines, and rules contained in this Safety Manual. In addition, you are expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of your supervisors, and to act in accordance with federal, state, and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with the Park District's policies and procedures.

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral warnings to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interest. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include, but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances, and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Stopping or leaving job during working hours without permission.
4. Failure to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Park District-designated doctors, when required by the Park District.
5. Misrepresentation regarding a leave of absence or obtaining other employment during a leave of absence.
6. Engaging in unlawful discrimination, sexual harassment, or other conduct inconsistent with the Park District's equal employment opportunity policy.
7. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
8. Inability or unwillingness to take orders from supervisor(s).
9. Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor or department head. (Note: This includes the failure or refusal to work overtime required by the Park District.)
10. Uncooperative, hostile, or discourteous attitude or conduct toward your supervisor(s), the Park Board, co-workers, or members of the public, or threatening or striking any person who is in or on Park District property or participating in Park District activities.
11. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
12. Failure to follow any federal, state, local, or Park District law, rules, or regulation or engaging in criminal activity while on duty or while in or on Park District property.
13. Being under the influence or possession of alcohol, intoxicants, or illegal drugs while on duty or on Park District property; or use of alcohol, legal, or illegal drugs in any manner which may

- impair one's ability to safely and effectively perform assigned job duties.
14. Failing to submit to or cooperate fully in searches for contraband (including, but not limited to, drugs or alcohol, drug paraphernalia, and stolen goods or materials) or related investigations.
 15. Harassment of other employees or members of the public.
 16. Creating disharmony among employees or interfering with other employees on the job.
 17. Violation of employee policies, rules, or guidelines, or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interest.
 18. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times, without proper authorization.
 19. Using work time for personal matters.
 20. Damaging or improperly using, caring for, or maintaining Park District property, including tools, supplies, materials, vehicles, equipment, machinery, data bases, hardware, software, or other Park District property.
 21. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles, ear protection, and/or face shield) as required by this Manual and/or department manuals, rules, and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual, department manual, rules, and/or procedures.
 22. Failing to observe any of the Park District's safety policies or rules or engaging in other unsafe or unhealthy conduct. (Note: This includes removing, bypassing, or otherwise altering safety guards or devices.)
 23. Failing to report an accident or known hazardous conditions to your immediate supervisor.
 24. Gambling or fighting while on duty or on Park District property.
 25. Theft or misappropriation or the careless, negligent, unauthorized, or improper use of funds or property belonging to the Park District, fellow employees, or the public.
 26. Unauthorized use of the Park District's telephones, equipment, or supplies.
 27. Using or possessing firearms, explosives, or other dangerous weapons while on duty or on Park District property.
 28. Committing any criminal offense while on duty or on Park District property, or which otherwise may adversely affect the employee's work or work relationships or the park District's business or reputation.
 29. Felony conviction.
 30. Poor workmanship, substandard productivity, or unsatisfactory work performance.
 31. Incompetent, inefficient, or negligent performance of duties; inability or failure to perform duties properly.
 32. Failure to maintain a valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
 33. Violating the Park District's smoking/tobacco policy.
 34. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records, or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports, and departmental reports.
 35. Unauthorized possession, use, copying, sharing, or redistribution of any records, keys, equipment, or supplies that are the property of the Park District.
 36. Unauthorized examination, use, or disclosure of Park District records, or confidential proprietary information.
 37. Violating the Park District's policy regarding business ethics/conflicts of interest.
 38. Sleeping, loafing, or wasting time during a scheduled work period.
 39. Violating the Park District's rules regarding solicitation and distribution of literature.
 40. Posting materials on Park District bulletin boards without proper authorization, or defacing, marking, damaging, destroying, or removing materials posted by the Park District.

41. Park District employees are not permitted to use or carry personal cell phones during hours of Park District employment. Exemptions are provided for individuals that have pre-approved specific exceptions that require them to carry cell phones.
42. Violating the Park District's vehicle usage policy.
43. Violating any Park District policy not specifically mentioned above.

REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final.

If you are a department head who has received disciplinary action, you may make a request to the Risk Management/Personnel Liaison to have your disciplinary action reviewed by the Board. The Executive Director's decision to discipline you shall be final unless you submit a written request for review of disciplinary action to the Risk Management/Personnel Liaison within five (5) working days from the date the action was taken. The Risk Management/Personnel Liaison and the Board may meet with you and investigate the circumstances surrounding your disciplinary action. The Risk Management/Personnel Liaison on behalf of the Board should issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

Nothing in this policy shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause.

The Park District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable.

REVIEW OF DISMISSAL

The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Executive Director or a designee within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with you and investigate the circumstances surrounding your dismissal. The Executive Director or the designee should issue a written determination within ten (10) working days of receipt of your written request. The Executive Director's or designee's decision shall be final.

If you are a department head who has been dismissed, you may make a request to the Risk Management/Personnel Liaison to have your dismissal reviewed by the Board. The Executive Director or designee's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the Risk Management/Personnel Liaison within five (5) working days from the date the action was taken. The Risk Management/Personnel Liaison and the Board may meet with you and investigate the circumstances surrounding your dismissal. The Risk Management/Personnel Liaison on behalf of the Board should issue a written determination within ten (10) working days of receipt of your

written request. The Board's decision shall be final.

Nothing in this policy shall limit the Park District's right to dismiss an employee at any time, with or without cause.

The Park District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable. The Park District reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's dismissal.

EMPLOYEE'S RESPONSE

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and tendering it to your immediate supervisor and the Executive Director. Nothing in this policy shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice, and the Park District retains a similar right.

GRIEVANCE PROCESS AND PROCEDURE

Any employee who has a grievance arising from his employment with the Park District is encouraged to attempt to resolve problems with the person(s) involved. This section is not applicable to situations involving discrimination or sexual harassment. Please see Section 3 of the Personnel Policy Manual. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

Step 1: You may present a grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to Step 2.

Step 2: You may present a written grievance to the supervisor at the succeeding level of authority in your department. The supervisor will investigate the matter with you and your immediate supervisor, and should give you an oral or written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor, you may immediately proceed to Step 2. In all cases, the Executive Director's decision shall be final.

The Park District's failure to strictly adhere to the time frames or procedure suggested above will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals, or other disciplinary actions, which may be reviewed in accordance with Section 1.9 of this Manual (Review of Disciplinary Action Other Than Dismissal and Review of Dismissal).

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists, or participated in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

EMPLOYEE ORIENTATION & TRAINING

Section 2.1 New Employee Orientation

All new full-time and part-time employees should receive a thorough safety orientation for their new position and job responsibilities. This is especially true for employees who will be expected to drive vehicles, work with children, operate dangerous equipment or are involved in inherently high-risk recreational activities. A proper and thorough safety orientation of new employees immediately after hire will reduce patron and work-related injuries.

The complete orientation of a new employee (or transferred employee) often will be the responsibility of more than just a single person. For example, information on general agency safety and personnel policies, compensation, benefits and the like, may be provided by the Executive Director, Department Head, etc. Discussion of the safety program, safety committee, accident reporting, statements of admission, etc. should be provided by the Safety Coordinator, Risk Manager, or Department Head. Lastly, specific job safety training such as work site emergency response plans, vehicle road checks, the location of first aid kits, etc. should be the responsibility of the new employee's direct supervisor. Of course, all of these safety orientation tasks may be completed by a single supervisor.

A new employee safety orientation process may not necessarily be a one-day task. Although job training never really ends, the new employee should be monitored and receive close assistance on safety issues for the first few days of employment.

Section 2.2 **New Employee Checklist**

The following documents are designed to help ensure that every employee receives both general and job specific safety information. These forms should be customized to include all of the work location specific and job task specific safety issues that need to be provided to employees before beginning a new job. A “New Employee Orientation Worksheet” is included to assist you in identifying safety issues that may be added to your New Employee Safety Orientation Checklist for specific job positions.

New Employee Safety Orientation Checklist

Employee _____ Date Hired _____

Department _____

Position _____ Physical Examination: Y or N

Instructions: This form includes job and site specific safety issues. Please initial and date each section as the new employee completes it. If non-applicable, use "NA".

	Person Responsible	Initial & Date
Safety Program Elements		
1. Safety Manual and Policy	_____	_____
2. Departmental Manual / Safety Rules	_____	_____
3. Personnel Policies	_____	_____
4. Sexual Harassment Policy	_____	_____
5. Child Abuse Reporting Act	_____	_____
6. Statements of Admission*	_____	_____
7. Hazard Recognition	_____	_____
8. Accident Reporting/Investigation	_____	_____
9. Personal Protective Equipment Use	_____	_____
10. Bloodborne Pathogens Protection	_____	_____
11. Emergency Response Plans	_____	_____
12. Right-to-Know Training	_____	_____
13. Driving Standards	_____	_____
14. Security Issues	_____	_____
15. Injury Prevention & PDRMA	_____	_____

*Defined as a response to public requests concerning agency liability or payment of bills following any injury, vehicle accident, or other loss.

Person Responsible

Initial & Date

II. Site Specific Instruction

1. Vehicle Orientation & Road Checks

Vehicle _____

Vehicle _____

Vehicle _____

2. List Personal Protective Equipment Used:

3. Location of First Aid Kit

4. Location of Fire Extinguishers, etc.

5. Location of Safety Data Sheets (SDS)

6. Machinery, Equipment, Tools Used:

Hazardous Job Instruction

(Examples include working at heights of over 4 feet, entering confined spaces, exposure to chemicals, supervising children near water, repetitive lifting, working on ice, etc.)

	Person Responsible	Initial & Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have completed an orientation and training for the above areas and I feel I can perform my duties in a safe manner.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Dept. Head Signature _____ Date _____

Safety Coordinator/
Risk Manager Signature _____ Date _____

New Employee Orientation Worksheet

Instructions: Use this worksheet to identify safety program elements, equipment, job tasks, etc. that relate to specific job(s) that should be added to the New Employee Orientation sample form.

Department/Facility _____ **Supervisor** _____

Safety Program Additions:

Site Specific Instruction Additions:

Vehicles Used (examples include tractors, vans, trucks, golf carts, ice re-surfacer, etc.):

Personal Protective Equipment Used (examples include respirators, safety glasses, air monitors, work boots, etc.):

Machinery or Equipment Used (golf ball cleaners, ice edgers, chainsaws, van lifts, mowers, etc.) :

- a. _____ e. _____
- b. _____ f. _____
- c. _____ g. _____
- d. _____ h. _____

Hazardous Job Tasks Conducted:

(Examples include working at heights in excess of 4 feet, entering confined spaces, exposure to chemicals, supervision of children near water, repetitive lifting, working on ice, etc.)

Group Safety Orientation Form Sample

Agency Name: _____

Group Name: _____ Date: _____

Topic: _____

Orientation Supervisor: _____

Speakers: _____

IMPORTANT: Attach a copy of the agenda and all other topics covered for your records.

NAMES:

- | | |
|-----------|-----------|
| 1. _____ | 15. _____ |
| 2. _____ | 16. _____ |
| 3. _____ | 17. _____ |
| 4. _____ | 18. _____ |
| 5. _____ | 19. _____ |
| 6. _____ | 20. _____ |
| 7. _____ | 21. _____ |
| 8. _____ | 22. _____ |
| 9. _____ | 23. _____ |
| 10. _____ | 24. _____ |
| 11. _____ | 25. _____ |
| 12. _____ | 26. _____ |
| 13. _____ | 27. _____ |
| 14. _____ | 28. _____ |

Section 2.3 Safety Orientation Guidelines

Each Department Head is responsible for providing proper training in safety procedures for all employees in their department. Training and education should be an ongoing, year-round program.

Periodic meetings should be held by each department for Full-Time and Part-Time staff to keep them constantly aware of the safety program, discuss potential hazards, make recommendations to the Safety Committee and cover the various areas listed below:

1. First Aid
2. CPR - Cardiovascular Pulmonary Resuscitation, when applicable.
3. Toxic Substance Exposure - for employees handling toxic substances.
4. Defensive Driving
5. Driver Selection - an up-to-date file should be kept on each employee who drives a vehicle; information should include all drivers' license dates (particular attention should be given to expiration dates), tickets which have been issued, number of minor or major accidents while working for the District, physical health.
 - a. New employees should be pre-tested before allowed to drive.
 - b. Staff will have driver's license with them at all times when driving vehicles.
 - c. Periodic unannounced inspections of licenses should be done to make sure employee has it with him and to make sure it has not expired or been revoked. Driver's License inspections will be performed annually per PDRMA requirements.
 - d. Employees are required to report any change in status on their license to their supervisor immediately.
6. Emergency Procedures - should be covered thoroughly in a staff meeting.
7. Use of fire extinguishers - to include all types.
8. Health training - Discuss fitness, nutrition, need for physicals, proper lifting or carrying techniques, effects of alcohol and prescription drugs on the job, etc.
9. Proper use of equipment and tools.
10. Safety Policy - This general safety manual should be covered thoroughly in staff meetings by reviewing specific sections.

Section 2.4 Employee Documents

Employee and corporate documentation identifies district goals and ensures the qualifications of those responsible for achieving them. *Employee documentation* is a training mechanism that empowers staff. It sets standards, promotes confidence in their abilities and permits them to concentrate on doing their job.

Supervisors, with the help of the safety coordinator or risk manager, are responsible for maintaining written copies of safety programs and employee training documentation. This documentation is a requirement of most regulatory standards. Risk management and administrative staff may occasionally request these records to evaluate the degree and frequency of training provided to departmental staff. Regulatory agencies may ask to see these documents during an inspection.

Section 2.5 Use of District Equipment

1. Proper training should be given prior to any use of equipment using the manufacturer's operating manual.
2. All equipment and tools should be stored in a pre-designated area and should be kept clean and in good repair at all times.
3. Operational instructions for all machinery should be in a written report and kept in a file for employee reference.
4. All electrical cords and safety plugs should be checked before operating power tools.
5. All handles on hammers, axes, sledge hammers, pick axes, etc., should be checked for wear, cracks, breaks, or loose heads prior to use.
6. Proper use of ladders should be taught, including proper angle placement. Ladders should be replaced or repaired before using if there are cracked rungs or side rails, ineffective braces, no ladder shoes, or insufficient clearance.
7. Any mobile equipment or tools to be left unattended at a work site should be left in a loaded, safe, and secure position. Cutting blades and PTO's must be disengaged before dismounting equipment. Equipment must be turned off before inspection of cutting blades, u-joints, shafts, or chains.
8. Every cutting and welding operation must be approached with extreme caution. The cutting and welding permit must be used whenever the Frankfort Square Park District or other outside contractors perform welding and cutting in or on park district property.
9. *See Vehicle Use and Car Seat Policies*
10. *See High Risk Driver Policy*
11. *See Personal Use of Agency Property Policy*

Section 2.6 First Aid Equipment

First aid and response kits will include supplies necessary for various types of incidents. Contents of the kits should be checked on a regular basis.

AED equipment shall be inspected regularly to maintain power in event of an emergency. Additional supplies are highly recommended.

All staff should be familiar with the locations and use of first aid equipment. These include first aid kits, AED's, emergency response kits, and backpacks.

First aid response refer to Section 3 of the Safety Manual, Emergency Equipment, and Supplies

All program and work areas should be inspected for hazards by utilizing the PDRMA 30 second site survey training. Program equipment should be checked before being issued to participants and work equipment before use.

It is recommended that anyone in charge of youth or adult activities that assumes a risk or injury factor should be prepared with emergency, first aid, and if possible, CPR training. Each program must have a first aid kit on hand at all times! This includes practices, rehearsals, etc., as well as games, events, and Park District vehicles.

1. Minor Injuries:
 - a. Use band aids, antiseptic wipes and cold packs only. Do not apply any other substance to the skin or wound. Do not give medications.
 - b. Remind a child who has sustained a minor injury to inform their parents when they get home.
 - c. Call the parents, but don't alarm them unnecessarily.
 - d. In all cases of injury, fill out an accident report; no exceptions! No accident is insignificant.

2. Major Injuries:
 - a. Remain in charge and stay with the victim. Calmly survey the situation and decide what steps need to be taken. Do not move an injured person unless it is necessary to prevent further injury. Re-assure the victim by letting them know that you are in control and that help is on the way.
 - b. Send two people to phone for help. Make sure that they know how to describe your location, the situation, and the injury. One person who goes to the phone for help should stay where they can direct the rescue vehicle to the injured person. One person should return to the scene of the accident with confirmation that 911 was called successfully.
 - c. When it is a life-threatening situation and you know the correct treatment, perform necessary First Aid.

C = Circulation: Restore circulation with CPR. Stop bleeding with DIRECT PRESSURE AND ELEVATION ONLY!

A = Airway: Position person to maintain an open airway. Do Heimlich and Choking maneuvers if there is a blockage.

B = Breathing: Restore breathing with mouth to mouth resuscitation.

Do not attempt any unnecessary treatments or try to diagnose an injury. Do not discuss the injury with bystanders. Have spectators removed from the area, if possible.

- d. Always treat for shock, no matter what the injury. Keep the victims lying down to improve circulation and keep them covered just enough to prevent loss of body heat.
- e. Keep victim in position that is best for the injury.
 - (1) Do not move the victim or roll them over if neck or spine injuries are suspected.
 - (2) If there are severe injuries to the face or jaw, or if the person is unconscious, place the victim on their side to allow for drainage and avoid blockage of airway.
 - (3) If it is a head injury, make sure the head is not lower than the rest of the body.
 - (4) Most people recover from shock faster if their feet are raised. Change position to lying flat if raising feet causes difficulty in breathing or pain.
- f. While waiting for help to arrive, observe the victim and watch for:
 - (1) Signs of shock (pale, moist skin, weakness, faint, rapid pulse, quick breaths, etc.)
 - (2) Cessation of breathing.
 - (3) Recurrence of bleeding.
 - (4) Cessation of heartbeat.
 - (5) Blockage of air passageway by blood, vomit, tongue, etc.
- g. TELEPHONE THE PARAMEDICS--dial 911. Other important phone numbers are: Will County Sheriff at 815-727-8575; Frankfort Police at 815-485-2500; Tinley Park Police at 708-444-5300; Frankfort Fire Department at 815-469-1700; Tinley Park Fire Department at 708-444-5200; and the Park District office at 815-469-3524. Please note:
 - (1) At a regular park district phone, just dial 911.
 - (2) Find out to which hospital the victim is being transported.
 - (3) As soon as possible, a supervisor will notify the injured participant's parents or family.

- h. Other participants should be reassured that the victim is receiving proper care. You can then encourage them to continue their activity.
- i. Notify your supervisor as soon as possible. Make no statements to anyone else.
- j. Complete an Incident/Accident Report and submit it to your Supervisor as soon as possible (no longer than 24 hours after the accident.)
- k. As soon as possible, write down everything that you remember about the accident; what happened, what the victim was doing, any details that you can remember, etc., and turn it in with the Incident/Accident Report.

Emergency Situations

Non-Breathing	=	Open airway, give mouth to mouth.
Choking	=	Use Heimlich-Choking maneuver.
Circulation	=	Stop severe bleeding with direct pressure.
Possible Fracture	=	Allow NO victim movement.
Neck Injuries	=	No movement - possible quadriplegia.
Back Injuries	=	No movement - possible paraplegia.
Electrical	=	Victim(s) shocked? Look around for possible danger to yourself and others. Turn off power.
Burns	=	Very small area, very shallow burn, cool with water for 20 minutes. If large area or deep involvement, do not touch!
Eye Injuries	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove. Immobilize injured area and object if possible.

**In any emergency, please use the Frankfort Square Park District Emergency Action Plan
See Section 5 in the Safety Manual**

Section 2.7 Employee Conduct

INTRODUCTION

Employees of the Park District work together as a team to develop promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the Park District and our patrons which would save time, reduce waste, promote safety, increase efficiency, and make the working and recreational experience for all persons more enjoyable.

As a Park District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat Park District patrons and their fellow employees honestly, fairly, and courteously. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

The Park District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting Park District business.

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Department Head, the Executive Director, or the Risk Management/Personnel Liaison on the Board of Park Commissioners.

COMPLIANCE WITH PARK DISTRICT POLICIES AND PROCEDURES

You are required to comply with all policies established by the Board of Park Commissioners and procedures established by the Board of Park Commissioners.

COMPLIANCE WITH SUPERVISORY DIRECTIVE

You are required to comply with the directives of your immediate supervisors, the Board, and administrative staff in the performance of your duties.

For further information please see Section 5 of the Frankfort Square Park District Personnel Policy Manual

Section 2.8 Sobriety and Substance Abuse Policy

SOBRIETY AND SUBSTANCE ABUSE

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

At no time during your service to the Park District should you be under the influence or in the possession of alcohol or illegal drugs, including medical marijuana, during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (*i.e.*, transporting Park District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug may cause drowsiness or alters perception or reaction time.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or department head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor or department head the possible side effects of the drug on work safety or performance and the expected duration of its use.

PROCEDURE FOR REPORTING POSSESSION OF USE OF ALCOHOL OR ILLEGAL DRUGS

If you know of possession or use of alcohol or illegal drugs, including medical marijuana, by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Executive Director. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Department Head or the Executive Director.

If your issue involves either your immediate supervisor or the Executive Director, you may report your questions, problems, complaints, or reports to the Executive Director or the Risk Management/Safety Liaison on the Board of Park Commissioners.

Please review Section 3 of the Frankfort Square Park District Personnel Policy Manual.

Section 2.9 Proper Dress and Appearance

The personal appearance of employees conveys to the public a general impression of the Park District. Your attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. The Park District expects that you will be mature in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean, and orderly at all times while on duty. Hair must be neat, clean, trimmed, and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District.

Tattoos cannot be offensive in nature (*i.e.*, words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. Clothing and footwear are to be appropriate to the job or task being performed.

Any employee who cannot comply with this policy based upon a medical exemption, disability, religion, national origin, or other legally recognized basis must forward a written request to the Executive Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

It is your responsibility to wear your nametag and/or uniform while on duty if one has been provided to you. Please remember that uniforms, nametags, keys, and other Park District property are and remain the property of the Park District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost Park District property. Also please remember that uniforms, nametags, and other identifying items identify you as a Park District employee while you are on duty. They are not to be worn when you are not on duty. All uniforms that have designation of the Frankfort Square Park District on them are to be turned in at the time of employment dismissal.

Please review the Footwear Policy located in Section 4 of the Safety Manual.

Section 2.10 General Safety Rules

General Health & Safety rules apply to all employees, volunteers, patrons, contractors and visitors at the Park District. General rules are intended to ensure that facilities of the Park District are safe and must be followed without exception.

Reporting of Injuries

In accordance with the Workers Compensation Act, (sec. 53) all employees, contractors, and volunteers covered by Workman's Comp or any insurance program are required to immediately report all work related injuries.

Alcohol and Drugs

In accordance with Park District policy, no employee, volunteer, visitor, or patron will be permitted to enter or remain on the premises while his/her ability to work is effected by alcohol, drug, or other substance (including Medical Marijuana) so as to endanger his/her health or safety or that of any other person.

Smoking

In keeping with the Park District's intent to provide a safe and healthful work environment, and in accordance with the Smoke Free Illinois Act (410 ILCS 82/1 et. Seq.), smoking in the workplace is not permitted in any indoor facility, or while interacting with any person from the community. Smoking is not permitted in any washroom, indoor break area, Park District-owned vehicle, and any other place designated as "no smoking" in compliance with the Smoke Free Illinois Act. This includes the use of all tobacco products, medical marijuana, and E-cigarettes. This policy applies equally to all employees, customers, and visitors.

Operation of Company Vehicles/Mobile Equipment

Only Park District employees with a valid driver's license with the correct classification and appropriate training will be permitted to operate District vehicles and/or equipment. In addition to a valid driver's license, specific training is required for each type of vehicle and equipment. Vehicle and equipment operators must wear seat belts and restraint systems and follow all State and Federal laws. If receiving a phone call while driving please safely pull over and answer the phone or return the message at a later time. Hands-free technology is permitted.

Improper Activity / Behavior

No employee, volunteer, patron, or visitor shall engage in any improper activity or behavior that might create or constitute a hazard to their self or to any other person. Any employee, volunteer, or patron engaging in such activities will be dealt with in accordance with the appropriate District policy.

Personal Protective Equipment

All employees, volunteers, patrons and visitors are required to wear the specified personal protective equipment (PPE) for the area or specific job being performed.

Reporting of Unsafe Conditions

All employees, volunteers, patrons and visitors are required to report any unsafe or harmful conditions to their immediate supervisor or administrative personnel. The supervisor must ensure that any *necessary* corrective action is taken without delay except in the case of an emergency where action must be taken immediately. Where after a one week period, the employee or volunteer is not satisfied with the

action taken, he/she may advise the Risk Manager/Safety Coordinator and the Safety Committee and explain the reason for dissatisfaction. Any follow-up that may be required should be reported to the Safety Committee.

Potential hazards may include, but are not limited to:

- operating machinery, tool, appliances or other equipment without authority
- working at unsafe speeds
- removing or rendering guards ineffective
- defective tools or equipment
- poor material handling
- failure to lock-out or de-energize
- neglecting to wear personal protective equipment
- poor housekeeping
- horseplay

To ensure that housekeeping is maintained at a high level, all employees, volunteers, patrons and visitors must ensure that:

- aisles are kept clear
- spilled material is cleaned up
- emergency eyewash and showers are kept clear
- tripping hazards are reported
- poor lighting is reported

Section 2.11 Specific Safety Rules

To ensure your safety, and that of fellow staff, visitors, volunteers, and patrons, all employees are required to observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the person is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear personal protective equipment.
- Never pile or stack materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- **KEEP YOUR WORK AREA CLEAN.**
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe **NO SMOKING** regulations.
- Shut down your machine before cleaning, repairing, or leaving. Remove the ignition key when not in use.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers and/or pull stations.
- Keep storage at least three foot from electrical panels, hot water tanks, furnaces and any other heat sources. Keep storage at least 18 inches below sprinkler heads.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any **UNSAFE** condition or acts to your supervisor.
- **HELP TO PREVENT ACCIDENTS.**

- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance. Practice good ergonomic techniques.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place and position.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Place trash and paper in proper containers and not in cans provided for cigarette butts or hot coals.

Section 2.12 Housekeeping

1. Work areas will be kept clean and orderly at all times.
2. Apparel such as boots, coats, and umbrellas will be stored in designated areas.
3. Prior to the end of the workday, all tools and equipment will be inspected, cleaned and stored. All items, papers, or information of value must be properly secured.
4. Non-work materials, such as posters, signs, pictures, and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

Section 2.13

Back Safety, Lifting, and Ergonomics

Back injuries can be very painful, cause a lot of suffering, very expensive, and are a leading cause of lost time from work. The District believes that it makes sense to do whatever one can to prevent injuries to the back.

Back injuries can be caused in a number of ways. Lifting something that is too heavy or lifting in the wrong way can cause injury to the back. Poor posture, excess body weight, and poor physical condition can create back problems too. Also, the natural aging process seems to be responsible for development of back problems.

A list of some tips for lifting safely follows:

- Have you checked the object before you try to lift it?
- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Is the load you want to lift packed correctly?
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced.
- Is it easy to grip this load?
- Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- Is it easy to reach this load?
- You can be injured if you arch your back when lifting a load over your head.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- What's the best way to pick up an object?
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight.
- Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles.
- How can I avoid back injuries?

- Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- Don't overdo it--don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy.
- Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load.
- Avoid walking on slippery, uneven surfaces while carrying something.
- Don't rely on a back-belt to protect you. It hasn't been proven that back belts can protect you from back injury.
- Get help before you try to lift a heavy load. Use a dolly or a forklift if you can.

Ergonomics

The term “ergonomics” is derived from two Greek words: “ergon”, meaning work and “nomoi”, meaning natural laws. Ergonomists study human capabilities in relationship to work demands.

In recent years, ergonomists have attempted to define postures which minimize unnecessary static work and reduce the forces acting on the body. Adhering to the results of those studies can significantly reduce the risk of injury. The Park District believes that attempts should be made to adhere to the following ergonomic principles:

All work activities should permit the worker to adopt several different, but equally healthy and safe postures.

Where muscular force has to be exerted it should be done by the largest appropriate muscle groups available.

Work activities should be performed with the joints at about mid-point of their range of movement. This applies particularly to the head, trunk, and upper limbs.

In addition, in April 2002, US Secretary of Labor, Elaine L. Chao unveiled a comprehensive approach to ergonomics designed to quickly and effectively address musculoskeletal disorders (MSDs) in the workplace. OSHA developed a four-pronged ergonomics strategy to meet this goal through a combination of industry-specific and task-specific guidelines, outreach, enforcement, and research.

Guidelines, OSHA will develop industry – or task-specific guidelines for a number of industries based on current incidence rates and available information about effective and feasible solutions.

Enforcement, OSHA will conduct inspections for ergonomic hazards and issue citations under the General Duty Clause and issue ergonomic hazard alert letters where appropriate.

Outreach and Assistance, OSHA will provide assistance to businesses, particularly small businesses, and help them proactively address ergonomic issues in the workplace.

National Advisory Committee, OSHA will charter an advisory committee that will be authorized to, among other things, identify gaps in research to the application of ergonomics and ergonomic principles in the workplace.

GENERAL ERGONOMIC RISK FACTORS AND ASSESSMENT CHECKLIST

RISK FACTORS

The following are guidelines for activities that should be *limited or restricted*.

Forceful exertions: lifting, pinching, grasping, pushing, pulling, and carrying.

Lifting:

- Lifting to or from below the knees.
- Lifting to or from above the shoulders.
- Lifting an item that weighs more than 100 pounds.
- Lifting an item that weighs between 50 - 100 pounds.
- Lifting an item that is large or awkwardly shaped.

Push/Pull:

- Pushing or pulling a heavy object(s) without use of a cart, dolly, or other mechanical assistance.
- Pushing or pulling a heavy object(s) without use of a handle(s) or secure handholds.

Carrying:

- Carrying with one hand
- Two-hand carry for more than 25 feet
- Carrying performed more than five times per day
- Carrying performed while climbing on a ladder or other equipment

Postures: awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

Awkward Postures:

- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time
- Working with hands above shoulders for prolonged periods of time
- Looking up or down for prolonged periods of time
- Working with the neck or trunk twisted for prolonged periods of time
- Working with the wrist in a bent position for prolonged periods of time
- Working with the arms extended for prolonged periods of time

Contact stress: leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

Contact Stress:

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects

- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

Repetition: performing the same motion, or series of motions, over and over.

Repetition:

- Performing a task more than 100 times per day
- Performing a task between 50-99 times per day
- Performing a task between 25-50 times per day
- Performing a task between 1-24 times per day (heavy objects)

General Risk Factors: use of tools that vibrate, use of personal protection equipment

General:

- Employees observed using required PPE while performing the task
- PPE items are in safe, usable condition

ERGONOMIC ASSESSMENT CHECKLIST

Agency _____
 Job Task: _____
 Completed by: _____

Department: _____
 Job Location: _____
 Date: _____

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
FORCEFUL EXERTIONS		
LIFTING (if no lifting is required, proceed to push/pull)	Y	N
Does the task require lifting to or from below the knees?		
Does the task require lifting to or from above the shoulders?		
Does the item lifted weigh more than 100 pounds?		
Does the item lifted weigh between 50 - 100 pounds?		
Does the item lifted weigh less than 50 pounds?		
Does the item lifted have handles?		
Is the item large or awkwardly shaped?		
Does staff demonstrate proper lifting technique?		
Has staff been instructed in proper lifting technique?		
PUSH/PULL (if no pushing or pulling is required, proceed to awkward postures)	Y	N
Can the employee use a cart, dolly, or other mechanical assistance to move the item(s)?		
If mechanical assistance is available, is it used?		
Does the item being pushed or pulled have a handle or handles?		
If mechanical devices are available, are they in safe, working condition?		
CARRYING (if no carrying occurs, proceed to awkward postures)		
Does the task require carrying with one hand?		
Does the task require a two-hand carry for more than 25 feet?		
Is carrying performed more than five times per day?		
Is carrying performed while climbing on a ladder or other equipment?		
POSTURES		
AWKWARD POSTURES (if awkward postures are not common, proceed to contact stress)	Y	N
Identify the awkward postures observed for this task from the list below.		
Prolonged bending at the waist		
Kneeling on one or both knees for prolonged periods of time		
Working with hands above shoulders for prolonged periods of time		
Looking up or down for prolonged periods of time		
Working with the neck or trunk twisted for prolonged periods of time		
Working with the wrist in a bent position for prolonged periods of time		
Working with the arms extended for prolonged periods of time		
Have employees been instructed in reversal-of-posture exercises?		
CONTACT STRESS		
(If contact stress is not common, proceed to repetition)		
Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

ERGONOMIC ASSESSMENT CHECKLIST (Continued)

REPETITION <i>(If repetition is not involved, proceed to personal protective equipment)</i>	Y	N
Is the task performed more than 100 times per day?		
Is the task performed between 50-99 times per day?		
Is the task performed between 25-50 times per day?		
Is the task performed between 1-24 times per day?		
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
Is there a policy on the use of PPE?		
Was/were the employee/employees utilizing PPE when the injury occurred?		
Would injury have occurred if PPE had been used?		
If required, are employees observed using required PPE while performing the task?		
Are PPE items in safe, usable condition?		
Using the information above, the supervisor should identify a task that is leading to injuries. Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		

Section 2.14

Ladder/Scaffold Safety

Although there is always a risk in working on elevated areas, it is a fact that the vast majority of accidents involving ladders result from the failure to exercise care. Proper training, as well as routine inspections and maintenance, can substantially reduce the number of ladder-related injuries.

Scaffolding

- All scaffolding that is elevated 10 feet or more must be equipped with a safety railing.
- All scaffolds must be equipped with a toe board to eliminate the possibility that tools or debris will be kicked or pushed onto people below.
- A scaffold must be designed to support four times the weight of the workers and the materials resting on it.
- Scaffolding components that are not designed to be compatible should not be mixed.
- Inspect all scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown.
- When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade.
- Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding.
- Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.

Ladders

- Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose feet and rungs, and defects.
- Ladders should be inspected immediately after unintended falls from significant heights or vehicles.
- Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level.
- Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.
- When using an extension ladder, use the "4-to-1" rule: For every 4 feet of height, move the bottom of the ladder 1 foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.
- Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.
- Never use a ladder outdoors during inclement weather or on very windy days.

- Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder.
- Always use the appropriate ladder for the task.

Section 2.15 Electrical Safety

Electrical safety awareness and compliance with Park District policy is for your protection. It is an important part of employment activity. Safe work practices require knowledge of all potential hazards, and the application of safeguards and precautions that effectively minimize the risks these hazards create. If you do not know or understand the hazards associated with work or the equipment you are using, stop the work and ask your supervisor for guidance in developing safe work practices that minimize the hazards involved.

Non-commercial equipment, including modified commercially manufactured equipment, must have appropriate engineered safeguards and must also be reported (e.g., as part of a safety assessment) to your supervisor in advance and made available for inspection, testing, and approval prior to use.

YOU ARE RESPONSIBLE FOR YOUR ELECTRICAL SAFETY!!

- Be observant.
- Remember to use “Lock Out, Tag Out” procedures.
- Report any electrical work that needs to be done.
- DO NOT attempt electrical work if you are not QUALIFIED and AUTHORIZED.
- Recognize electrical hazards and exercise safe work practices
- Prevent trip hazards - Do not run extension cords on the floor unless properly covered. It is suggested that cords be run overhead, 7 foot minimum where practicable. Avoid using a flammable material to cover extension cords.
- Extension cords are TEMPORARY.
- Prevent overloading - DO NOT overload multi-plugs. DO NOT plug extension cords into extension cords.
- Prevent shock - Do not use damaged or frayed cords. Do insure that cords have a ground pin. Do use Ground Fault Circuit Interrupters (GFCI) when using electric hand tools. DO NOT use metal ladders when working around electricity. DO NOT touch exposed wiring and report to your supervisor.
- Recognize your hazards - as part of your orientation, you will be briefed on potential hazards and precautions of the equipment you will be working with.

LOSS PREVENTION METHODS

Section 3.1 Prevention & Reduction Program Overview

Risk management is the identification, appraisal, and prevention or minimization of exposures to accidental loss for an organization or individual. Since risk offers not only the opportunity for growth but also for harm, risk managers must predict and prevent or control any potential harm. Risk management is essential for agencies to avoid costly mistakes and business losses. The practice of risk management utilizes many tools and techniques, including insurance, to manage a wide variety of risks facing any entity, from the largest corporation to the individual. The term "risk management" has usually referred to property and casualty exposures to loss but recently has come to include financial risk management.

Risk management is dedicated to provide participants, volunteers, staff, and visitors with a safe, healthy, and functional environment for living. The main goal is to provide and maintain an environment that will enhance and support the mission and goals of the District.

Exceptional service is an essential component and goal of all departmental undertakings.

Section 3.2 Basic Tools of Risk Management

There are four basic tools of risk management:

- Avoidance
- Retention
- Loss Prevention and Reduction
- Transfer (to another entity)

Avoidance: Many times it is not possible to completely avoid risk but the possibility should not be overlooked. For example, at the height of severe weather, park maintenance may not release vehicles for travel until the weather begins to clear, thus avoiding the risk of auto accidents.

Retention: It may be determined that it is more practical to retain a risk even though other methods of handling the risk are available. For example, a district retains the risk of loss to fences, signs, gates and light poles because of the difficulty of enumerating and evaluating all of these types of structures. When losses occur, the cost of repairs is absorbed by the district maintenance budget, except for those situations when collection from a negligent third party is possible.

Loss Prevention and Reduction: When risk cannot be avoided, the effect of loss can often be minimized in terms of frequency and severity. For example, a district may encourage the use of security devices to reduce the risk of theft or damage by vandalism.

Transfer: In some cases risk can be transferred to others, usually by contract or agreement. When outside organizations use district facilities for public events, we require that they provide evidence of insurance and name the district as an additional insured under their policy, thereby transferring the risk from the district to the user.

Section 3.3 Managing Loss Control

As one assesses each possible hazard consider the **E**quipment, **M**aterial, and **P**eople involved. Question how the equipment was selected, arranged, used, and maintained. Question how material was selected, placed, handled, and processed. If the problem involves an issue with people, review how each person was selected, placed, trained, and led. These questions will identify factors that need to be explored further.

E/M/P is a crucial starting point to focus on the elements of operational safety problems or issues. Since the objective of this entire process is to control safe operations, this understanding is an essential first step.

The Six Ws

The **E/M/P** process enables a supervisor to better understand a job by breaking it down into its components. But **E/M/P** is only the first stage of the investigation. To identify the responsible condition that gave rise to the operational safety problem or issues, the facts must first be obtained. Once one has gathered the facts, a supervisor can identify the responsible condition or conditions and turn to the important challenge of developing methods to eliminate and control hazards. The way the facts can be obtained is by asking specific questions.

Why?	Why is It Being Done? Is It Necessary?
What?	What Useful Purpose Does It Serve?
Where?	Where Should It Be Done?
When?	When Should It Be Done?
Who?	Who Is The Best Qualified Person To Do The Job?
How?	How Can It Be Done Better, Easier, Safer?

Begin with the **WHY** question. Why is it necessary to do whatever it is that is being done that has led to the possible safety hazard? If the answer turns out to be that it is, in fact, not necessary, then whatever is being done that led to the safety hazard can - and should - be eliminated. In that case, the questioning need go no further and a job safety hazard has been resolved.

The second question—closely related to the first—is the **WHAT** question. What useful purpose does this task or procedure serve? If it doesn't serve a useful purpose, then eliminate it and the potential hazard

WHERE should it be done safely? Should it be moved? Rearranged? Reorganized?

WHEN should it be done safely? Is it an issue of timing? Should it be rescheduled?

WHO is best qualified to do the job safely? Is the right person doing the job?

And finally, the last "W" (which actually ends in W) is the **HOW** question. How can it be done better, more easily, more safely?

These six W's are the nuts and bolts of the safety analysis process. These are the questions a supervisor must ask to ascertain the responsible condition for the job safety. **WHY** and **WHAT** help determine whether the condition is necessary, useful and safe. If it is not, it can be eliminated without further questioning. **WHERE**, **WHEN** and **WHO** help in combining and rearranging necessary details for safety, and **HOW** helps to simplify the job and determine the best way to do it.

Section 3.4 Loss Prevention & Reduction Tools

There are many tools that safety professionals use to minimize risk and hazards in the workplace environment; written safety programs, safety training, job hazard analysis, and others that are part of a successful safety program.

Written Safety Programs

Up-to-date procedures and policies are an integral part of making sure the agency is current with rules, regulations, and laws pertaining to safety and risk management. It is vitally important that management keeps employees informed of any changes.

Safety Training

Up-to-date safety procedures and training sessions are an integral part of our continuing training. These efforts help keep safety on the forefront of every project and ensure that each team member makes safety a conscious part of their everyday work routine.

Hazard Analysis

As a standard procedure in project management, we analyze each phase of the project to identify any possible safety issues. These issues, if any arise, are dealt with beforehand so as to not endanger the team or slow down the project.

Equipment Inspections

Close inspection of on-site equipment is a normal part of our workday. These inspections help detect any possible malfunctions in machinery, as well as ensure that all safety features are working property.

Signage

Since eliminating the hazard is often not possible, the second best method is to place physical barriers between the public and the hazard, and to install effective safety signs to alert the public of the potential hazard.

Section 3.5 Written Safety Programs

Written programs are required for many major IDOL/OSHA regulations and other rules, regulations and laws. An effective written program ensures that a workplace-specific plan has been put together, and provides for the safety of employers, supervisors, and employees within safety and health programs. Written programs establish responsibility, and create basic procedures outlining the company's plan to comply with the regulation to which the written program applies.

It is important to remember that every activity or plan included in a written program is, in essence, a promise to be fulfilled. Therefore, for instance, if your written program states you will conduct training on an annual basis, and training is instead conducted every two years, your company could be open to a citation for having violated its own internal policies. Because of this, a general rule of thumb for written programs is to include only what must be included in order to achieve compliance, and avoid quantified or specific terms such as "yearly," instead using generalized terms such as "periodically." Under this plan, your district works to protect its workers, but is allowed a bit of flexibility.

The written program does not have to be lengthy or complicated, and many employers may be able to rely on existing written programs or the use of templates in order to create written plans.

It is essential that all staff be cognizant of and trained in district policies and procedures. Employees should sign off on receiving copies of all safety and personnel policies and updates, manuals and other information required to safely and properly perform their job.

Section 3.6 Safety Training

Providing training to your staff and employees is a crucial part of having an effective safety and health program. In fact it may be the most crucial element. After all, a well-trained employee can be a much safer and more productive employee.

Each agency and department must establish a training program for your employees. Items to train your employees on include, but are not limited to: your safety program, their rights and responsibilities, and mandatory training based on the OSHA regulations and State of Illinois statutes. The written safety program must include an explanation of your training policy and procedures, and should include who will do the training, when and how often training will be completed, a list of the training required for your activities, how the training lesson plan will be maintained, and how the training records will be maintained. All employees must be trained on the written workplace safety program and the rights and responsibilities pamphlet per Illinois law. Additionally, employees should be trained in the hazards of their operations and how to reduce the hazards. Training is to be conducted particularly in areas where there have been recurring injuries. All training programs, however, need to address the following basics:

- The specific policies and procedures contained in your written workplace safety program.
- The specific training requirements of any applicable regulation or statute.
- Frankfort Square Park District's general safety rules and Personnel Policy Manual.

Since training is based on the hazards of each operation, each department will have different requirements to address. Working with the Frankfort Square Park District Safety Coordinator or Risk Manager, and the Park District Risk Management Agency (PDRMA), may help identify specific training needs.

Training is a continuous process. Make sure that you develop procedures that address the various times and circumstances under which training is needed, including:

- Before initial assignment.
- Whenever processes, procedures, equipment, or materials are changed.
- Mandatory retraining which may differ for many regulations: annual, every three years, etc.
- When employee performance or behaviors indicate that additional training is needed.

Each agency and department will need to maintain documentation of the training that is conducted. The length of time that you will need to keep training records will vary depending upon the specific regulation that requires the records. However, the three-year retention period required by Illinois law must be adhered to as a minimum.

Section 3.7 Hazard Recognition

The Frankfort Square Park District realizes the potential severity of job tasks may contribute to loss and exposure. To reduce or eliminate these risks there are some procedures and policies that the District has adopted.

The recognition of hazards is one of many safety standards that can contribute to eliminating and/or avoiding personal injury to employees or patrons and property damage from occurring. Hazard recognition is a valuable loss prevention activity designed to minimize unsafe acts, contain risks, and control unsafe conditions. By recognizing hazards it is less likely that Park District employees will experience injury and/or work interruption or that the District will suffer property damage. Department heads and personnel at all levels of the District will take a part in identifying and addressing hazards as a means of loss prevention.

Hazards will generally fall into one of two categories, physical and behavioral. Physical hazards are risks that are visible and tangible and have the potential to cause injury to individuals or damage to District assets. For example, a hole that is discovered in a game field, a tree branch that is cracked and overhanging a playground, an object being placed in one's path or near a doorway, or a flammable product being left in the vicinity of a combustible source.

Behavioral hazards are acts or omissions by individuals that have the potential to cause injury to individuals or damage to District assets. For example, an employee neglecting to cordon off an area when performing tree-trimming work, or an employee being witnessed not properly using a power tool or an office employee who overloads an electrical outlet in order to provide additional temporary power to their workstation.

Whether a hazard is classified as physical or behavioral, they can typically be associated with work errors and/or misjudgments. Work errors and/or misjudgments can and do occur in each and every department work environment. Not all work errors and subsequent hazards result in injury, however, the potential will always be there unless the condition or accepted behavior is addressed and altered.

When an employee observes unsafe acts or conditions within all areas of the District, a Hazard Recognition form should be completed and turned into the employee's immediate supervisor. These forms, upon completion, are submitted to the Safety Committee for review and follow up should it be required. Finally, all Hazard Recognition forms will be filed for future reference.

HAZARD CONTROL METHODS

Once hazards are identified, they must be controlled and or eliminated using various control methods. Exposure to hazards should be prevented or controlled by using engineering controls wherever feasible and appropriate. When engineering controls are not feasible or appropriate, administrative controls, work practice controls, and personal protective equipment must be used.

When new equipment or products are purchased, where safety and health issues are involved, the department supervisor should also consult with the safety committee to review applicable safety requirements and potential safety problems that could arise from a new process or piece of equipment. The department strives to work with supervisors and employees to provide appropriate equipment so the assigned tasks can be completed in the safest manner possible.

Input and suggestions are welcome from all employees.

Engineering Controls

Engineering controls, if feasible, should be the first consideration for injury prevention.

The purpose of an engineering control is to eliminate and/or reduce hazards through job re-design. Many engineering controls increase productivity in addition to making the job easier. A few common examples of engineering controls include:

- Ventilation systems to eliminate or reduce atmospheric hazards.
- Machine guarding to prevent contact with dangerous machine parts.
- Ergonomic design controls to eliminate bending and lifting from repetitive job tasks.
- Material handling equipment to eliminate manual handling of awkward or heavy materials.
- Covering loud equipment with sound dampening material to reduce noise levels at the source.

Administrative Controls

Administrative controls are management-dictated policies to reduce exposures to hazards.

Administrative controls are the second line of defense against hazards. Common examples of administrative controls include:

- Scheduling more frequent, shorter rest breaks for repetitive tasks.
- Rotating workers more frequently through physically tiring jobs.
- Broadening or varying work tasks to offset ergonomic risk factors.
- Rotating workers more frequently to reduce exposure time to noise.

Work Practice Controls

Work practice controls reduce the likelihood of exposure to occupational hazards by altering the manner in which a task is performed.

Examples of work practice controls are hand washing immediately after wearing protective gloves or handling chemicals.

Personal Protective Equipment

Management enforcement and training on proper use of Personal Protective Equipment (PPE) is extremely important in the risk management of various hazards. Examples of PPE include safety glasses, goggles, face shields or masks; aprons or gowns; gloves; hard hats; hearing protection; respirators and dust masks; and rubber boots. When selecting PPE, ANSI standards are used as acceptable performance guidelines. Personal protective equipment must be provided in the appropriate size and fit. Employees in the district and park areas are responsible to make sure that the equipment is properly inspected, maintained, repaired, cleaned, and replaced.

The CORE 6 Strategy

The CORE 6 Strategy consists of basic safety concepts that can be used for work and home. Employees are encouraged to incorporate the concepts into daily routines to prevent injury and feel better at the end of the day.

Remember these concepts:

EQUIPMENT

- Do you have the correct equipment?
- Will additional equipment make the job safer?

30 SECOND SITE SAFETY WALK THROUGH

- Have you conducted the walk through?
- Have you removed or corrected any safety hazards?

PERSONAL PROTECTIVE EQUIPMENT

- Are you wearing the appropriate PPE?

3 POINTS OF CONTACT

- Are you using 3 points of contact when climbing on or off equipment?

REVERSAL OF POSTURE / STRETCHING

- Have you conducted warm-up stretches and/or stretched during breaks?

BEST PRACTICE LIFTING

Always remember to:

- Move straight up and down. Use your legs and limit bending your back.
- Keep your elbows close to your body. Try not to reach.
- Move your feet. Minimize twisting your body.

30-Second Site Safety Walk-Through Policy

Every job site and job task has the potential for safety hazards. In addition, specific jobsite operations also provide unique challenges in preventing employee/volunteer injury. To reduce or eliminate the risk of injury, all employees shall conduct a 30-Second Site Safety Walk-Through prior to beginning a job task. To do this, employees and volunteers should pause for 30 seconds before starting a work task or activity and reflect upon the potential job safety hazards or concerns that relate to the job at hand. Due to the unique nature of each jobsite and task, an employee should consider hazards associated with their specific jobsite or task.

The purpose of this policy is to identify job tasks that require a 30-Second Site Safety Walk-Through and establish protocols for implementing the 30-Second Site Safety Walk-Through.

This policy applies to all full-time, part-time, volunteers, and seasonal employees in all departments. Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor, Safety Coordinator, or the Risk Manager for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and Executive Director.

Before beginning a job:

Pause before you approach:

Ask yourself: "Are there any obvious potential safety hazards?" Generally, your first impression will be correct.

Observe your surroundings:

What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?

Observe the traffic in or around the worksite:

Will vehicle or pedestrian traffic cause a safety hazard or concern?

Protect yourself!

Should you be wearing personal protective equipment? Are you wearing the appropriate footwear to safely perform the job?

Consider the unknown:

What is unique about the site that may cause a safety concern? Will the equipment, materials or job task introduce safety concerns?

Note: Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through should be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task.

Develop an Effective Scanning Pattern

Employees are encouraged to develop an effective scanning pattern when performing tasks. Coupled with performing a 30-Second Site Safety Survey, most potential incidents can be avoided.

A scan pattern is a means, or procedure, by which you observe everything you need to see by starting at one point, moving visually about the area, checking applicable items systematically, and completing the pattern at the starting point. A scan pattern may be started anywhere, but it must be complete and continuous. Initially, your scan pattern may feel uncomfortable and forced. As your proficiency increases, you will scan primarily from habit, adjusting your scanning rate and sequence to the demands of the situation or task. The entire scan pattern should take little time and no one item should fix your attention at the exclusion of another. It cannot be overemphasized that your level of training success will vary directly with your ability to develop and maintain a proficient, accurate, and expeditious scan pattern.

Effective scanning is vital in many jobs and tasks in a park district and recreation setting. Examples may include use of vehicles, equipment, and processes such as lifeguarding, day camp counseling, etc. Studies indicate that in most situations, a ‘new’ scan should be repeated every 15 minutes during a specific task.

360 Walk Around

It’s an amazing fact, but many people do not take the time to even walk around and inspect their vehicles, equipment, or work area with a simple 360 walk around. Nothing takes the place of a full 360 inspection to get a full perspective on whether the equipment or work area is hazard free.

Conducting a 360 Safety Walk Around is vital in a park setting where children are always present and where conditions change fast. Motor vehicles are dangerous places for kids, even when vehicles are not on the road. Children are injured or killed in and around vehicles each year. In 2007, about 2,000 children were injured by vehicles that backed over them and 99 children died. Even with sensory systems such as rearview cameras or beeping object detection devices, researchers found half of drivers still hit objects behind them. Minivans, SUVs, and trucks can have the biggest blind zones behind them, with the longest at nearly 70 feet. Blind zones also exist in front of vehicles where drivers cannot see small children, and injuries and deaths happen from vehicles pulling forward and hitting children too. The number of instances when drivers are distracted also increases the odds of someone getting injured by a vehicle.

What should an inexperienced or experienced walk around inspector look for and examine? First of all, look for obvious damage to equipment, rust or deterioration, fluid leaks, missing hardware or components, etc. Then determine if there are any potential slips, trips, and fall hazards or areas where visibility could be a potential issue. What about any other health or safety hazards?

3-Points of Contact Policy

Improperly entering and exiting (or mounting and dismounting) vehicles, trucks, tractors, buses, vans, trailers, ladders, stairs, or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the 3 Points of Contact for identified job tasks.

The 3 Points of Contact method is maintaining contact with **one hand and two feet** *or* **two hands and one foot** *at all times* when mounting or dismounting a vehicle or equipment. The 3 Points of Contact method forms a stabilizing triangle of contact.

The purpose of this policy is to identify job tasks that require the use of a 3 Points of Contact Procedure and to establish protocols for carrying out a safe 3 Points of Contact method.

This policy applies to all full-time, part-time, volunteers, and seasonal employees in all departments who enter and exit any vehicle, or mount and dismount any type of equipment.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and Executive Director.

Job Tasks Required to Use 3 Points of Contact

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas: Administration, Recreation, Early Childhood, BAS, FAN, Golf Course, Maintenance, and Beautification and Natural Areas.

Entering/exiting and mounting/dismounting any equipment, including the following:

- Tractors, skid steers, trailers, pickup and dump trucks, mowers, golf carts, landscape utility vehicles and equipment, buses, and vans

Climbing up and down on any equipment, including the following:

- Ladders, stairs, playground equipment

This list is not all inclusive and will be updated as necessary. Employees are encouraged to use the 3 Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

Footwear Policy

Introduction

There are many injuries that can happen due to inappropriate footwear such as:

- Slips, trips, and falls.
- Inability to gain a stable base with your feet due to improper footwear.
- Inadequate traction due to icy, wet, worn, or slippery surfaces and equipment.

Even the simplest of tasks can cause injury if they are performed without appropriate footwear. This policy will minimize the risk of injury by defining appropriate footwear and identifying staff required to wear the appropriate footwear.

Footwear Policy

The purpose of this policy is to identify job classifications and job tasks that require a shoe as footwear for staff.

This policy applies to all full-time, part-time, volunteer, and seasonal employees, as well as volunteers who work for the district where appropriate footwear is required.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. Any exceptions to this policy shall be in writing and approved by the executive director.

Employees are responsible for wearing footwear appropriate for the job and conditions.

Types of Footwear

Definition: A “shoe” includes, but is not limited to the following:

- A shoe is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be “closed toe” and properly fitted. Bare feet, flip flops, clogs, sandals, and other similar open-toe footwear are not permitted. As defined by this policy, shoes are required in the course of your daily job duties as well as during training activities or drills. They should be considered part of your uniform requirement.

Required Shoes as Footwear

Areas where shoes will be required as footwear include the following job classifications and work areas:

- Administrative and Recreation Staff
- Recreation Program Instructors and Aides
- Camp Directors and Counselors*
- Concession Stand Staff
- Facility and Hall Monitors
- Golf Course Staff
- A La Cart Staff
- Parks/Maintenance Staff**

Note: Medical reasons to waive these requirements must be supported by a doctor’s certificate and presented to the Executive Director. A review of the doctor’s documentation and determination of potential alternatives will then be considered.

***Aquatic Exception** – while staff is working on the pad of the Splash Park and/or a swimming pool and wearing swimsuits or designated clothing with the intention of getting wet, alternative aquatic-appropriate footwear (e.g. sandals, aqua socks) is allowed. This exception does not extend to recreation staff while they travel to and from a swimming pool, play water games and activities, or monitor groups from the concrete area of the Splash Park.

****Parks/Maintenance Staff Foot Wear Policy**

Foot Protection

Employees are required to supply their own safe work shoe. All maintenance employees are required to wear appropriate work boots as determined by the department supervisor. Shoes other than work boots, such as sneakers/tennis shoes, will only be worn with the supervisor’s written approval. Employees shall not work barefooted or wear sandals.

Frankfort Square Park District Hazard Recognition Form

Park and/or Site: _____ Date: _____

Facility and/or Specific Area: _____ Time: _____

Observed By: _____ Title: _____

UNSAFE ACT	<i>Describe Observation (use reverse side if needed)</i>
Personal Protection Equipment	
Position of Person(s)	
Reaction of Person(s)	
Tools & Equipment	
Procedures or Orderliness	
UNSAFE CONDITION	<i>Describe Observation (use reverse side if needed)</i>
Chemicals	
Fire	
First Aid equipment	
Grounds	
Housekeeping	
Playgrounds	
Courts	
Fields	
Roadways/Parking Lots	
Paths/Sidewalks	
Structures (walls, supports, etc)	
Tools & Equipment	
Vehicles	

Risk Manager's Signature: _____ Date: _____

Referred to: _____ Date: _____

ACTION TAKEN	<i>Comments</i>
<input type="checkbox"/> Per Your Request	
<input type="checkbox"/> Work Order	
<input type="checkbox"/> Employee Training	
<input type="checkbox"/> No Action (<i>Reason</i>)	

Copies: Observer, Risk Manager, Follow-up Source

Adopted: _____

Updated: _____

Section 3.8 Inspections

One of the most important aspects of any effective safety program is the implementation of a comprehensive self-inspection program. Periodic and random inspections of buildings, grounds, and equipment help identify and correct hazards before an incident or injury occurs. In addition, documented self-inspection reports verify our commitment to the safety of program participants, volunteers, and employees. Substantial emphasis will continue to be placed on inspection categories to ensure that the basis for an effective loss control program will not be lost. However, more focus will be placed on individual goals than in the past. In other words, now that a strong loss control foundation has been built, it is appropriate to begin focusing on other portions of the program. A good self-inspection program is essential to an ongoing loss prevention program.

Section 3.9

Signage

Safety signs must be more than just legible. According to ANSI® standard Z535, safety signs must effectively get the public's attention, identify the hazard and the severity of the hazard, inform the public of what actions are necessary to avoid the hazard, and inform the public of the probable consequences of not avoiding the hazard. If eliminating the hazard is not possible, the second best method is to place physical barriers between the public and the hazard and to install effective safety signs to alert the public of the hazard.

Temporary Signs

Certain operations may require the use of temporary visual warning. One of the most familiar is the "wet floor" sign placed by custodians. OSHA requires that if work exposes energized or moving parts that are normally protected, danger signs must be displayed and barricades erected, to warn other people in the area.

Employee protection in public work areas

Before work is begun in the vicinity of vehicular or pedestrian traffic which may endanger employees, warning signs and/or flags or other traffic control devices must be placed conspicuously to alert and channel approaching traffic. At night, warning lights must be prominently displayed.

Signs are there to serve as a reminder or a warning to keep public alert and employees safe. Signs guide us on things that we should avoid so we can be vigilant about the possible dangers that we might have in our way. It is important that we make use of signs to be seen by anyone, and these signs have to be recognizable shape, size, and color. Signs should have the ability to speak to all walks of life because, we may not be aware but signs save lives every day.

ACCIDENT/INCIDENT & LOSS CONTROL

Section 4.1 Purpose

No one wants to have accidents. However, when one occurs we must learn why so that we may prevent recurrence. The idea is to find the root cause of the accident and implement corrective action so that the accident will not happen again.

1. Accident Reporting

In order to be able to investigate an accident you must first know that one has occurred. Thus, the first step must be to ensure that you have an efficient and clear accident reporting procedure. Be sure to explain who must do what and by when. Include both internal and external notification and reporting procedures.

2. Accident Investigation

You will need to explain your accident investigation procedures:

- Who will conduct the accident investigation?
- How will the information be collected? (Specify forms, etc.)
- What happens to the investigation report?

To investigate an accident properly, the following information must be obtained:

- Who was injured?
- Where or when did the injury occur?
- What was the injury?
- What part of the body was affected by the injury?
- What object, substance, exposure or bodily motion inflicted or contributed to the injury?
- How did the injured person come in contact with the source of injury?
- What hazardous condition or circumstance caused or permitted the occurrence?
- Where was the hazard?
- What unsafe act, if any, caused or permitted the occurrence of the event?

Generally, you will find direct, indirect, and root causes to any accident. The direct cause is the actual event or “unplanned release of energy or hazardous material.” The indirect causes may be the unsafe act, unsafe condition or a combination of the two that can tie back to training, supervision or disciplinary action. The root cause is usually related to poor implementation of management policies, procedure, or decisions or it could be from personal or environmental factors.

3. Corrective Action

After an accident has occurred, you will want to do everything within your power to see that it doesn't reoccur. You will need to develop procedures to promptly correct deficiencies and act on recommendations resulting from your accident investigations. Your accident investigation form should include not only suggested corrective action, but also what action was taken when.

Section 4.2 Goals & Objectives

Each agency and department is obligated to ensure that all accidents and near misses are reported promptly and concisely. Strategies to identify causative factors of accidents occurring within the district shall be established. Objectives of this program will be to:

Establish loss control analysis procedures for the identification of accidents occurring on Park District properties.

Establish procedures for the accurate investigation and reporting of all types of accidents involving employees and volunteers.

Establish procedures for the accurate investigation and reporting of all types of accidents involving participants and visitors while on park district premises.

Conduct appropriate analysis of accident data to enable the development of effective corrective measures or recommendations.

Section 4.3 Accident/Incident Reporting Procedure

Accident/incident reporting including the following but not limited to:

- Injuries (not involving an employee)
 - Lost or stolen items
 - Patron misconduct including, but not limited to: fighting, biting, hitting, behavior policy misconduct
- a. Staff is directed to use their best judgment at all times when making decisions regarding accidents. Staff, not the injured party, must decide when to call 9-1-1 for assistance and fill out the appropriate form(s). Do not hesitate to call 9-1-1 if your gut tells you to.
 - b. Accident/Incident Report forms are available at all facilities and should be completed for accidents and incidents involving participants. Accident/Incident Reports must be completed immediately following the accident/incident or as soon as possible thereafter, ideally within 24 hours.
 - c. Accident/Incident Reports must be filled out in their entirety and signed by the staff member who completed the form. The form is then routed as follows:
 - Supervisor
 - Safety Coordinator or Risk Manager
 - Safety CommitteeAny life threatening injury or injury requiring admittance to a hospital should be reported to the Executive Director immediately.
 - d. Staff is not to discuss any aspect of the accident/incident with any member of the public. Any questions regarding the accident/incident should be directed to the Executive Director.

Any injury to an employee while on duty no matter how small or severe must fill out a form 04 within 24 hours and be reported to your direct supervisor immediately. PDRMA must be notified within 24 hours of accident.

Accident/Incident Reports Forms are not to be shared with the public. These are internal forms and are attorney client privileged documents. These forms are not to be copied for the patron.

Accident reports for Frankfort Square Park District owned property damage should be routed and reviewed in the same manner as personal injury reports. Police must be called immediately for any vehicle accident with the exception of a Park District vehicle damaging district property; in that case, the Executive Director must be notified immediately. Procedures to be followed in the event of an accident will be placed in the glove compartment of each vehicle.

Property Damage reports must be submitted to the Executive Director for all property damage. If a vehicle accident results in personal injury, the police must be notified. Any serious/costly damage should be reported immediately to the Executive Director and pictures taken before any repairs are done. All major claims must be submitted to the Park District Risk Management Agency (PDRMA) promptly.

Section 4.5 Vehicle Accident Reporting Procedure

Procedure is documented in the Vehicle Accident Worksheet available in park district vehicles.

1. Stop vehicle in a safe place and shut off the engine. Turn on hazard flashers.
2. If safe, extinguish small fires. Do not allow smoking in the area.
3. Get assistance quickly and warn oncoming traffic with reflectors, flags, cones, flashlights, warning flashers, etc.
4. Administer emergency care to the injured (within the limitations of your training).
5. Call 911, and then call your supervisor. Supervisor will contact Executive Director.
6. Identify witnesses. Record their names, addresses, and telephone numbers.
7. Be courteous. Willingly show your driver's license and proof of insurance to police and other drivers.

Section 4.6 First Aid Treatment

Documentation should be filled out whenever first aid is administered by staff. Employees are to notify their immediate supervisors of what first aid supplies were used so containers and kits can be replenished on a regular basis. Depending on the type of first aid treatment administered, please fill out appropriate first aid logs or Accident/Incident Report forms.

Section 4.7

Frankfort Square Park District Medicine Distribution Policy

The Frankfort Square Park District recognizes that there may be times when the Park District may have to dispense medication during Park District programming. The following medication dispensing guidelines shall be followed by staff and patrons in order to dispense medication in a safe and efficient manner. For purposes of this Policy, the term "medication" shall refer to both prescription and/or over-the-counter medicine.

However, in order to minimize the administration of a medication during Park District programming, parents or guardians should first be asked if the person can be medicated prior to entering the program. This policy should only be utilized when it is absolutely necessary to administer medication to a child or patron during program hours and not as a convenience offered to patrons.

Procedures

I. Parental Procedures and Responsibilities

The parent/guardian **must**:

1. Complete the *Permission to Dispense Medication/Waiver and Release of All Claims* form;
2. Complete and sign the *Medication Dispensing Information* form;
3. Deliver all medication to the agency office in the original prescription bottle contained in a separate, clearly marked container which includes the person's name, medication, dosage, and time of day medication is to be given, along with any other necessary instructions;
4. In addition to the foregoing, the parent or guardian must verbally communicate with agency staff regarding specific instructions for medication.

II. Staff Medication Dispensing Procedures

Agency program staff **must**:

1. Ensure that the Permission and Waiver to Dispense Medication Form and Medication and Dispensing Information Form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication;
2. Ensure that only authorized staff accept medication which may include the Executive Director, Director, Director of Early Childhood Programming, Recreation or Athletic Supervisor, Lead Teacher, Day Camp Director, or other designated staff;
3. Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of unauthorized staff, other patrons, and children.**
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
5. Program staff responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.

7. Agency staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the agency's office and kept in a permanent file for at least three years at the conclusion of the program.

**FRANKFORT SQUARE PARK DISTRICT
PERMISSION TO DISPENSE MEDICATION FORM**

Child's Name:

Doctor's Name:

Office Phone:

Medication Name	Dose	Time of Day	Reason

How is the medication taken? (please check all that apply):

- whole
 chewed
 crushed
 with water
 without water
 mixed with food
 after eating
 other explain: _____

Dispensing and Storage Instructions:

Possible Side Effects:

Waiver & Release of All Claims

I give my permission to the staff of the Frankfort Square Park District to administer the medication listed above to my child.

I understand that it is my responsibility to give the medication directly to the program staff, in the original container(s), clearly labeled with the following information: pharmacy's name, doctor's name, patient's name, medication name, strength, and dosage instructions.

In all cases, the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Frankfort Square Park District to secure from any licensed hospital physician, and/or medical personnel, any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

In consideration of the Frankfort Square Park District administering medication to my minor child, I do hereby fully and forever release and discharge the Frankfort Square Park District and its officers, agents, servants, and employees from any and all claims I may have as a result of the Frankfort Square Park District staff assisting in the administering of medication to my minor child.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Frankfort Square Park District administering medication to my minor child, I do hereby fully release or discharge the Frankfort Square Park District, and its officer, agents, volunteers, and employees from any and all claims from injuries, damages, and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication form* and *Waiver & Release of All Claims*.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Parent/Guardian Signature:

Date:

Section 4.8 Accident/Incident Investigation Procedure

The following steps should be taken when investigating an accident:

Respond promptly - take control and administer first aid or call for help. Provide control to prevent secondary accidents from occurring. Identify sources of evidence and preserve the evidence. Determine the loss potential and notify the appropriate personnel.

2. Collect information. Follow the five P's:

<u>Position</u> -	Notice where everything was before, during and after the accident.
<u>People</u> -	Find witnesses. Involve supervisors and co-workers. Identify any trainers or technical experts that may aid the investigation.
<u>Parts</u> -	Get the physical evidence. Look for property damage, previous damage, labels, safeguards, signs, markings.
<u>Paper</u> -	If necessary, gather training records, maintenance logs, work schedules, inspection schedules, task procedures, inspection reports.
<u>Photos</u> -	If necessary, take photos of accident scene as soon as possible.

Analyze the cause - use cause and effect sequence, make a causal factor outline, examine the immediate causes, examine the underlying causes.

Develop and take action - for immediate causes fix immediately. For underlying causes redesign the process, revise training procedures, get different materials, and/or purchase protective equipment.

5. Report findings - report in writing to the proper department heads and the Executive Director. Do not give information to anyone else except the police.
6. Follow through - retrain employees, provide purchasing controls, have general inspections, prepare job analysis and procedures.
7. If staff is asked questions regarding an accident, refer all questions to the Executive Director or designated staff.

Remember:

- Almost all accidents are avoidable and will have: immediate causes - usually due to the acts or omissions of individuals; and underlying causes - usually a failure of management. Both are important and must be investigated. **Never waste an accident - the next one could be much worse.**
- The difficulty in achieving objectivity and accuracy without bias;
- That the investigator's behavior and questions will determine the availability and quality of evidence and influence the outcome of the investigation;
- The need for varying levels of detail and accuracy depending on circumstances;
- Personal limitations on expertise and the need for appropriate technical assistance in certain circumstances;
- The need to record information and evidence in an appropriate manner;
- Documents vary in their relevance, usefulness and reliability;
- That different people will give different versions of the same events;
- The need to distinguish fact from opinion and point of view;
- That personal accounts may differ from what is known to have happened; and
- That attitude and circumstances may influence individual interpretation of events.

Accident Incident Investigation Report

Person Completing the Report: _____

Title: _____ Department: _____

Date: _____ Signature: _____

SUPERVISOR'S INVESTIGATION AND RECOMMENDATIONS:

1. In your opinion, what action on the part of the injured party contributed to this accident?

2. In your opinion, did an unsafe act, condition or work procedure contribute to this accident?

Yes No If yes, what was it?

3. State corrective action(s) taken to prevent a repeat accident:

4. Has the injured person or their parent request the District to pay medical bills? Yes No
Are bills attached? Yes No

5. Do you expect this person or their parent to submit a claim? Yes No

6. Please attach: _____ Pictures* _____ Written statements
*Be sure to write the date(s) the photos were taken along with the name of the photographer on the back.

Signature of Department Head

Date

Signature of Agency Safety Coordinator

Date

Signature of Agency Executive Director

Date

SUPERVISOR'S INVESTIGATION AND RECOMMENDATIONS:

1. In your opinion, what action on the part of the injured party contributed to this accident?

2. In your opinion, did an unsafe act, condition or work procedure contribute to this accident?

Yes No If yes, what was it?

3. State corrective action(s) taken to prevent a repeat accident:

4. Has the injured person or their parent request the District to pay medical bills? Yes No
Are bills attached? Yes No

5. Do you expect this person or their parent to submit a claim? Yes No

6. Please attach: _____ Pictures* _____ Written statements
*Be sure to write the date(s) the photos were taken along with the name of the photographer on the back.

Signature of Department Head Date _____

Signature of Agency Safety Coordinator Date _____

Signature of Agency Executive Director Date _____

Section 4.9 Employee Incident

Employee Injury Report

Staff is directed to use their best judgment at all times when making decisions regarding accidents. Staff, not the injured party, must decide when to call 9-1-1 for assistance and fill out the appropriate form(s). Do not hesitate to call 9-1-1 if your gut tells you too.

Employee Injury Form 04 is available at all facilities and must be completed for all accidents and incidents involving employees. Employee Injury Forms must be completed immediately following the accident/incident or as soon as possible thereafter, but in all cases within 24 hours by the direct supervisor of the injured employee.

An injury to an employee while on duty must be reported to direct supervisor immediately and form 04 completed within 24 hours. PDRMA must be notified within 24 hours of injury.

Employee Injury Forms must be filled out in their entirety and signed by the direct supervisor of employee. The form is then routed as follows:

- Supervisor
- Safety Coordinator
- Executive Director
- Safety Committee
- PDRMA (ASAP)

Any life threatening injury or injury requiring admittance to a hospital should be reported to the Executive Director immediately.

Staff is not to discuss any aspect of the accident/incident with any employee or member of the public. Any questions regarding the accident/incident should be directed to the Executive Director.

If the injury is serious, the supervisor shall contact the emergency medical services immediately and accompany the employee to the hospital.

For less serious injuries, the injured employee may go to a physician of their own choosing. However, the employee must inform their supervisor of the injury and obtain authorization before they seek medical attention.

The employee shall provide the supervisor with the name and location of the medical assistance they will be using. The Park District has a working relationship with the following occupational medicine clinic. Employees are encouraged to use this clinic:

Physicians Immediate Care
21035 La Grange Road
Frankfort, IL 60423
Clinic Phone 815-534-1026

Any employee who seeks medical attention for a work injury must submit a return to work notice from the physician.

Handbook on Workers' Compensation and Occupational Diseases is available for employees seeking medical attention as a result of a work injury

Section 4.10 Modified Duty

The Park District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Park District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the Park District ("work-related injury").

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the Park District. These factors include, but are not limited to, the attitude and aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Park District to provide accommodation. Modified duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers compensation benefits and result in possible disciplinary action, up to and including dismissal.

Section 4.11 Return to Work Policy

To ensure that employees are returned safely to work after a work related injury, the “Return to Work Policy” shall be implemented. The policy establishes communication lines between the injured employee, the attending physician, the employee's supervisor and the Park District. The Park District will strive to return employees safely to work as quickly as is reasonably possible.

1. The employee shall provide the supervisor with the name and location of the medical assistance they received.
2. Based upon the evaluation of the injury, the physician shall determine the physical restrictions or limitations of the employee.
3. Based upon the physician's determination, the department head shall modify the employee's job tasks to ensure that the employee is well within the medical restrictions.
4. Specific attention shall be paid to the physician's prescribed length of time for modified work or restriction.
5. All medical records and reports shall be submitted to the Executive Director and kept on file.
6. Under the Illinois Workers' Compensation Act, the Park District may ask for a follow-up evaluation by a doctor of its choice.

Section 4.12 Record Keeping

Any reports you produce, or records you maintain, including all emails, are important to the administration of the Park District and they must be accurate and complete. All reports are property of the Park District and shall not be altered or discarded without authorization from the Executive Director.

EMERGENCY ACTION PLAN



815-469-3524

**Please see your supervisor for your department-specific
Emergency Action Plan**

OSHA & IDOL COMPLIANCE PROGRAMS

(Specific Information on OSHA Programs is located in the IDOL/OSHA Manual)

Section 6.1 IDOL (ILLINOIS DEPARTMENT OF LABOR) Inspections

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions."

Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Department of Labor is charged with enforcing the Act. This is accomplished through on-site inspections which are conducted by IDOL inspectors.

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

IDOL Inspection Dos & Don'ts

Preparation - Designate a management representative to be responsible for handling IDOL and other government investigations and inspections. Make sure that this individual is fully trained.

Know Your Rights - Know the rights employers have during an inspection. Decide as a matter of company policy how you wish to exercise those rights.

Credentials - Before permitting any inspection to proceed, always check the credentials of the government representative.

Purpose of Inspection - Before the inspection begins, ask the inspector to state the reason or basis for the inspection. Look for this reason on the inspection priorities form. The reason for the inspection will have an impact on how you choose to exercise your legal rights.

Professionalism - The event of an inspection can be stressful. While it is important to remember that you are representing management during the inspection, conduct yourselves in a completely professional manner. There is nothing to be gained from hostile or contentious behavior.

Accompaniment - Fully exercise your right to accompany the inspector. If there is more than one inspector, assign a like number of management representatives. Never permit an inspector to go through your facility unaccompanied by a management representative.

Notes - Take careful and complete notes of everything that happens during the inspection. Take the same measurements and photographs that the IDOL inspector is taking.

Don't Volunteer - Answer only the question put to you by the inspector. Provide only those documents specifically requested by the inspector. Don't volunteer information that is not requested or make statements about issues, matters, or conditions that are not covered by the question.

Documents - Provide documents that must be kept under OSHA regulations. Should other documents be requested, ask the inspector for the reason for the request, and consult with other management officials before agreeing to turn over the documents.

Listen - Particularly at the closing conference, listen to what the inspector has to say. Be careful about making commitments or promises to the inspector during such a conference.

Section 6.2 IDOL Inspection Procedure

1. The Illinois Department of Labor inspector(s) may or may not call to schedule an appointment. He/she may likely arrive unannounced.
 - The Agency Safety Coordinator or a trained designee is the person designated to meet with the IDOL inspector(s). The Executive Director or other designated staff may also be directly involved.
2. In all probability the inspector(s) will not reschedule the visit and has the complete authority to conduct the inspection regardless if District staff is available or not.
 - A chain of personnel designated to meet the inspector(s) shall be as follows: Agency Safety Coordinator, Executive Director, Frankfort Square Park District Risk Manager (if available), and Park Department Supervisor.
3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
 - Front desk and office personnel shall be instructed as to who the inspector(s) is to meet with. Credentials should be checked immediately verifying the authenticity of the inspector(s). If the inspector(s) refuses to show his/her credentials, take the necessary security precautions dictated by agency policy. The inspector(s) should abide by the same policies and procedures as any visitor.
4. The opening conference will most likely include a reason for the visit, a check-list and the inspector(s) will outline what records will be reviewed. A copy of the complaint is given if one is involved. Handouts of OSHA pamphlets are usually made available by the inspector(s).

A listing of where the records listed below will be kept because these documents must be made available to the inspector(s). Records may include:

- a) Safety training program/hazard communication program (Employee Right-to-Know)
- b) Current OSHA 300 log, Form 301 and Form 45's (PDRMA Form #4)
- c) Any prior IDOL inspection reports
- d) The Lock out/Tag out written program will be reviewed.
- e) Safety Programs will be checked to see if they are being observed.
- f) Equipment safety inspections
- g) Employee safety training records
- h) Emergency and fire evacuation procedures
- i) Other OSHA Compliance Programs may be reviewed.

It is advisable that staff create a cooperative environment and not one that is adversarial.

5. The inspection will then begin.
 - The District's designated staff person(s) shall accompany the inspector(s) and be present at all times. The route and duration of the inspection will usually be determined by the inspector(s) providing it does not interfere with programs or processes. Stay in control, coordinate and facilitate the actual inspection. The inspector(s) may take photographs/material samples and the District's designated staff person(s) should do the same for District records.

- The following OSHA standards may apply to the inspection: machine guarding, walking and working surfaces, housekeeping, aisles and passageways, means of egress, electrical safe work practices, flammable and combustible liquids/gases, hazardous waste operations, noise exposure, air contaminants, fire extinguishers and inspections, powered industrial vehicles, compressed air, hand and power tools, and welding and cutting operations.
6. The inspector(s) may solicit employee input at any time during the inspection and this may be done in private.
 - Employees are encouraged to participate when requested and should not “volunteer” information. Never give estimates if you do not have accurate information. You may be providing false information which is a criminal offense. What you say can and will be held against you.
 7. Minor violations shall be corrected if possible during the course of the inspection (housekeeping) etc.
 8. A closing conference will then be held to review any violations or conditions noted by the inspector. This is an opportunity for the designated staff person(s) to obtain further information and to bring those minor violations corrected during the inspection to the inspector’s attention and reduce the list of violations.
 - The District’s view of the situation and an abatement period should be thoroughly discussed.
 9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. A procedure and timeline to correct noted violations will be established. Violations may be classified as an Other Than Serious Citation, Serious Violation, Willful Violation and a Repeat Violation.
 - An “Other than Serious Citation” is for violations that are not a threat to cause death or serious harm.
 - A “Serious Violation” is when death or a serious physical harm could result, and the District knew or should have known about the hazard.
 - A “Willful Violation” is when the agency intentionally or knowingly commits a violation.
 - A “Repeat Violation” is where a previous violation citation has not been corrected.

Section 6.3 State of Illinois Required Postings

The following is a listing of required safety postings.

Notice to Employers and Employees

This poster includes the information needed for Wage Payment and Collection Act, Child Labor Law, Minimum Wage Law, Equal Pay Act, Victims' Economic Security and Safety Act, and the One Day Rest on Seven Act. It is required for all employers.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Fair Labor Standards Division
160 N. LaSalle Street, Suite C-1300
Chicago, IL 60601
312-793-2800
www.illinois.gov

Employee Classification Act of 2008

Provides that individuals performing services for construction contractors on or after January 1, 2008, are presumed to be employees of the contractor unless they meet certain criteria. This notice, in English, Spanish, and Polish, must be posted in a conspicuous place on each job site where those individuals perform services and in each of its offices.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Conciliation and Mediation Division
900 South Spring Street
Springfield, IL 62704
217-782-1710
www.illinois.gov

Occupational Safety & Health Act

This law provides workplace safety and health protections for public employees through enforcement of occupational safety and health standards and education about safe working conditions and occupational hazards.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Division of Occupational Safety and Health
900 South Spring Street
Springfield, IL 62704
217-782-9386
www.illinois.gov

Day and Temporary Labor Services Act

The Day and Temporary Labor Services Act provides for the regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and

temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law, and requires third party clients that contract with day or temporary labor agencies to verify that they are registering with the Department of Labor or face monetary penalties. Agencies must post this notice, in English or any other language generally understood in the locale of the agency, in the public access area of each work location or branch office.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Fair Labor Standards Division
160 N. LaSalle Street, Suite C-1300
Chicago, IL 60601
887-314-7052
www.illinois.gov

Pregnancy Rights Notice

Public Act 98-1050 requires all employers in Illinois to post in a conspicuous location on the premises of the employer, where notices to employees are customarily posted, a notice prepared by the Department of Human Rights regarding an employee's rights regarding pregnancy in the workplace and an employer's obligation to accommodate pregnancy.

This poster is available on the Illinois Department of Labor web page www.illinois.gov

Workers' Compensation Notice

Illinois law requires all employers to post this notice in a prominent place in each workplace. This one-page poster briefly explains employees' rights and responsibilities if there is a work-related injury. It also has a place to list the employer's insurance carrier or the person who administers workers/compensation claims.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Workers' Compensation Commission
100 W. Randolph Street Suite 8-200
Chicago, IL 60601
312-814-6611
Toll-free 866-352-3033
<http://www.iwcc.il.gov/icpnFORM.pdf>

Unemployment Insurance Benefits Notice

This poster explains how to file a claim, benefit amounts, and taxation on benefits. It is required of all Illinois employers.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Employment Security
33 South State Street
Chicago, IL 60603
312-793-4880 or 800-247-4984
<http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/Notice.pdf>

Emergency Care for Choking

The poster explains emergency care for conscious and unconscious choking victims. It has a place to list an emergency phone number. While it must be posted in every food service facility, it could help if your employees eat on the premises.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Public Health
Division of Emergency Medical Services and Highway Safety
525 W. Jefferson Street
Springfield, IL 62761
217-785-2080
<http://idph.state.il.us/about/choking.htm>

Smoke Free Illinois Act

Examples of signage that meets the requirements of the Smoke-Free Illinois Act are available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Public Health
Division of Emergency Medical Services and Highway Safety
525 W. Jefferson Street
Springfield, IL 62761
217-782-3300

FEDERAL POSTERS

All Wage and Hour Division (WHD) Workplace Posters

- **Equal Employment Opportunity**
- **Minimum Wage – Overtime – Child Labor (WH 1088)**
- **Employee Polygraph Protection Act (WH 1462)**
- **Family Medical Leave Act (WH 1420)**
- **Federal Government Contracts (WH 1313)**
- **Federally Financed Construction (WH 1321)**

The five United States Department of Labor posters are available from www.illinois.gov or:

United States Department of Labor
Wage and Hour Division
230 S. Dearborn Street, Room 412
Chicago, IL 60604
312-596-7230
www.dol.gov

Occupational Safety & Health Act (OSHA 2203)

The OSHA poster explains the requirements of the Act. It is required of all employers covered by the federal OSHA law (private sector employees). There is no state plan poster (public sector employees) in Illinois.

The poster is available from www.illinois.gov or:

OSHA Publications
230 South Dearborn, Room 3244
Chicago, IL 60604
312-353-2220

Veterans' Employment and Training Service (VETS)

The VETS poster explains the requirements of the Act, and is available from www.illinois.gov or:

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington DC 20210
1-866-4-USA-DOL

Hazard Communication

The Occupational and Safety Health Administration (OSHA) required employers to provide employees with information on all chemicals used in each facility. Any employee wishing to gain additional information regarding which chemicals are used may contact the Superintendent of Parks. In addition, a binder containing Safety Data Sheets (SDS) is located in each facility. Hazard communication training will be held annually for staff working with chemicals.

**Frankfort Square Park District
Safety Manual Acknowledgement Form**

Employee's Name: (please print)

I acknowledge having received and read a copy of the Safety Manual and I agree to abide by its contents. I further agree to contact my supervisor if I do not understand or have questions about the Safety Manual, and understand that policies and statements may change from time to time, and that updates will be made available to me.

Employee's Signature:

Date:

Please return to the Safety Coordinator