

Risk Management Policy and Procedure Manual

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SAFETY POLICY STATEMENT

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

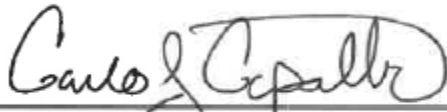
It is the intention of the Plainfield Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a matter of continuing concern. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.



**William Thoman, President
Board of Commissioners**



**Carlo J. Capalbo, MPA, CPRE
Executive Director**



**Paul Crisman, CPSI, CPRP
Risk Manager**

**June 12, 2024
Date**

OVERVIEW

The main goal of this manual is to provide everyone involved with the District the vital safety and wellness information that is needed to continue providing safe recreational facilities, programs and services for the public, our co-workers and ourselves.

The manual is organized on various safety and wellness topics. It is your responsibility to read this manual and if you should have any questions, see your immediate supervisor. You are expected to keep this manual as a reference guide for future use. Your immediate supervisor or manager will utilize and refer back to this manual throughout the year to refresh your training as well as update you and your co-workers on the various risk management and safety topics.

The manual will be updated as new information or topics arise. If this should happen, your immediate supervisor will coordinate any new information to you.

If you should have any questions, please contact your immediate supervisor, the Risk Manager, Wellness Ambassador (the "Ambassador") or a member of the Committee. The current Committee members are listed in Appendix A of this manual.

SECTION 1.00 - RISK MANAGEMENT AND WELLNESS

1.01 Policy

It is the intent of the Plainfield Park District (the "District") Board of Commissioners (the "Board") to establish a Risk Management and Wellness Policy, which will provide the safest environment possible for employees and users of the District. The Executive Director shall provide all management direction necessary to implement a successful all-around safety program for employees and park users.

1.02 Mission

The Plainfield Park District (the “District”) is concerned for the safety and wellness of its employees and the patrons it serves. We acknowledge obligation as an employer to provide the safest possible working conditions. We also acknowledge the obligation as a District to provide a safe environment for the public that uses our facilities, parks and services.

The overall goal of a Risk Management Program is to “improve the safety of the work environment and that of the general public”.

The mission of the Risk Management and Wellness Committee (the “Committee”) is to:

Provide support to enhance the District’s Risk Management and Wellness program and maintain safety throughout our buildings, parks and facilities to protect all staff, volunteers and patrons, while creating a culture of safety and wellness in all aspects of operations.

1.03 Committee Purpose

The purpose of the Committee is to improve safety and wellness at the facilities, programs, events and grounds for both patrons and employees. The Committee is responsible for making recommendations on how to improve safety and wellness in the workplace. The Committee is in place to help make safety and wellness activities an integral part of the District's operating procedures, culture and programs. The Committee reviews accident / incident reports and inspection forms. The Committee meets on an established date of every month. Committee meetings are open to all employees. If you should have any safety concerns that you wish to address with the Committee, please contact the Coordinator or one of the Committee members.

1.04 Committee Rules

The Committee meetings will be conducted in such a manner as to foster a productive working environment. The principal goal is to determine solutions to safety issues affecting our staff and volunteers.

The following rules apply:

- 1) Eight (8) Representatives from the following departments will be represented as part of the Committee:
 - Risk Manager
 - Human Resources Manager (Wellness Ambassador)
 - Administration
 - Parks
 - Recreation
- 2) The Coordinator shall select the members of the Committee
- 3) The length of the membership on the Committee is one year
- 4) Promote safety by leading by example
- 5) The Risk Manager will serve as the chairperson, will facilitate meetings and lead the Committee. The primary responsibilities of the chairperson are:
 - Create a meeting agenda and distribute one week prior to each meeting
 - Coordinate and communicate meeting location and conduct orderly meetings
 - Establish deadlines for Committee actions
 - Provide appropriate and timely follow-up to Committee recommendations
 - Provide a summary of Committee actions and completed items
 - Serve as the liaison between the Committee and the Executive Director
 - Promote safety by leading by example
- 6) The primary responsibility of the secretary is:
 - E-mail minutes from meetings within 20 working days following the meeting to each member of the Committee
 - Promote safety by leading by example
- 7) The Committee meets on an established date of every month. The dates, times, and locations will be determined annually by the Risk Manager. Committee meetings are open to all employees.
- 8) Each meeting will be for a one-hour time-period. If necessary, time limits will be set on selected topics.

- 9) Old business will be tracked until resolved.
- 10) Safety topics covered and discussed at the meeting should address the nature of the potential safety hazard. Unsafe actions or conditions that pose serious or immediate harm should have priority in the discussion and on the agenda.
- 11) All committee members receive the following minimum training:
 - Roles of Committee
 - Accident Investigation
 - Accident reporting procedures
 - PDRMA Orientation
 - Statement of Admission
 - How to identify unsafe actions/behaviors
 - How to respond to unsafe conditions or behaviors
 - Other topics to support initiatives

1.05 Risk Manager Duties

The Risk Manager is responsible for general safety and risk management concerns relating to all District operations, functions, grounds and facilities. This position is responsible for coordinating the formulation, implementation and monitoring of procedural policies as they relate to loss prevention, insurance issues, safety, accident investigation, claims and the settling of losses with the Committee.

The Risk Manager shall coordinate safety related policy and philosophy; develop specific safety-related policies, procedures and guidelines. The Risk Manager along with the Committee will develop and present safety training programs, develop and implement effective facility and equipment inspection programs and analyze potential loss situations and make recommendations. The Risk Manager will conduct accident investigations, work with insurance carriers to report losses, and assist in the successful adjustment of claims. The Risk Manager will be the chairperson of the District's Committee and will be responsible for the documentation of these meetings through an agenda and minutes format.

The Risk Manager will prepare monthly summaries of accidents to be submitted to the Executive Director and Committee. These summaries should include the development of existing claims cases and a summary relating to any trends in losses which have been identified.

Driving is an essential function of the Risk Manager. In many cases the Risk Manager must work independently to investigate accidents at all hours, coordinate onsite on disaster situations, conduct unannounced safety compliance audits, and related activities.

1.06 Risk Manager and Committee Functions

- 1) Paperwork - developing District safety related policies, District safety inspection reports, accident investigation reports, safety committee minutes, training materials, and responses to public safety concerns
- 2) Communicate in writing with proper grammatical form and be proficient in communicating verbally in group and individual situations. Be able to establish priorities, plan and delegate, and accomplish established goals
- 3) Drive a car to conduct facility inspections, investigate accidents and related risk management activities
- 4) Perform safety orientation and training programs for seasonal part-time staff, volunteers, and new employees
- 5) Maintains records and files relating to safety and risk management
- 6) Establishes safety related goals and objectives
- 7) Develops and revises District safety manuals
- 8) Participates in the investigation of accidents and injuries and develops written documentation to assist in a defense of legal actions
- 9) Conducts a wide variety of safety related inspections
- 10) Recommends safety related equipment, supplies, and materials for purchase and long range capital planning
- 11) Develops emergency response procedures and emergency evacuation plans for facilities and programs
- 12) Develops and maintains cooperative relationships with other public agencies in regards to safety issues
- 13) Ensures compliance with all federal, state and local laws and regulations related to safety and insurance
- 14) Assists management team in the enforcement of safety rules and regulations

1.07 Safety Expectations and Responsibilities

Expectations

Each employee, regardless of their position, is expected to cooperate in all aspects of safety. Some major points of our program require that:

- 1) Accidents must be reported immediately to your immediate supervisor
- 2) Required personal protective equipment must be worn by all employees – there are no exceptions
- 3) Hazardous conditions or other safety and health concerns must be reported to your immediate supervisor immediately
- 4) Employees participate Committee activities and requests
- 5) Support Committee mission

If every one of us does our part by doing what is necessary to ensure workplace safety, we all benefit. No one's job is so important that you cannot take time to do it safely.

Responsibilities

Safety while on the job is the responsibility of every employee of the District. With proper precautions, most accidents on the job can be prevented. All employees are expected to give due regard to safety in all their work and to make every reasonable effort to avoid injury. All employees shall be expected to be alert for safety hazards which could affect the general public or employees of the District. Employees shall make certain that safety rules are followed. Always use good judgment of safety concerns during a program.

Department Meetings

All departments of the District should hold regular staff meetings where safety is discussed. The responsible department director should determine the time, place and duration of these meetings. Safety issues and topics can and should be incorporated with other management meetings in lieu of a separate meeting for safety. Each Department Director should then schedule safety meetings for subordinate managers / supervisors or ensure that information is properly passed along. These safety topics and issues discussed among managers / supervisors can be reviews of previous accident experiences, discussion of specific hazards, preventative measures and review of pertinent safety provisions.

The District shall hold a formal risk management / safety meeting semi-annually or more as the need arises. A written record of these meetings will be made by means of a copy of the agenda and sign-in sheet.

General Safety Rules

- Fighting or bullying will not be tolerated in the work place

- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place
- 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
- Supplied personal protective equipment must be used when potential hazards cannot be eliminated
- Equipment is to be operated only by trained and authorized personnel. Training sheets will be kept by the Risk Manager.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended
- Employees that operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws
- Employees who are authorized to drive a District vehicle are responsible for having a valid driver's license for the class of vehicle they operate. If driving a personal vehicle for work purposes it must be properly insured. You must report revocation or suspension of your driver's license to your immediate supervisor.
- All drivers must submit authorization for drivers abstracts annually
- All employees must know District rules regarding accident reporting, evacuation routes and fire department notification
- Each employee in the department must follow departmental rules and procedures outlined in specific manuals. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required

- Any employee found to be in violation of a safety standard will be issued a warning by his/her immediate supervisor. Disciplinary actions, as described in the Employee Policy Manual, may be taken as a result of an employee's failure to abide by safety rules and regulations.

SECTION 2.00 - CRISIS MANAGEMENT

2.01 What Is A Crisis?

A crisis is a situation or event that causes, or has the potential to cause, keen public or media concern. It could be, among other things, an accidental drowning, allegation of abuse, a severe vehicle accident, or a criminal act that occurred on District property. The potential crisis list is endless. The nature and impact of any crisis will often dictate the need to implement the Crisis Management Plan ("CMP").

It is important that all staff understand and are aware of their respective roles in the event of a crisis. If you know of a situation or event that could be of concern to the public or media, please contact the head of the Crisis Management Team (Crisis Team) immediately. The District has appointed the Executive Director as the head of its Crisis Team. The Executive Director will decide whether the Crisis Management Plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the head of the Crisis Team is not available, a potential or immediate crisis should be reported to any Department Director and/or the Risk Manager.

2.02 Chain of Responsibility

The following chain of responsibility will be followed in descending order. The first available staff position listed below will take temporary responsibility for implementing the District's CMP. All decisions and public responses should come through a consensus of the Crisis Team members.

The following is a chain of responsibility order for the Crisis Team:

- 1) Executive Director
- 2) Risk Manager
- 3) Deputy Director
- 4) Director of Parks
- 5) Director of Marketing & Community Outreach
- 6) Director of Planning
- 7) Director of Facilities & Recreation

A chain of responsibility has also been established for designating spokespersons. Spokespersons will be responsible for making official statements that have been approved by the Park District Risk Management Association's (PDRMA) attorney, to the media on behalf of the Crisis Team and Agency. All listed spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis. Staff should direct all media inquiries to the designated spokesperson.

The following is a chain of responsibility list for agency spokespersons (order subject to change depending on the nature of the event):

- 1) Executive Director
- 2) Board President
- 3) Board Vice-President
- 4) Risk Manager
- 5) Director of Marketing & Community Outreach

2.03 General Action Steps When A Crisis Occurs

- 1) Whenever a crisis occurs that involves injury or property damage, the first responsibility of the Crisis Team is to ensure that the District's Crisis Management Plan is implemented, local EMS services are contacted, and any other actions are taken to minimize further loss. Priority will always be given to the immediate safety needs of person then property. Depending on the severity of the situation, the location, and/or equipment where the crisis has occurred, will be shut down to the public so that the preliminary investigation can begin and new staff, if applicable, be brought in. Until the crisis is controlled, it is not recommended that any statements be made to the media until the Crisis Team has had time to fully assess the crisis and its impact on those involved. Staff will forward all media inquiries and questions to the Spokesperson.
- 2) Stay calm and in control. Notify employees that a crisis exists and that all information about the crisis needs to be immediately communicated to the Crisis Team. Notify the head of the Crisis Team at once and provide all known details. The head of the Crisis Team will direct actions depending on the severity of the crisis, the need for immediate information, and the time of day. If contacted, members of the Crisis Team must report to the District's Recreation/Administration Center or other designated location.
- 3) The District recognizes the emotional and physical impact a crisis may have on staff. Every effort will be made to steady and reassure staff so the process of managing the crisis can begin. Employees exhibiting unusual stress and/or inability to effectively carry out their respective duties should be relieved of all responsibilities and directed to an offsite location. Crisis Team members exhibiting symptoms of unusual stress and/or inability to carry out their Crisis Team responsibilities should similarly be relieved of responsibilities. Based on direction of the Crisis Team Leader, the agency's Employee Assistance Plan (EAP) should be immediately contacted by the Executive Director, or his/her designee to provide individual and group staff counseling.
- 4) Employees directly involved in the crisis should not remain at the scene unless specifically requested to do so for the purpose of the investigation. Directly involved employees should be directed to a secure location where they will be debriefed and their physical and emotional conditions assessed and attended to. After identifying a safe and secure facility location for the Crisis Team to meet, the Crisis Team will begin fact finding and coordinating the emergency response with key third parties such as emergency response agencies, PDRMA, key staff, legal counsel and the media.
 - a) Communicate to all agency staff that a crisis exists and all relevant information about the crisis needs to be immediately communicated to the Crisis Team. Identify the agency spokesperson and reinforce to all staff that any and all media inquiries are to be directed to the agency spokesperson.
 - b) The Crisis Team Leader will direct staff actions, coordinate the gathering of information, assign the Risk Manager to act as liaison to PDRMA and other third parties, interface with emergency responders, such as police and fire services, and provide direction on needed resources and related needs.

- c) If warranted, the Executive Director or his/her designee will set up a District command center in a safe and secure location.
- 5) The Executive Director, or his/her designee will determine the need to contact PDRMA and or the District's attorney based on the nature of the crisis. PDRMA should be immediately contacted in any crisis or emergency that posed the potential of significant risk to the District including but not limited to criminal acts, property damage, and sever personal injury. Often, PDRMA staff will be on-site to advise and assist the member Crisis Team.
- 6) Depending on the nature of the crisis, the Executive Director or his/her designee will contact the Board President to make him/her aware of the situation, followed by notifying other available Board members.
- 7) The Crisis Team will obtain, compile, coordinate, monitor, and verify the accuracy of incoming information. Documenting all events and information in chronological order is critical to accurately assessing and addressing the crisis. New and incoming information must be verified and reviewed with past and other known information. The compilation, accuracy and availability of information are necessary for making well-informed decisions, revisiting and adapting to the crisis, and ultimately in evaluating the results of the crisis.
- 8) The Risk Manager will work with PDRMA to obtain copies of any and all videotaped new stories from the Director of Marketing & Community Outreach or his/her designee who will monitor and record television news broadcasts.
- 9) The Crisis Team will verify the accuracy of information as it becomes known. This information will be relied upon by the Crisis Team for responding to the crisis, developing action plans, preparing the news releases, addressing public relations, determining the scope and nature of investigative action, and attending to the needs of victims, staff, relative, and other affected parties. The Executive Director and Director of Marketing & Community Outreach will establish a communication team to answer incoming phone calls, monitor incoming faxes and emails, and relay any pertinent information to the Crisis Team. This team should document all information received by callers including who called, information provided/requested, their title, time of call, and return phone number. Similarly, faxes and emails should immediately be forwarded to the Crisis Team.
- 10) When coordinating the release of information to the media, the Crisis Team should consider:
 - a) That due to the nature and scope of a particular crisis, the District's role as the media contact might be transferred to the spokesperson of the municipality in which the crisis occurred. In a large community wide crisis, the municipality could take the lead in managing the media for the details, nature and/or impact of the crisis. This would be the case if the crisis requires a multi-jurisdictional response.
 - b) The need to reassure the community and public relations.
 - c) The availability and accuracy of information

- d) Coordinating dissemination of all information with legal counsel.
- e) Limiting initial contact with a written press release.
- f) Debriefing and preparing the agency spokesperson. Determine the manner and means of addressing the media (i.e. off camera or on-camera response). An on-camera response may be as limited as the designated spokesperson reading a prepared written statement to the press or as in- depth as a full press conference. The Crisis Team should regularly reassess the need to address the media. Factors to take into consideration should include the stage of the crisis, the scope and extent of the crisis, the expectations of the community, public relations, the need to balance inaccurate reporting, and the ability of the press to fairly report the crisis. Generally, the spokesperson should never admit or address fault or liability. Admissions or allegations as to fault or liability may be premature, inaccurate, and/or compromise the rights and liability of the agency and its staff. Therefore, it is critical to coordinate all media responses with PDRMA's legal counsel whenever possible and to reassure the press that an investigation is pending (if applicable) and that additional information will be released as soon as possible throughout the investigation.

If the Crisis Team Head is not available, the following action steps should be implemented by the acting Crisis Team Head:

- 1) The Board Attorney and PDRMA should be immediately contacted in all crisis or potential crisis situations. If applicable, an Incident/Accident Report Form should be submitted to PDRMA and/or other applicable agencies within 24 hours.
- 2) Depending upon the situation, if possible, contact the Board President to make him/her aware of the situation, **followed by notifying other available Board members.**
- 3) Continue to obtain and compile accurate information as quickly as possible so the Crisis Team can disseminate accurate information to the media, if warranted. Document all events surrounding the crisis. Staff should be assigned to monitor (and videotape if possible) television news reports. In addition, local news radio stations should be monitored to gather facts being reported. Any staff directly involved should be interviewed by the Crisis Team as soon as possible. The Crisis Team may appoint fact gatherers to verify all facts necessary for the preparation of written press/media releases, a meeting with the press, meeting with relatives, and other affected parties.
- 4) Establish a Clerical Team to answer phone calls and relay any pertinent information to the Crisis Team. The Clerical Team, as well as the entire Crisis Team, should document all information received: who called, their title, time of call, etc. The Clerical Team will consist of the Recreation/Administration Center Executive Assistant and Recreation/Administration Center Full Time Guest Services Staff.
- 5) The designated spokesperson may address the media after a statement has been prepared by the Crisis Team. The designated spokesperson should speak on behalf of the District and fault should not be discussed. (In certain instances, the Crisis Team should not disseminate information to the press or make a public statement.)

- 6) Depending upon the type of crisis, a press release may be prepared by the Crisis Team and presented to the media.

2.04 Specific Action Steps For Crisis Team

During a crisis, it can be difficult for the Crisis Team to know where to start in the information gathering process. The following is a list of questions that should be addressed in order to begin the process of responding to a crisis. Depending upon the circumstances, there may be much more information to gather.

- 1) When appropriate, have the proper authorities been notified? (police, fire, poison control, EPA, Department(s) of Public Health, utility companies, etc.)
- 2) Have PDRMA, the District's Attorney and Board members been notified and by whom?
- 3) Have victims' families been notified, by whom and what time?
- 4) Is there an investigation being conducted by any third party? (i.e. police, fire, EPA, OSHA, PDRMA, private investigator, aquatic certification entity, etc.)
- 5) Has the crisis situation been fully assessed and investigated? What is the potential for a secondary crisis?
- 6) Have photographs or videotapes been taken to document the damage?
- 7) Are damage estimates available and accurate?
- 8) How can the Crisis Team assure the public that the crisis is under control?
- 9) Has the waiting media been contacted by an agency representative to inform them that information will be provided, when available. Has the media been made comfortable (electrical power for equipment, computer access, administrative support services, coffee, etc.)?
- 10) Is a formal press conference or written press statement appropriate and/or necessary and if so, has the written content been approved by the PDRMA attorney's?
When: Where: Who:
- 11) Has the spokesperson been updated with current information and tested with anticipated media questions?
- 12) Has the Crisis Team been notified and gathered? Will a crisis center need to be established? Where?
- 13) Have false statements been reported by the media which should be balanced with facts?
- 14) Are there visual images of the crisis and/or post-crisis damage/losses? (photographs, digital images, video, etc.).

- 15) Is it necessary to contact the EAP or other counseling services for employees or public involved in the crisis?
- 16) Is the crisis response portion of the crisis (agency response and public service response) completed or continuing?
- 17) What is the status of the internal investigation?
- 18) Have potential witnesses been identified and interviewed?
- 19) Has the spokesperson been updated with current information and thoroughly prepared (anticipated questions, rehearsed responses, etc.)?
- 20) Are any specific responses needed to individual inquiries about the crisis? If so, refer to agency spokesperson.
- 21) Are any known blog sites being monitored to identify comments being made about the crisis?

2.05 Members Of The Crisis Team And Their Duties

Executive Director Duties (Official Spokesperson, Crisis Team Head)

The Executive Director normally will act as the official Crisis Team Head and as the spokesperson. The Executive Director will be responsible for the overall coordination of the District's Crisis Management Plan.

The Executive Director may be the primary voice of the District throughout the crisis, but may request that others with more knowledge of the affected department's operation also speak to the media. Employees other than those on the chain of responsibility list shall speak to the media only after receiving specific permission to do so from the Executive Director.

In the event of a community-wide crisis, the Executive Director will determine the District's scope of involvement in responding to any crisis requiring coordination with municipalities located within the District. In assigning staff to respond to the crisis, community safety will be the priority over routine non-essential functions of the District.

Spokesperson Duties

The role of the spokesperson is to represent the agency and to serve as agency liaison to the media and other third parties. At the direction of the Executive Director, or his/her designee, the spokesperson will present official, accurate, and pre-approved information to the media on behalf of the agency. It should be recognized that the agency is not obligated to share any information with the media. However, at times it is practical and advisable to proactively cooperate with the media.

The spokesperson should **never** respond to media inquiries by stating: "**no comment**". Stating "no comment" can be misinterpreted by others that the agency has something to hide. This can lead to unwarranted speculation and innuendo and force the media to go to other sources for information – sources that may be unreliable and/or with hidden agendas. The agency can always provide a written press release, when possible that has been pre-approved by PDRMA, (to be read or forwarded by the spokesperson) providing the following limited information:

- Show compassion and support for victims and their families
- Acknowledge the crisis/event
- Explain that it is premature to provide details pending further investigation
- Highlight rescue/proactive efforts/safety record, etc.
- Emphasize the matter is currently under investigation and that your agency is fully cooperating with other agencies
- Assure the public that a plan is in place
- Assure public that the District will provide further facts as they become known

The designated spokesperson should have in-depth knowledge of the organization, be well spoken, present oneself in a professional manner, and be comfortable and confident in the role as spokesperson. Pre-crisis training through exercises such as mock press conferences is a valuable tool to prepare the spokesperson(s) for future crisis. The spokesperson is the primary liaison between the agency and the public and is a reflection of the agency.

On behalf of the agency and Crisis Team the spokesperson should present factual information to the media in a means and manner determined by the Crisis Team. If the agency determines to have a press conference or in-person interview, it is advisable to begin by reading a prepared statement to accurately present the agency's response to an emergency. This allows the agency to proactively list points the agency want to make, even if not asked.

The spokesperson should refrain from answering any questions when verified facts are not available. In the circumstance, the spokesperson can make a comment like this:

“Regretfully, we all must respect the pending investigation and it is premature to address the question/issue at this time. I certainly would not want to inadvertently provide any inaccurate or misleading information. Of course, as facts become known and verified, I would be pleased to revisit this question/issue.”

- In addition, spokespersons **should never**:
- Release victim information until family members are notified
- Speculate on liability, damage costs, causes, etc. (until verified and reviewed by PDRMA's legal counsel)
- Fix blame on others or mislead
- Speak off the record

The spokesperson should acknowledge that a crisis has occurred, and highlight what steps are being taken to control it. The spokesperson should:

- State the facts surrounding the crisis
- Highlight rescue efforts or what is being done to remedy the problem/situation
- Highlight positive safety record
- Highlight that the agency is currently investigating the emergency and is fully cooperating with other agencies
- Use the media to tell the District's story
- Balance any false statements made by the public or others
- Express concern for victims and families

An effective means of preparing for a spokesperson's role is to conduct a simulated press conference. This role playing exercise can simulate a potential crisis response at the District by developing a fictional scenario and having the spokesperson answer difficult questions the media may ask pertaining to a crisis.

When a spokesperson is confronted with a difficult question, it is best to respond by stating that (the question) is still under investigation and that additional information will be released when available. This will give the spokesperson and the Crisis Team additional time to confirm facts, gather additional facts and formulate a specific answer to the difficult question.

The spokesperson should keep District employees informed regarding the facts of a crisis when appropriate. Failure to inform employees can lead to the release of misinformation, speculation and false rumors.

Department Director Duties

The appropriate Department Director will coordinate the processing of incoming information such as witness statements, employee statements, in-coming phone calls, radio reports, television reports, accident investigation results by the Risk Manager and the insurance provider. The Department Director is further responsible for establishing the following:

- Exactly what happened and the approximate time
- Who was/is involved
- Where did the incident occur
- When did it happen (Accident or illness)
- Why did it happen
- What is currently being done to control or minimize the existing crisis
- If the answers to the above question are not known, when will they be known
- Update the official spokesperson and Crisis Team about changes in the situation as they occur
- Notifying the Executive Director of the crisis

Director of Facilities Duties

The Director of Facilities should ensure that the Crisis Team has access to necessary buildings, facilities, and power sources. Depending upon the crisis, the Director of Facilities will coordinate efforts with the Division Manager Facilities & Fleet, municipal public works departments, Police Departments, utility companies, etc.

If directed by the Crisis Team Head, the Director of Facilities will establish a media center. When applicable, the media should be guided to a designated location so they can monitor the crisis and receive the most up-to-date information on the crisis situation. The Director of Facilities should also be responsible for obtaining any needed audio visual equipment.

Supervisory Staff Duties

District supervisory staff may be assigned to assist the Executive Director, spokesperson, department directors, Crisis Team, Risk Manager, PDRMA, or clerical staff. Assignments may include:

- Providing specific information on a program or facility
- Being responsible for identifying and reserving a designated media site capable of accommodating a large group such as a news conference or open public forum
- Help assemble accurate information and formulate accurate answers to questions
- Contact the news media as directed by the spokesperson
- Obtain information about callers and inquiries as directed
- Assist the spokesperson in responding to inquiries as directed
- Record and date all statements given to the media

Risk Manager Duties

- Contact and assist PDRMA and authorized third party investigators with investigative efforts
- Coordinate the identification of witnesses and gather contact information
- Take photographs/video and preserve any evidence
- Contact the necessary governmental agencies when applicable (i.e. Environmental Protection Agency following chemical spills, Illinois Department of Labor following the death of an employee, etc.)
- Obtain, compile, or present pertinent safety documentation or practices conducted by the District
- Complete the Accident/Incident Report Form which should be faxed to PDRMA within 24 hours. The Risk Manager will be responsible for gathering employee statements in a narrative format to supplement the accident report form.
- Contact EAP services or other counseling agencies as directed by the Crisis Team Head
- After conclusion of the event, review the accident circumstances and causes and decide a course of action to eliminate, or hopefully, prevent a similar situation from occurring in the future. This information will be presented to agency staff after the crisis is controlled.

- Guide the Crisis Team through the response process and assist the Executive Director as needed

Office & Guest Services Team Duties

Answer telephone inquiries associated with the crisis and screen reporters, photographers, or others who arrive unannounced at the administration building or any other facility. Before answering any questions, obtain the following information and keep a log of the calls and media visitors:

- the name of the person who is calling or visiting
- their title and organization (who are they representing)
- the name of the newspaper, radio, or TV station (if applicable)
- the telephone number where the inquirer can be reached
- their FAX number (if applicable)
- reporter's deadline (if applicable)

The telephone response should be limited to providing the caller with official information that has been pre-approved by the Crisis Team and spokesperson only. If possible, a script should be provided (and updated) for all staff responsible for answering the telephone. Let the callers know that they will be contacted as soon as practical as new developments/information become known. If a reporter, photographer, attorney, investigator, or victim's family appears in-person at the administrative or other facility, obtain the above information and immediately contact the Crisis Team and official spokesperson. **Staff should never release or disclose any information to any party that has not been pre-approved by the Crisis Team.**

2.06 Role Of Board Members And Elected Officials

Board members and elected officials will understandably be concerned during a crisis. Often, they will feel the need and obligation to speak to the media and third parties. It is crucial that all Board members and elected officials recognize their respective roles in the event of a crisis. It is recommended that Board members and elected officials **refrain from making any statements to the news media or any third party without prior approval of the Board President or Executive Director**. Despite their good intent, board members and officials may inadvertently compromise the District's ability to minimize potential exposure. Board members and officials must understand and appreciate that any statements made to the news media and other third parties should only come through a designated spokesperson. A designated representative of the Board (or elected official) should be part of the Crisis Team. Should the Board President or Executive Director approve any Board member or official speaking with the media or other third party, that board member/official should be prepared in advance, no different than the agency spokesperson.

2.07 Role of Employees When Dealing With the News Media

All employees must recognize their role and limitations in a crisis. Employees must understand that it is the District's policy and expectation that all information released regarding a crisis situation be released only through the spokesperson. Employees will promptly be advised the name and phone of the spokesperson. In a crisis situation, all information should be released from members of the Crisis Team through the designated spokesperson for the District. Employees who were directly or indirectly involved and are knowledgeable of the event or who are witnesses to the event may be approached by reporters and other third parties. Employees must adhere to the District's media relations plan and should direct reporters and others to the District spokesperson for their information.

Listed below are some guidelines employees can follow when approached by reporters and other third parties:

- 1) **If you are questioned by a reporter, you are not required to give an interview and it is preferred that the reporter or person be directed to the spokesperson. Therefore, you can say, "I'm sorry; I'm not the best person to answer that question. You should contact (state designated spokesperson), who I am confident can assist you."**
- 2) It is acceptable not to know the answer to a question. Just openly admit, "I don't know," or "I don't know, but I'll have the appropriate person contact you." Direct the reporter to the spokesperson who may have the answer.
- 3) It is okay to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the District's spokesperson. Offering an apology is not appropriate as it may be viewed as an acceptance of fault by the District.
- 4) Don't say, "No comment." Reporters may interpret the "No comment" phrase to imply guilt and reluctance to talk with the media, or that you are hiding something. You can say "please understand that I am not the best person to discuss this event at this time. I would not want to unintentionally provide inaccurate or incomplete information. You should direct your inquiry to our spokesperson."
- 5) Don't say anything you don't want to see in print. A negatively phrased "joke" loses its humor in print and can be very embarrassing when read later.
- 6) Never make an "off-the-record statement." The confidentiality of off-the-record statements cannot be guaranteed. Any statement made off-the-record can be front page headlines. The confidentiality of the off-the-record statements cannot and often will not be guaranteed.
- 7) To maintain consistency in its communications and protect the District from liability, all information will be handled by the District's Spokesperson. All emails and other written communication are discoverable in the event of legal action. Any written communication pertaining to the crisis should be previewed by the Spokesperson. Staff is not to release information or make personal comment regarding the crisis on any electronic networking

sites, blogs, You Tube, email, IM's (Instant Messaging), cell phones or other internet communications.

2.08 Media Relations Plan

Through direction of the Crisis Team Head, the spokesperson will coordinate all interaction with the media. In general, it is beneficial to communicate with the media when accurate information is available. In some cases it may not be prudent to present detailed information on a crisis to the media. This decision should be made by the Crisis Team and advice of PDRMA's legal counsel. However, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

The spokesperson may designate other individuals to be interviewed as appropriate, and will coordinate these interviews and be present for difficult questions. The District's legal counsel or PDRMA's counsel may also be available to prepare the agency and/or assist in answering certain questions.

When possible, you want to show that you are a willing partner in sharing information to the public and that you are committed to cooperating with the media. When possible, the media should be made relatively comfortable and consideration should be given to providing access to electrical power, a comfortable indoor waiting area, and internet/computer access, administrative support services, such as fax machines and copiers, and beverages.

Do not make promises to reporters that you cannot or will not keep! Keep promises made to reporters and return all calls quickly. Ask for deadline information and try to provide information prior to any deadline. Avoid using industry jargon – speak in short quotable sentences. Anticipate all potential questions and script your answers in advance. And remember, practice makes perfect.

Monitor all news media to determine whether the crisis is being reported and, if so, whether the reports are objective and accurate. When appropriate, prepare to balance false statements; determine the points you want to make; and make those points.

Always prepare an initial written press release. The press release may be posted on the website.

Sample Initial Press Release/Statement

The Plainfield Park District has recently been informed that on (date of crisis) at approximately _ (identify time), the following occurred:

(briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have neither been fully substantiated nor confirmed. The District is currently in the process of investigating this matter in full cooperation with:

(identify investigative authorities)

Pending the outcome of the investigation and in fairness to the families and parties involved, it is premature to discuss the matter at this time. However, we are committed to providing further facts and developments as they become known and confirmed.

(If appropriate)

In the interim, concerned or interested parties may contact the agency spokesperson at (provide phone number) for further information or development updates. We are also providing up-dated information on our agency website: www.plfdparks.org.

Sample Media Statements

Here are some guidelines employees can follow when approached by reporters and other third parties:

“Regretfully, we all must respect the pending investigation and it is premature to address this question/issue at this time. I certainly would not want to inadvertently provide any inaccurate or misleading information. Of course, as facts become known and verified, I would be pleased to revisit this question/issue.”

- 1) If you are questioned by a reporter or any person, you are not required to give an interview and we prefer that you direct the person to our designated spokesperson. Therefore, you can say, **“I’m sorry; I’m not the best person to answer that question. You should contact the District Spokesperson (provide name and phone number), who I am confident can assist you.”**
- 2) It is acceptable not to know the answer to a question. Just openly admit, **“I don’t know”**, and direct the reporter/person to the spokesperson.
- 3) It is ok to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the agency spokesperson.
- 4) Don’t say, **“No comment.”** Reporters may interpret the “no comment” phrase to imply guilt or that you have something to hide. Instead, you can say, **“Please understand that I am not the best person to discuss this event. I would not want to unintentionally provide inaccurate or incomplete information. You should direct your inquiry to the District Spokesperson (provide name and phone number).”**
- 5) Don’t say anything you don’t want to see in print. A negatively phrased “joke” loses its humor in print and can be very embarrassing when read later.
- 6) Never make an “off-the-record” statement. There is no such thing as an “off-the-record” comment. Any statement made off-the-record can be front page headlines. The confidentiality of off-the-record statements cannot and often will not be guaranteed.

2.09 Post Crisis Evaluation

At the close of any crisis, each person involved with the crisis shall complete a Post Crisis Evaluation Form regarding the District's overall handling of the crisis situation. The completed evaluation form must be turned in to the Crisis Team head and will be reviewed by the Crisis Team members in order to improve the response of those involved and the implementation of the CMP.

SECTION 3.00 - EMERGENCY RESPONSE

3.01 What To Do In An Emergency

Instruction in emergency and disaster preparedness concepts provides employees with the knowledge and understanding necessary to meet natural and man-made disasters, which can prevent injury to themselves, other employees, patrons and the general public. It is a primary goal of every District staff member to keep all guests at our facilities safe.

This Emergency Response Plan (ERP) is not designed to detail procedures that should be followed in every emergency situation. They address particular emergency scenarios and are general instructions. Each District facility will have a specific Emergency Response Plan for their location in addition to this. All staff members need to take responsibility for doing everything we can to prevent accidents and incidents from happening, responding accurately to emergencies when they arise is critical to the safety of our patrons and staff. Every supervisor must successfully train all staff working in their respective areas to take appropriate steps in an emergency situation.

When involved in any type of emergency, staff will be aware of and take the following steps:

- **Assess** – Evaluate the seriousness of the specific situation and ensure appropriate actions are taken to handle the situation properly and safely
- **Communicate** – Notify the Department Director on duty, relevant staff, and if necessary call 911. Do not talk to the media. Only the Executive Director or the designated spokesperson will speak to the media.
- **Ensure Safety** – Take actions to lead patrons and other staff to safety. Always insure that teachers, instructors, and coaches have up to date class rosters/lists on-hand and take attendance each meeting to account for participants in the event of an emergency.
- **Secure Property** – Secure cash drawers and lock the facility if deemed necessary
- **Documentation** – Complete the appropriate PDRMA Report Claim Form(s) related to the situation. Use facts only and obtain witness information.
 - Form 01: Accident/Incident
Deliver completed form to Deputy Director
 - Form 02: Vehicle Accident
Deliver completed form to Deputy Director
 - Form 03: Property Loss
Deliver completed form to Deputy Director

- Form 04: Employee Injury/Illness
Deliver completed form to Human Resources Manager

Report claim forms are located on the District's Shared Drive.

PDRMA must be notified each time an AED is used; fill out the Post AED Use Form, found on the District's Shared Drive. Deliver the Post AED Use form to the Risk Manager.

3.02 Emergency and Non-Emergency Phone Calls

Assess

Evaluate the seriousness of the specific situation and ensure appropriate actions are taken to handle the situation properly. When in doubt dial 911.

Communicate

Calling 911 Emergency

- Whenever possible, seek assistance and assign an additional person to help to call 911 so that you can return quickly to an injured party or to deal with the emergency situation
- Use the 911 Emergency Phone Call Assistant document to aid in making the 911 call
- When calling from District phones dial 911. Some facilities will need to dial 9+911. This can be used to reach fire, police or ambulance.
- Contact your supervisor
- In order for a 911 call to be most effective, accurate information needs to be gathered from the person placing the call. The following information needs to be given accurately:
 - Be specific on location – state the address and the name of the facility or park
 - Give the dispatcher an idea as to what the emergency is – for example, “a child is bleeding profusely from a cut on his foot.” Give any other information that may assist the paramedics when they arrive. The dispatcher will inform the paramedics of the situation on the way to the emergency scene.
- If possible, stay on the phone until the dispatcher tells you to hang up. If you are the only responder and need to get back to the injured person or emergency situation, inform the dispatcher of this.
- If possible, have a staff member meet the ambulance outside or at the entrance of the facility or park to guide the EMS to the emergency scene.

Calling Non-Emergency

- Non-emergency phone calls many times are to Supervisors, Maintenance Staff, the Risk Coordinator, parents, utility companies, etc. These numbers can be found in the District phone directory, the CMP, Emergency Contact Forms, or in department handbooks/manuals.
- The non-emergency police numbers are:
 - City of Joliet 815-726-2491
 - Village of Plainfield 815-436-2341
 - Will County Sheriff 815-727-8575

Ensure Safety

Clear the area of bystanders and secure the scene. Take actions to lead patrons and other staff safely.

Secure Property

Staff should lock cash drawers, secure computers, and valuables when deemed necessary.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

911 Emergency Phone Call Assistant

Phone Script for EMS

Dial: 911

- Hi, my name is _____
- I am an employee at Plainfield Park District and the phone number is _____
- The address is _____
- State the type of emergency _____
- If needed, request an ambulance
 - Tell the dispatcher you will meet at the front door and escort them to the patron
- Wait for the dispatcher to hang up

Keep the area where the emergency personnel will need access clear and keep others away from the incident

Post Emergency Phone Call:

- Following an emergency event, call your direct supervisor

3.03 Medical Emergency

A medical emergency can occur anywhere and anytime on District property. It is important that 911 is called whenever an employee or participant is injured on District property or during a District program and requires medical attention beyond that of minor First Aid. If in doubt, call 911. For severe injuries, when 911 is called, or the AED is utilized, the First Responder must contact their immediate supervisor, who will then contact the Executive Director.

Assess

- Stay calm
- Contact your immediate supervisor or if serious emergency, call 911 first
- Explain to supervisor and/or 911 the type of emergency, location of victim and condition of victim
- Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.
- Let the dispatcher know if the person is unconscious, not breathing, bleeding severely or has chest pain
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury
- Do not give the victim anything to eat or drink

Plainfield Township Fire Protection District or Joliet Fire Department will provide triage and emergency medical care, as well as transportation, as appropriate to the hospital.

Life Threatening Situations include:

- Unconsciousness
- Difficulty Breathing
- Severe Abdominal Pain
- Severe Bleeding
- Suspected Spinal Injury
- Sudden dizziness/weakness
- Severe and/or Persistent Vomiting
- Dehydration
- Major Trauma
- Choking
- Head Wounds
- Seizures
- Poisoning
- Severe Burns
- Possible Suicide or Mental Disorder

Communicate

- Call 911 if appropriate
- Use the 911 Emergency Phone Call Assistant document to aid in making the 911 call
- Supervisor is contacted immediately

- Make every attempt to protect injured party's privacy
- Assure injured party that help is on the way; stay calm
- If injured party is under 18, notify parent or legal guardian as quickly as possible
- Ask another staff member to assist you to provide information to EMS and to keep area secure

Ensure Safety

First Responder administers First Aid, CPR or AED treatments as appropriate

If scene cleanup is needed, contact the maintenance staff

If equipment was involved, disable to prevent further injury

Secure Property

Assist the injured party by gathering their belongings.

Documentation

Complete PDRMA's Accident/Incident Form as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.04 Fires

All Staff must be familiar with the location of pull stations, fire extinguishers, exits, and evacuation procedures for the facility they work. Each facility has a designated assembly area for evacuations.

Assess

Fire Alarm

If an alarm is sounded:

- Evacuate immediately to the nearest exit in a quick and orderly manner and assist patrons
- If time permits, warn anyone in the facility in a loud, but calm voice of the situation
- Check bathrooms, break rooms, and other offices
- Activate manual fire pull stations on your way out of the building
- Refer to the evacuation map in the room you are located in for the safest evacuation routes
- If fire blocks your way, find another way out or use a portable fire extinguisher to clear the way
- Use stairwells. **Do not use an elevator.**
- Once outside, go to the designated assembly area for the facility. All employees must report there for roll call.
- Staff in charge of a program or group should bring class rosters out to take a headcount. If someone is missing, tell the Fire Department immediately.
- Staff in charge of a group should communicate with each other to be sure all rooms were checked, doors were closed, and lights turned off
- The only time a facility will not be immediately evacuated when an alarm is sounded is if there is severe weather. In this case, staff and guests will assemble by the door and be ready to evacuate until all rooms can be checked for fire. If evacuation in severe weather is necessary, take cover in cars or nearby shelter.

Fire & Fire Extinguisher Use

- Always call the Fire Department (911) first
- Locate the closest fire extinguisher near you and look at the label to be sure it is designed to extinguish the fire you are combating. (ABC extinguishers can be used on any fire – the majority of extinguishers at the District are this type.)
- Only combat a small fire. There is only about one minute's worth of extinguishing agent in a fire extinguisher.

- When extinguishing a fire, always keep your back toward an exit to ensure an escape route
- To operate a fire extinguisher, remember PASS
 - **P** – PULL the pin
 - **A** – AIM at the base of the fire
 - **S** – SQUEEZE the trigger
 - **S** – SWEEP the extinguisher back and forth at the base of the fire

Always inform the Risk Manager whenever an extinguisher is used so that it can be recharged, even if you did not use the entire extinguishing agent.

Communicate

- Do not re-enter the facility. Only the fire department personnel at the scene can give the order to re-enter the facility. Staff must be the first people entering the building after the fire department personnel.
- Treat all alarms as if they are real. Drills should be treated as if it were a real fire
- If it is a false alarm, the facility still needs to be evacuated until the fire department investigates
- If the fire is substantial, call 911 then contact Immediate Supervisor who will contact the Executive Director and Risk Coordinator who will contact PDRMA at 630-769-0332.

Ensure Safety

- The senior employee present is responsible to see that all employees leave the building that 911 is called and to take a copy of the Crisis Management Plan out with him/her
- The senior employee will confirm that all employees and guests are out of the building
- The senior employee will designate an employee to meet the Fire Department at the front entrance to provide additional information
- Staff members trained in CPR/AED/First Aid should survey the people outside to determine if first aid is needed and if so to provide it

Secure Property

- If possible, a staff member should take the first aid kit and secure or take any accessible money
- All staff should lock computers, cash drawers, and take keys with them

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.05 Bomb Threats

Bomb threats are potentially dangerous, disruptive situations that can occur at any facility at any time. Persons making such threats are dependent on the “panic” demonstrated by the targeted agency. Therefore, preplanning, establishing procedures and employee training are all critical parts of an emergency response plan.

Assess

Receiving a Call:

When receiving a bomb threat, attempt to delay the caller and obtain as much information as possible. Use the “**Telephone Call Questionnaire for Bomb Threats Part 1 and 2**” which is located in the Appendix of this policy. At the very least, see if you can get the caller to give you an idea of what kind of explosive device is involved, what it looks like, when it is set to detonate, and where it is located. Ask as many questions as the caller will answer. Attempt to identify the caller’s age, sex, accent, etc. Take note of any background noises. While taking the call, immediately notify fellow employee, if possible, call 911 as quickly as possible, or if on the line with the caller, have a co-worker call 911. If the caller is reluctant to answer questions, try to encourage them by expressing a desire to save lives while keeping the caller on the phone as long as possible. After the caller hangs up, immediately notify police who will determine the next steps. Write down all caller identification information that appears on the phone.

Written Threats:

If a written threat is received, all materials including the envelope or container must be saved. Any unnecessary handling should be avoided. While most written messages are usually generalized threats and/or extortion attempts, they should never be ignored. Contact the police immediately.

Discovering a Bomb-Like or Suspicious Object:

If an object is found which is believed to be a bomb, do not move or disturb the object. Call 911 and evacuate the building at least 300 feet from the building or area. Supervisors will account for employees and instructors will account for participants. When fire or police arrive provide exact location of the questionable object. Do not use phones or radios near the potential bomb if at all possible.

Ensure Safety

Establish Evacuation Options:

The decision to evacuate or not is one of the most critical steps in a bomb threat scenario. Options:

- 1) Immediate evacuation – When a bomb threat is made, evacuation of the premises is conducted immediately. Immediate evacuation addresses issues public safety, but can also cause program and service disruption, media attention, and be costly.
- 2) Evacuation after evaluation of threat – Based on information given by the caller with regard to the call/message credibility, content, motive, specifics and type of caller can provide a better indication of whether or not to evacuate the premises.

General Evacuation/Partial Evacuation/Building Search

- 1) The Executive Director, in cooperation with the police and fire departments, will need to decide the next response. Options are:
 - a) Limited or general building evacuation
 - b) Conduct a limited or general building search
 - c) Combination of options
- 2) In evaluating the response, consider the following:
 - a) The occupancy of the building
 - b) Time needed to evacuate
 - c) Types of activities taking place
 - d) Likely areas of the explosives location
- 3) Also, the credibility of the threat:
 - a) The time of day
 - b) Specifics of the threat (place, time of explosion)
 - c) Identity of caller (child, slurred or affected speech indicating possible intoxication or drug use, etc.)
 - d) Possibility of access to the area. (How easily could this be accomplished?)
 - e) Motive

Communicate

Enacting the Response

- 1) If evacuation is ordered, conduct a room by room sweep. Do not panic patrons by announcing a bomb threat. If general evacuation, announce "Ladies and gentlemen – at this time, please calmly exit the building using exits. All staff please assist in a general evacuation". If a device has been located, evacuate away from it immediately.
- 2) The Leadership Team member with highest seniority will determine who is being evacuated and to where. The Leadership Team member will take a roll call or account for persons/staff. All persons should remain 300 ft. from the building and not allowed to re-enter.
- 3) Notify your Supervisor, who will contact the Executive Director and Risk Coordinator.

Secure Property Bomb Search Guidelines

Lock the facility as you evacuate. **No unfamiliar object should be touched or moved. Emergency officials should be informed immediately if a potential object is recognized.**

Be cautious of easily accessible public areas such as:

- Washrooms
- Lockers
- Lounges
- Reception areas
- Trash containers, etc.
- Outside area adjacent to building

If a potential device is found, do not touch it or move it. Evacuate immediately, (maintain a clear zone of at least 300 feet), secure area and inform authorities.

Re-Entry....and Aftermath

- If a device is found, no one should re-enter until the device has been removed by professionals
- A building search by professionals should then be conducted to ensure no secondary device was set
- If a search finds no such device, management then must make the decision to re-occupy the building. Keep in mind this has been a high stress time period for all employees and patrons.
- The decision for re-entry is made using all of the caller information (time of detonation, location, call credibility) and by a thorough search. See recommendations by the emergency persons at the scene.
- The Executive Director will enact the Crisis Management Plan following the plan protocol if necessary.

Documentation

The person who received the threat, with their immediate supervisor will complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

- Complete documentation of the Bomb Threat Checklist

- Deliver all forms and paperwork to the Risk Coordinator within 24 hours

Warning Signs for Mail Bombs	Warning signs for Car Bombs
<ul style="list-style-type: none"> • Restrictive markings • Excessive postage • Handwritten or poorly typed address • Titles but no name for addressee • Misspelling of common words • Oily stains or discolored envelope • No return address • Excessive weight • Rigid, lopsided or uneven envelope • Protruding wires or aluminum foil • Excessive marking tape or string • Visual distractions 	<ul style="list-style-type: none"> • Heavily laden vehicles when no bulk is visible • Hastily parked vehicles • Erratic, nervous drivers • Vehicles with suspicious boxes or bottles in the back or cargo area • Vehicles parked illegally near buildings • License plates with signs of tampering • Idle vehicles with no driver in the area

**Plainfield Park District
Telephone Call Questionnaire For Bomb Threat**

Part 1 – Bomb Description

Inform the caller that the building is occupied and detonation of the bomb could lead to serious injury or death to many innocent victims.

1. Exact location of the bomb? (Building, Floor, Room, etc.)

2. Time set for detonation?

3. What does it look like?

4. What will make it explode?

5. What is the explosive?

6. Did you place the bomb? Yes____ No____

7. Why was it placed?

8. Name of caller/organization?

Part 2 – Caller Description

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death – request more data by expressing a desire to save lives.

1. Date _____ Time of Call _____ AM PM
Phone Number Where Call Received _____

2. Exact language used _____

3. Male _____ Female _____ Adult _____ Child _____
Estimate Age _____ Race _____

4. Caller's Voice (Check all that apply)

- | | |
|-----------------------|----------------|
| _____ Accent | _____ Laughter |
| _____ Angry | _____ Lisp |
| _____ Calm | _____ Loud |
| _____ Clearing Throat | _____ Nasal |
| _____ Coughing | _____ Normal |
| _____ Cracking Voice | _____ Ragged |
| _____ Crying | _____ Rapid |
| _____ Deep | _____ Raspy |
| _____ Deep Breathing | _____ Slow |
| _____ Disguised | _____ Slurred |
| _____ Distinct | _____ Soft |
| _____ Excited | _____ Stutter |

5. Background Sounds (Check all that apply)

- | | |
|----------------------|-------------------------|
| _____ Animal Noises | _____ Music |
| _____ House Noises | _____ Motor |
| _____ Kitchen Noises | _____ Clear |
| _____ Street Noises | _____ Static |
| _____ Booth | _____ Office Machinery |
| _____ PA System | _____ Factory Machinery |
| _____ Conversation | _____ Long Distance |

6. Threat Language (Check all that apply)

_____ Incoherent
_____ Message read
_____ Taped

_____ Irrational
_____ Profane
_____ Well-Spoken

7. Other Important Information

8. Name of person receiving phone call

Do not discuss the call with other personnel. Notify your manager. Follow instructions. Remain available, for law enforcement officials will want to talk to you. **Remember you should not try to determine the validity of the call. Contact your Supervisor and they will contact the authorities.**

3.06 Lockdown Procedures

Workplace Violence is defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) as violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. Workplace violence can affect more than just employees. Patrons, innocent by-standers, family and friends also feel the effect of violence.

In the instance of a direct threat of physical violence, hazardous material spills or medical emergencies the District will activate a lockdown procedure. The policies and procedures that are outlined here apply to all building locations of the District. The lockdown procedure can be initiated from any location by any staff that makes first contact with the situation. First and second contact staff are responsible to activate lockdown procedures. Contact staff are the staff who are the “first upon the scene”. This staff is in direct verbal communication or closest physical proximity with an intruder or near the scene of an environmental or medical emergency.

The all-clear announcement is “PPD All Clear”. The appropriate time to make such an announcement is after instructed by the police department.

Incidents That May Necessitate Lockdown:

Environmental:

- On-site hazardous material release/spill (i.e. chemical spill on grounds. Note: A chemical spill inside a facility will **not** result in a lockdown. In such cases, please refer to designated evacuation procedures.
- Off-site hazardous material accident (chemical, biological or radiological contaminants). (i.e. accident at nearby plant that has or handles hazardous materials).

Medical:

- On-site medical emergency (i.e. severe injury or death)
- Off-site medical emergency (i.e. severe injury or death while on field trip)

Violence:

- On-site violent incident (i.e. intruder in the building)
- Off-site violent incident (i.e. police operation in neighborhood)
- Violent incidents include police activity, neighborhood shooting, area threat, public emergency notification (i.e. Homeland Security threat level designation of red)

Instances of Active Shooter:

- Implement ALICE Training

Locations of District Buildings & Facilities

Four Seasons Maintenance Shop, 22500 W. Lockport Street, Plainfield 60544

Normantown Equestrian Center, 12151 S. Normantown Road, Plainfield 60585

North Maintenance Shop, 12263 S. Normantown Road, Plainfield 60585

Ottawa Street Pool, 23820 Ottawa Street, Plainfield 60544

Mather Woods Maintenance Shop, 25550 W. Renwick Road, Plainfield 60544

Plainfield Township Community Center, 15041 S. Des Plaines Street, Plainfield 60544

Prairie Activity & Recreation Center, 24550 W. Renwick Road, Plainfield, IL 60544

Recreation Administration Annex, 23805 W. Ottawa Street, Plainfield 60544

Recreation Administration Center, 23729 W. Ottawa Street, Plainfield 60544

Streams Recreation Center, 24319 Cedar Creek Lane, Plainfield 60586

Hard Lockdown

Assess

Hard Lockdown Procedure

A Hard Lockdown is used when a serious/volatile situation exists that could jeopardize the physical safety of staff and/or patrons. **During a hard lockdown, staff members are to ignore fire alarms unless they receive verbal instructions from the first responder, local emergency responders or if the condition (fire, structural damage, etc.) warrants the evacuation of the area.** Otherwise, no one is allowed to leave their room/office during a hard lockdown.

- ALICE (alert, lockdown, inform, counter, evacuate)

Notification of Intruder In The Building

- Evacuate if possible

Go To Hard Lockdown If You Witness:

- An individual carrying a weapon
- An individual threatening to do physical harm to any District staff or participant
- An individual not in control of their anger/emotions and destroying property (i.e. hitting the wall, knocking over tables, throwing chairs, etc.)
- Any other situation you deem as a violent situation where immediate safety is a concern

Communicate

Activating Hard Lockdown

- 1) Announce that the building is going into hard lockdown. Any administrator or staff member can initiate a hard lockdown.
- 2) Contact nearest staff and repeat announcement until all have been informed. The announcement should state the following:

“Your attention please, we are experiencing an emergency situation and need to initiate a hard lockdown of the facility. Close and lock all room and office doors and windows. Ignore all alarms until further notice.”

- 3) Call 911 immediately. Provide name and address of the building and as much detail about the incident, including a description of the offender.
- 4) Notify staff and patrons outside to immediately move off property as far away as possible from the emergency.
- 5) Get to safety – go to the closest lockable room and try to stay away from windows or line of sight.

- 6) Inform the Executive Director of the situation. If warranted by the Executive Director, the Crisis Management Plan will be initiated.
- 7) If possible, notify the Risk Coordinator who will contact PDRMA.
- 8) When the situation has been resolved, each room & office will be visited individually by a uniformed police officer who will notify you that it is safe to leave the room. The police will also give instruction regarding what to do next.

When You Hear A Hard Lockdown Activated:

- 1) Move any patrons and staff in nearby hallways into closest lockable room
- 2) If in a lockable room, lock door
- 3) Shut off the lights, close blinds or cover window
- 4) Remain silent; do not answer anyone at the door
- 5) Get out of line of sight from the windows (i.e. behind file cabinet or under desk)
- 6) Make a list of all people in the room
- 7) Stay in room until evacuated by a police officer
- 8) Do not open the door until identity of police officer is confirmed (cell phone, pager, or badge shown)
- 9) Do not be a hero. For your safety and those of your co-workers, stay in the locked room
- 10) If you are outside during a lockdown, do not attempt to enter the building. Get to safety and wait until a police officer has cleared the scene or an “all clear” has been given. ALICE states to not use codes and to wait for the police to give the “all clear”.

Soft Lockdown

Assess

Soft Lockdown Procedures

A Soft Lockdown is primarily used in two different scenarios. The first is when conditions exist outside of the park building that could potentially present a threat to the safety of the staff and patrons. The second is a situation inside the building where the District or local emergency responders need to keep staff and patrons in their rooms and away from an incident or activity. During a soft lockdown, staff and patrons can continue normal activities. A soft lockdown example includes a situation where police are looking for a felon in the area, during a toxic spill event near the park location, or other threats where park patrons are safe and better managed inside.

Communicate

Activating Soft Lockdown

- 1) Announce that the building is going into soft lockdown. Any administrator or staff member can initiate a soft lockdown.
- 2) Contact nearest staff and repeat announcement until all have been informed. The announcement should state the following:

“Your attention please, we are experiencing an emergency situation and need to initiate a soft lockdown of the facility. Please remain in the building and ignore bells/alarms until further notice.”

- 3) Instruct patrons who are outside to return to the building
- 4) If appropriate, call 911. Provide as much detail about the incident as possible.
- 5) Notify Department Director or Supervisor at the building and advise them of the situation
- 6) Notify and brief the Executive Director. If warranted by the Executive Director, the Crisis Management Plan will be initiated.
- 7) Notify the Risk Coordinator who will inform PDRMA
- 8) Confirm that all staff and patrons from outside of building have returned to the building
- 9) Confirm that all exterior doors are locked and monitored
- 10) No one enters the building unless escorted by a staff member
- 11) When the situation is determined to be safe, announce the all clear, “PPD All Clear” announcement and provide staff further instruction about resuming normal activity.

When You Hear A Soft Lockdown Activated:

- 1) Leave blinds open unless otherwise advised
- 2) If outside the building, immediately return to the building. (Unless the soft lockdown is called due to a bomb-threat. In this case, you will be notified to report to the assembly area outside the building).
- 3) Remain in the building or office until the all clear is sounded, **“Fun For Everyone”**
- 4) No staff or patron is allowed in or out of the building without approval by the Executive Director or Department Director in charge.

Ensure Safety**Recovery After Any Lockdown/Evacuation**

- Account for every District employee, participant, parent, community member and guest who was in the building before the lockdown occurred. Check all offices and closets for patrons. Department Directors will account for their department or the department itself in the absence of the Department Director.
- Check for injuries-call 911 if any injuries require emergency medical assistance
- Notify families and guardians of participants and employees in the building
- Check for property damages
- Recommend the EAP help line to those in need

Secure Property

Secure cash drawers.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.07 Chemical Accidents

Chemical accidents can come from outside or be a result of internal operations, normally that would occur at the District's Maintenance Facilities or Ottawa Street Pool. An example of an outside accident is a nearby tank truck spill that involves large quantities of toxic gases or the release of toxic fumes. An example of an internal operational accident is the toxic gas released when chlorine and ammonia based cleaning solutions are mistakenly combined.

Assess

Evaluate the seriousness of the specific situation and ensure appropriate actions are taken to handle the situation properly.

Communicate

If immediate hazard, call 911; if not immediate hazard call the Risk Manager; if safe to do so, clean it up yourself.

When the accident relates to the District pool, please relay the appropriate chemical information to the fire department.

Ensure Safety

- When advised of a potential chemical hazard, assure employees/participants are in a safe location
- If possible, contain solid/liquid materials to lessen exposure; do not put yourself or anyone at risk
- For vapors, ventilate if safe to do so; be cautious of explosive vapors
- When cleaning up a chemical spill consult the SDS label and clean up according to the label
- If you come in contact with a chemical, remove yourself to fresh air. Check the SDS sheet to properly care for affected person and see a doctor if necessary.

Secure Property

Secure cash drawers and lock the facility if deemed necessary to leave these areas unattended.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

When advised of a potential chemical hazard that originates outside the building, employees should follow directions given by police and/or fire department personnel. If the building has to be evacuated, restrooms, break rooms, meeting rooms and other potential spaces where employees or participants may be located should be searched. Render first aid as necessary.

3.08 Robbery Attempts

Robberies can often be prevented by practicing security measures such as following cash handling procedures. Keep all cash/negotiable paper transactions out of reach and out of view. Always close cash drawers between transactions and lock the register if the counter must be left unattended. During a power failure or evacuation, lock all cash drawers with keys.

Never discuss District security systems or procedures with anyone outside the District. Watch for and observe any suspicious behavior and report suspicious behavior to your supervisor.

Assess

- Stay calm and comply completely with robbers demands
- If available, push the panic button
- Watch the robber and take note of how they talk, what they say, what they look like, etc.
- If possible, get license plate number and car description
- Never get into a car or go with the perpetrator
- Once the robber leaves, lock the doors of the building

Communicate

- Call 911
- Call immediate supervisor, who will contact Executive Director and Risk Coordinator. Risk Coordinator will contact PDRMA.

Ensure Safety

- After the incident protect the evidence
- Do not discuss the incident (refer to Statement of Admissions Policy in the Risk Management Manual)
- Tend to any injuries
- Staff should accompany any unaccompanied minors until their parents arrive and it is safe to leave the facility
- Do not leave the building until police give the okay

Secure Property

Secure cash drawers and lock the facility if deemed necessary to leave these areas unattended.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.09 Missing Persons

Assess

- If a person approaches you and says that a child is missing, quickly get a detailed description of the child, including:
 - Name, age, hair color, and eye color
 - Approximate weight & height
 - What the child was wearing, for example, the color and type of clothing and, most importantly, shoe color and style (although the clothes may be changed, an abductor does not usually remove or change shoes)
- Ask person who is missing the child to stay at the front desk to identify the child when found

If the missing person is an adult, follow the same procedures as above, except wait 30 minutes before calling police except if the adult has a mental illness, call after 10 minutes.

Communicate

- Go to the front desk at your building and inform the staff that there is a missing child
- Full-time staff must secure exits
- Provide the front desk staff with a full description of the missing child
- Guest Services staff will contact the Director of Facilities who will then assemble a search team
- All available staff should begin searching for the missing child
- The senior staff member at the time of the incident will contact the Executive Director
- If staff encounters a child who resembles the description of the missing child they should bring the child to the front desk for identification

Ensure Safety

- If the child is not found within 10 minutes, call 911
- Don't hesitate; the police would rather get a second call saying that the child has been found, than to discover it is too late and the child has been abducted
- If the child is found and appears to have been lost unharmed, reunite the child with the parent or guardian

- If the child is found accompanied by someone other than the parent or guardian:
 - Use reasonable effort to delay the departure of the person accompanying the child, but do not put yourself, the staff, or other people around you at risk
 - Call the police and describe in detail the person accompanying the child
- Conclude the incident by notifying staff that the missing child has been found

Secure Property

Secure cash drawers and lock the facility if deemed necessary to leave these areas unattended.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.10 Seizure Management

Assess

Seizures can be identified by disoriented actions, staring into space, or trembling. Whenever participation involves aquatic activities, the District's seizure prone swimmer policy should be followed.

Communicate

- Call 911 if appropriate
- Assure patient that help is on the way; stay calm
- If patient is under 18, notify parent or legal guardian as quickly as possible
- Ask another staff member to assist you to provide information to EMS and to keep area secure
- Contact your immediate supervisor after Ensuring Safety steps

Ensure Safety

- Monitor the duration of the seizure from the moment staff first observed the symptoms (and when possible, from the time of onset)
- Do not move the victim unless there is danger of further injury. Instead clear everything away so that patient doesn't hit it, clear away people, do not put anything in the person's mouth or try to restrain them.
- Do not give the victim anything to eat or drink
- Tend to any injuries once seizing has stopped

Secure Property

Secure cash drawers and lock the facility if deemed necessary to leave these areas unattended.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Document the nature/character of the seizure.

3.11 Severe Weather

- Earthquake
- Tornado
- Lightning
- Flood
- Snow/Blizzard

Assess

- Severe thunderstorms, lightning, tornadoes, flash flooding, and blizzards are types of natural disasters which can be devastating. Pre-planning for such occurrences should include establishing contact with a weather information system, securing facilities and moving patrons and employees to a safe place before the storm strikes.
- Watch- Conditions are right for severe weather. If a watch is in effect, programs can be continued if a shelter location is available and nearby.
- Warning- Severe weather has been spotted in the area. Police decide if warning is sounded from the information they receive from the National Weather Service. Programs must be canceled or postponed if a warning is in effect. Whenever possible go indoors.

Communicate

- Supervisors and staff should inform staff and patrons they are responsible for
- Employees must take appropriate shelter and must take participants who are under the age of 18 to the shelter location
- Employee must take emergency equipment
- Staff can direct customers to contact the weather hotline (815)436-8812 for updated information on certain programs regarding weather conditions for programs and facilities

Ensure Safety

- Always keep track of participants in your group. Children in programs should be kept in a shelter location and cannot be dismissed unless a parent has arrived or the threatening weather has passed.
- Cashiers should secure their registers and not make any transactions while the warning in effect if it causes staff to seek shelter
- Whenever possible remain in shelter locations for 20-30 minutes following the last notice of lightning or thunder. Once an all clear for tornadoes is announced, outside activities may

continue if there is no threat of other severe weather. NOTE: Just because the sirens have stopped sounding does not mean it is all clear; refer to a radio, TV, or internet for an all clear.

Secure Property

Make safety your priority. Secure cash drawers only when time allows.

Document

Complete PDRMA's Accident/Incident (Form 01) as soon as possible in the event it is needed. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Earthquake

Assess

Warnings for earthquakes are seldom, if ever, given. Any indication is usually erratic behavior in animals and a few moments of mild tremors before the earthquake strikes.

Communicate

Supervisors and staff should inform staff and patrons they are responsible for if an earthquake is present and direct them to follow the bullets under “Ensure Safety” as applicable.

Ensure Safety

- If indoor, take cover under desks, tables, or other heavy furniture and hold on until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway
- Stay away from windows and be aware of the possibility of falling objects
- Move away from light fixtures and other suspended objects
- After the earthquake evacuate the building as would be done during a fire or explosion, but only once all shaking stops
- Be aware of the possibility of gas leaks
- Avoid any downed power lines or other electrical wires
- If outside during the earthquake, move away from buildings and stay flat on the ground if possible. Avoid utility poles and overhead or falling wires.
- If driving, stop your vehicle and pull off the road as quickly as possible. Bridges or other man-made structures should be avoided.

Secure Property

Make getting to safety a priority and cover your head.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Tornado

Assess

When a tornado watch has been issued, staff should be on high alert and check the weather conditions. Certain precautionary measures should be taken in anticipation that a severe event could materialize. At all times a building is occupied, an outdoor event is conducted, or employees are working outside, an employee, along with a back-up, shall be assigned to monitor local radio.

Note: Warning sirens are tested the first (1st) Tuesday of each month at 10a.

Communicate

Alert patrons of the Tornado Watch and what it means. In the case of a Tornado Warning or when Warning Sirens are activated, alert patrons of the tornado warning and instruct them where to take shelter. Tornado shelters in each District building are indicated on the evacuation maps and by tornado shelter signage at the shelter location.

ENSURE SAFETY

1) Tornado Watch

- Monitor the weather
- Be ready to take shelter
- Assist patrons to designated safe areas

2) Tornado Warning

- During these warnings, people should proceed to the lower innermost area of the building "safe area"; avoiding areas where windows are located as much as possible. The tornado shelter location is marked on each evacuation map and labeled by Tornado Shelter signage. A portable radio should be maintained in this area and tuned to the emergency- broadcasting network.
- Those in the building should remain in the safe area until the tornado or severe thunderstorm warning has been canceled
- When an all clear is given, patrons may exit the shelter areas and get their belongings
- Staff members and Emergency Personnel will check for injuries, fires, gas leaks, live wires, structural damage, and equipment damage

Secure Property

Secure computers and cash drawers if time allows, but make getting to safety your priority.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Lightning

Assess

At the first sight of a severe lightning storm check the weather radio for severe weather watch or warning notification.

Communicate

Supervising staff should advise staff of severe weather/lightning and make the following announcement as applicable to programs and pool "Attention park patrons we would like to warn you that severe weather is approaching. Please seek shelter." After 10 minutes, if severe weather still exists, designated staff will repeat the above announcement.

Ensure Safety

Staff and guests are not to talk on landline phones and should avoid contact with electrical equipment or cords. Avoid contact with plumbing. Do not wash your hands or take showers. Stay away from windows and doors. Guests will be permitted to gather their belongings and leave should they choose to do so.

If stuck outdoors and cannot get inside a shelter, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact to the ground. Do not lie flat on the ground.

Secure Property

In the event that lightning strikes a center or facility, staff should check all pool pumps, boilers, computers and other operational equipment that may be impacted.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Flood

Assess

Check the weather for severe weather and flood conditions, and watch for warning notifications. The extent of the flood and the time before it arrives will dictate the course of actions to be taken. The Executive Director or Parks Superintendent will determine if conditions necessitate that buildings close and employees get sent home. Employees in the field should be extremely careful when flood warnings for Will and/or Kendall County are in effect. Employees should never try to traverse a creek or other body of water in their vehicle if the water depth is higher than the middle of their vehicle's hubcaps.

Flooded roads should be avoided even if it prevents access to a scheduled activity.

Communicate

Announce evacuation of necessary locations and directions for evacuation route.

Ensure Safety

If flooding is likely to occur, all guests and staff should evacuate the building and go to an area or shelter on higher ground. Facility staff must turn off utilities at the main switches.

Secure Property

Secure cash drawers and move any equipment or belongs to higher ground if necessary, especially in buildings with frequent flooding issues. Lock the facility if evacuating.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Snow/Blizzard

Assess

Potential closure may take place in the event of severe weather relating to a blizzard/heavy snow.

When a severe weather alert has been issued supervisory staff should be on high alert to monitor the weather conditions.

Communication

The Superintendent will contact the Executive Director to discuss weather conditions. If necessary, the Director will contact the Division Head Staff to initiate closing procedures.

Closing Procedures:

- Announce the closure time and details to all staff via email. Announce closure to guests via the website and EmergencyClosingCenter.com.
- Ensure that parents or participants in park programs have been notified and are arranging their pick up. Do not release participant under 18 to walk home if weather conditions are dangerous.
- Post signs on the facility doors regarding the closure; post updates on the website, ensure that all staff have updated their voicemail messages and email "out of office" messages with closure information.
- Ensure that Supervisors have contacted all staff and independent contractors regarding changes in work schedules (including anticipated re-opening).

Ensure Safety

To ensure safety, program cancellations or building closures may be deemed necessary by Executive Director and Department Directors, such cancellations will be communicated as stated above. Supervisors should dismiss part-time staff who is not needed to assist with the closure immediately.

Secure Property

Secure cash drawers and lock the facility if deemed necessary.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.12 Utility Emergency

- Gas Line Break
- Electrical Power Failure
- Water Pipe Leak/Rupture
- Telephone or Communication Loss

Gas Line Breaks

Assess

If an odor of natural gas is detected prepare to evacuate.

Communicate

All people in the general areas should be notified and evacuated. The fire department should be immediately informed and the gas company should be called. Supervisors should also be notified.

Ensure Safety

Make an announcement: "At this time, please calmly exit the building using the nearest exit". For an evacuation restrooms, break rooms, meeting rooms and other potential spaces where employees or building patrons may be located should be searched. Equipment and lights should not be turned off or on. Staff should bring with them when evacuating:

- Rosters and emergency phone numbers for program participants
- Radio/Cell Phone

Take a roll call or a head count to assure everyone was evacuated. If necessary or possible, use other buildings or vehicles as a temporary shelter.

Secure Property

Secure the cash drawers and the last employee out of the building should lock the facility when evacuating.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Electrical Power Failure

Assess

Keep participants and building patrons calm. If necessary evacuate everyone to areas where lights are provided. If evacuation is not necessary all employees in the building should remain by their workstations until emergency lighting is activated. If the power outage is more than momentary, all computers and other electrical equipment/appliances should be turned off.

Communicate

Contact maintenance including the Division Manager Fleet & Facilities if the building maintenance person is not available. If it is deemed that it is not an internal problem contact the electrical company. See Appendix 5 for Utility Company contact information and District Account Numbers. If possible, obtain information as to how long power will be out. Contact supervisor for guidance on work/program cancellations.

Ensure Safety

Refrain from conducting activities that could result in injury.

Secure Property

Secure cash drawers and lock the facility if deemed necessary.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Water Pipe Leak/Rupture

Assess

Turn off water at individual shut off or main shutoff for the building.

Communicate

Contact the Division Manager Fleet & Facilities or his/her designee to investigate. If the severity of the leak is substantial and affects programs, the Division Manager Fleet & Facilities or his/her designee will notify the Executive Director and appropriate Department Directors prior to closing the facility. In the event the facility closes, supervisors will contact parents of participants. Children will not be released until a parent/guardian has arrived to pick them up. Supervisors will release staff once all children are picked-up.

Ensure Safety

Move participants and staff to a safe location.

Secure Property

Move any equipment or items that are safe to salvage to a dry location if necessary. Secure the cash drawer and lock the facility if deemed necessary.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

Telephone And Communication Loss

Assess

Be aware that the alarm systems may not work; Maintain fire and security watch until problem is resolved and/or relief is provided.

Communicate

Use whatever means available to contact a Supervisor or contact Information Technology for guidance. If office phones do not work use the phone directory to call cell phones or home phone numbers.

Ensure Safety

If no sign of danger is apparent carry on business and activities.

Secure Property

Secure cash drawer if necessary to leave work station.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.13 Violence, Civil Unrest, National Disaster

Violence

In an effort to limit the ramifications of violent acts, access to all buildings should be limited to as few entrances as possible. Areas not normally accessed by the public should be secured from other areas. Visitors should only be allowed to enter a District office after they have been identified and then only when escorted. At any time there is the potential for physical violence, employees should immediately attempt to remove themselves from the violence and contact the police and notify their supervisor. All acts of violence, regardless of how they are settled, must be reported to a supervisor.

Civil Unrest

In the event of civil unrest, the District will work with appropriate law enforcement agencies.

National Disaster

In the event of a national disaster, the District will work with local/state authorities.

Assess

Evaluate the seriousness of the specific situation and ensure appropriate actions are taken to handle the situation properly.

Communicate

Notify the Department Director or Supervisor on duty, relevant staff and if necessary call 911.

Ensure Safety

Take actions to lead patrons and other staff to safety.

Secure Property

Secure cash drawers and lock the facility if deemed necessary.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

3.14 Intoxicated Patron

Assess

Dealing with patrons who are under the influence of alcohol or other drugs can be a real challenge and can sometimes be dangerous. Patrons who are under the influence may be more aggressive than normal, may be resistant to authority, may have lost their ability to reason or act responsibly, and/or may exhibit immature behavior. Evaluate the intoxicated person's reaction to their surroundings before approaching them.

Communicate

The District's Park Code Ordinance prohibits patrons from entering, being or remaining on district property if under the influence and prohibits disorderly conduct. Each offense gives the District the right to evict a patron from the premises and can be banned from programs. If it appears to be unsafe to approach the intoxicated person call the police department.

General guidelines for dealing with an intoxicated patron:

- Use assertive communication techniques:
 - Stay calm
 - Use firmness and state your request with authority
 - Use non-threatening words and tone
 - Show concern for the safety and comfort of the intoxicated patron
 - Repeat decisions and statements like a "broken record"
 - Don't argue or offer resistance to verbal assault, use "fogging techniques" – agreeing with the possibility of what the person is saying
 - Look for a "workable compromise" and make a reasonable agreement
 - Call or have a co-worker call 911, if the intoxicated patron refuses your request to leave, you feel threatened or if the situation deteriorates

Ensure Safety

Rules for personal safety:

- Protect yourself with distance, avoid being surrounded and maintain an open line of flight
- Never physically engage with the patron being confronted
- Never argue with an intoxicated patron, arguing is useless and may lead to a physical confrontation

- Never agree to meet the intoxicated person outside or elsewhere
- If the patron becomes irrational or belligerent, the staff member should contact their immediate supervisor or call 911
- If the problem escalates or your physical safety is threatened, call 911

Secure Property

Secure cash drawer and lock the facility if deemed necessary.

Documentation

Complete PDRMA's Accident/Incident form (Form 01) as soon as possible whenever 911 is called. Additional PDRMA report claim forms may be necessary to complete depending on the situation. Forms are located on the District's Shared Drive.

SECTION 4.00 - OPERATIONAL POLICIES

4.01 Compliance Programs

The District has developed guidelines for employee in protecting themselves against hazardous conditions in the workplace as well as complying with local, state and federal regulations. The District will provide training when applicable to employee job functions.

Trainings to be completed by all employees annually are:

- Bloodborne Pathogens
- Hazard Communication
- Driving Standards
- Harassment
- Lifting
- Personal Protective Equipment

Other job specific training may include but is not limited to:

- Safety Rules
- Hazardous Conditions
- Statement of Admission
- Emergency Response Plans
- Personnel Policies
- Child Abuse Act
- Patron Behavior Act
- High Risk Equipment
- Confined Spaces

4.02 Accidents And Incidents

- 1) An accident occurs – you are notified of the incident
 - a) Quick access if the Employee must seek medical attention immediately
 - b) Complete the appropriate PDRMA form
 - c) Direct the employee to our designated health care provider
 - d) Edward Hospital and Health Services
 - e) Retain all documents and forward to Human Resources immediately for processing and submittal to the District's liability insurance carrier
- 2) When an accident occurs on a weekend or evening hours

If Employee must seek medical attention immediately – instruct that they should call 911

If 911 is not necessary, but medical attention is needed – we strongly urge the employee to go to Edward Health Services. An employee may select their own healthcare provider, however timely medical attention is critical and availability at personal doctor may be limited.

- a) Employee should notify immediate supervisor by telephone
 - b) Completion of the appropriate PDRMA form is critical
 - c) If the employee is with a co-worker, the co-worker should document the incident, particularly if a supervisor/manager is unavailable
 - d) Forms should be readily available in office/facility space for such a situation
 - e) Retain all documents and forward to Human Resources for processing and notification to the District's liability insurance carrier
- 3) Reporting all incidents is important, even those initially thought to be “nothing”.
- 4) Our best effort is to have minimal lag time in documenting incidents and notification to the District's liability insurance carrier.
- 5) All documents are available in the Shared Drive.

PDRMA Forms

- 1) Form 01: Accident/Incident
 - a) Deliver completed form to Deputy Director

- 2) Form 02: Vehicle Accident
 - a) Deliver completed form to Deputy Director
- 3) Form 03: Property Loss
 - a) Deliver completed form to Deputy Director
- 4) Form 04: Employee Injury/Illness
 - a) Deliver completed form to Human Resources Manager

Emergency Care Treatment Center Locations:

Physicians Immediate Care
13641 South Route 59, Plainfield, IL 60544
Hours: M-F 8:00 am-8:00 pm, S & Su 8:00 am-4:00 pm
Phone: 815-556-2942 Fax: 815-733-6222

Physicians Immediate Care
6050 Caton Farm Road
Hours: M-F 8:00 am-8:00 pm, S & Su 8:00 am-4:00 pm
Phone: 815-609-5501 Fax: 815-254-5701

After Hours Injury Care is provided through the Edward Hospital Emergency Room in Naperville and Plainfield.

Serious Patron or Employee Incidents

Serious incidents, especially incidents involving an unconscious victim, diving injuries, serious vehicle accidents, AED use or the death of a patron or employee should be called into the District's liability insurance claims department immediately.

For serious, but not emergency incidents (fractures, serous lacerations, transport to a medical facility, etc.), always forward the incident reports to the District's liability insurance carrier. Other situations when incident reports should be sent to the District's liability insurance carrier include when the injured party asks for bill payment, threatens litigation or when an incident is out-of-the ordinary and you are unsure.

4.03 Statement Of Admission

All employees are expected to act and conduct themselves at all times in the best interest of the District. When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to presume or admit guilt or fault of any kind. Employees should never speculate on the cause(s) of the accident or injury or discuss any facts of the accident. Employees should cooperate with investigating authorities and with any investigation conducted by or on behalf of the District. Any and all questions relating to an accident involving District property and/or personnel should be promptly directed to the Executive Director, department director or a designated District spokesperson.

4.04 Automated External Defibrillator (AED)

Automated External Defibrillators (AEDs) will be placed at all required District facilities. Four Seasons Maintenance Shop, Normantown Equestrian Center, North Maintenance Shop, Ottawa Street Pool, Plainfield Township Community Center, Prairie Activity & Recreation Center, Recreation Administration Center, Recreation Administration Center Annex, South Maintenance Shop, and Streams Recreation Center. Staff will be required to be trained in CPR and the use of the AED machines.

Monthly maintenance check of the AED machines is required. Staff may be required, as part of facility opening and or closing procedures, to complete the required maintenance and cleaning and the appropriate checklists.

4.05 Child and Sexual Abuse Policy

Child and Sexual Abuse Policy Statement

Child and sexual abuse exists and is prevalent. Due to the nature of our programs and facilities, District staff are often the first to discover or suspect child abuse. Our programs and facilities provide on-going contact with children and youth, enabling us to observe the effects of abuse or, after trust has been established, to be told directly about the abuse by the minor.

The District is committed to providing a safe environment for all participants and has zero tolerance for any and all sexual or child abuse. Observed or suspected sexual abuse or child abuse will be taken seriously and dealt with in accordance with this Policy and Illinois.

Definition of Abuse and Neglect

Generally, when we talk about child abuse, we are referring to any maltreatment of a minor. Unfortunately, what one person may consider maltreatment, another may consider appropriate discipline. An abuse act is one in which physical, sexual and/or emotional harm occurs. The Federal Child Abuse Prevention and Treatment Act provides this definition: "Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen."

The Illinois Department of Children and Family Services (DCFS) describes child abuse as the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest), or emotional. DCFS describes neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

Mandated Reporting

State law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. Under the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq), directors and staff assistants of day care centers and nursery schools, recreational program and facility staff, and child care staff are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE or 217/524-2006) whenever staff has reasonable cause to believe that a child may be abused or neglected.

All District staff shall be required to sign an Acknowledgement of Mandated Reporter Status.

4.06 Dispensation of Medication to Participants

District staff will not dispense medication to a minor child or other participant until the appropriate paperwork is completed. A Medication Dispensing Information form and a Waiver and Release of All Claims must be fully completed and signed by the participant and/or parent/guardian. At any time there is a change in the medication, a new Medication Dispensing Information form must be completed. After the appropriate paperwork has been completed and the staff person has been trained by the parent/guardian about the medication, the medication may be dispensed to a participant. The staff person must keep a Medication Log; documenting every time medication is given. Staff should be prepared to share the Medication Log with the participant and/or parent/guardian on a regular basis or upon request at any time.

4.07 Behavior Policy

Appropriate behavior is expected from all patrons, participants and observers in programs and in facilities to protect the enjoyment and safety of all patrons. Behaviors that will not be accepted include, but are not limited to, the following:

- Endangering the health and safety of other participants, patrons, observers, staff, or volunteers.
- Disrupting a program or creating a disturbance at a facility.
- Continuous refusal to follow program and/or facility rules and guidelines.
- Use of verbal harassment, profanity, vulgarity, obscenity or racial slurs.
- Blatant disrespect of staff, volunteers and program or facility rules and guidelines.
- Damage, vandalism, or theft of private or District facilities, equipment or supplies.
- Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.
- Inappropriate or offensive dress, including, but not limited to dress which is too revealing and clothing which displays obscene or offensive words or pictures.
- Possession or threat of a weapon.
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening any individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to prolonged kissing and touching or any private area of the body.

The following outlines steps that may be used with patrons who are not behaving appropriately. Membership or program fees will not be refunded for any person removed from a program or facility due to violation of this behavior policy. Some programs or facilities may have stricter or more detailed behavior policies.

Program Participants

All program participants are expected to behave appropriately and follow the rules of the program and facility. A participant will receive written notice for inappropriate behavior, and in the case of a minor, a copy of the notice will be provided to such minor's parent/guardian. If a participant receives three notices of inappropriate behavior, or if the participant is involved in one severe incident, as determined by District staff, the participant may no longer participate in the program until a meeting is scheduled and held. The participant, a parent / guardian if the participant is a minor, the program instructor, the program supervisor and any other persons, whom the District considers necessary for a resolution of the inappropriate behavior, shall be present at such meeting. At the meeting, the question of continued participation in the program will be considered and, primarily for minor

participants, a Behavior Contract may be prepared as a condition of continued participation. Such a Behavior Contract will be personalized to the circumstances and the participant, and will include specific expectations and consequences for failure to meet such expectations, including possible suspension and /or termination from program participation. Inappropriate behavior by any participant over 18 years of age may result in more rapid progress toward suspension or termination from program participation. Any participant that receives a suspension and is permitted to return to the program does on the “zero tolerance” basis. Any further incident will result in immediate termination of that individual. Termination of participation may carry from program to program pending the severity of the issue as determined by the District.

Facilities

All facility participants are expected to follow the rules of the facilities. Disregard or abuse of facility rules may result in removal by staff or police from the facility for a designated length of time or permanently.

Observers

Observers of programs are also expected to behave appropriately. Parents, friends and any observers are held to the same standards of behavior as participants. If inappropriate behavior of a program observer is reported to or observed by a staff person or volunteer, the observer will be asked to leave by the staff person, volunteer or police, if necessary.

Appeals

Any participant who is suspended or terminated from program participation shall have the right to appeal to the Executive Director within fourteen days of any notice of suspension or termination. The Executive Director shall thereupon schedule a meeting concerning such appeal, and the appellant shall be entitled to present his or her version of the facts at such meeting. Within five days after such meetings, the Executive Director shall notify the appellant in writing that the suspension or termination has been affirmed, modified, or reversed. The Executive Director shall notify the Commissioners of the meeting and the decision.

It is a vision of the District to provide safe and wholesome programs in well-maintained facilities for our residents and guests. Rules must be followed and policies such as this must be established to protect this vision for all involved. Our goal is not to remove patrons from programs or facilities, but to work together with participants and / or parents/ guardians to the best of our ability to correct or deal with a problem. The District asks for your cooperation in behaving appropriately and teaching your children the importance of appropriate behavior and following rules.

4.08 Child Car Seat & Seat Belt Policy

All parents or guardians of children participating in a District trip or program and being transported in a District vehicle or any vehicle with seat belts, must provide a child restraint system (car seat) for any child 7 years old or younger or sign a waiver giving permission for the child to be transported without such a system. All participants must wear seat belts.

4.09 Concussion

Any participant who exhibits signs, symptoms or behaviors consistent with a concussion such as loss of consciousness, headache, dizziness, confusion or balance problems shall be immediately removed from the activity/program and shall not return until cleared by an appropriate health care professional.

The following information is adapted from the Center for Disease Control and Prevention (CDC) website. For additional information please visit www.cdc.gov/concussion

What is a Concussion?

A concussion is a type of traumatic brain injury, or traumatic brain injury (TBI), caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can potentially be serious. Most concussions occur without loss of consciousness. Recognition and proper response to concussions when they first occur can help prevent further injury or even death. Concussions can occur in any sport or recreation activity. All staff, volunteers and participants should better understand and recognize concussion signs and symptoms and what to consider if a concussion occurs.

What are the Signs and Symptoms of a Concussion?

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. In general, recovery may be slower among older adults, young children, and teens. Those who have had a concussion in the past are also at risk of having another one and may find that it takes longer to recover if they have another concussion.

Symptoms of concussion usually fall into four categories:

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache Fuzzy or blurry vision	Irritability	Sleeping more than usual
Feeling slowed down	Nausea or vomiting (early on) Dizziness	Sadness	Sleepy less than usual
Difficulty concentrating	Sensitivity to noise or light Balance problems	More emotional	Trouble falling asleep
Difficulty remembering new information	Feeling tired, having no energy	Nervousness or anxiety	

Some of these symptoms may appear right away, while others may not be noticed for days or months after the injury, or until the person starts resuming their everyday life and more demands are placed upon them. Sometimes, people do not recognize or admit that they are having problems. Others may not understand why they are having problems and what their problems really are, which can make them nervous and upset.

The signs and symptoms of a concussion can be difficult to sort out. Early on, problems may be missed by the person with the concussion, family members, or doctors. People may look fine even though they are acting or feeling differently.

How can I recognize a possible concussion in sports activities?

To help recognize a concussion, you should watch for the following two things:

- A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head
- Any change in the athlete’s behavior, thinking, or physical function

Participants who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of the activity the day of the injury and until a health care professional, experienced in evaluating for concussion, says it’s OK to return to the activity.

Signs Observed by the Program Supervisor	Symptoms Reported by the Participant
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets and instruction	Balance problems dizziness
Is unsure of game, score or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish, hazy, foggy, or groggy
Loses consciousness (even briefly)	Concentration or memory problems
Shows mood, behavior, or personality changes	Confusion
Can’t recall events prior to hit or fall	Does not “feel right” or is “feeling down”
Can’t recall events after hit or fall	

Remember, you can’t see a concussion and some participants may not experience and/or report symptoms until hours or days after the injury. Most people with a concussion will recover quickly and fully. But for some people, signs and symptoms of concussion can last for days, weeks, or longer.

What should I do if a concussion occurs?

People with a suspected concussion should be seen by a health care professional or encouraged to contact a responsible health care provider. If you think you may have a concussion, contact your health care professional for further direction. If you think someone you know may have a concussion, encourage that person (or parent/guardian of a minor child) to contact a responsible health care professional.

What should I do if a concussion occurs?

If you suspect a participant has a concussion, this 4-step action plan should be followed:

- 1) Remove the participant from the activity
- 2) If an on-site medical professional is provided, have the participant evaluated by the on-site health care professional. When an on-site medical professional is not provided, consider summoning emergency medical services.
- 3) Inform the participant's parents or guardians about the possible concussion and give them the information sheet on concussion
- 4) Keep the participant out of the activity the day of the injury and until a health care professional, experienced in evaluating for concussion, says it's OK to return

Where can I find additional information on concussions?

To get updated information, educational materials, videos, podcasts, and other media on concussions please visit the Center for Disease Control and Prevention (CDC) website at www.cdc.gov/concussion

4.10 Soccer Goals Safety And Education

Introduction And Identification Of Act

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/5, et. seq (the "Act"). The Act requires the District to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

Definitions

The following words shall have the following meanings when used in this Policy. "Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1 et. seq. "Authorized Personnel" means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals. "Board" means the Board of Commissioners of the Plainfield District. "District" means Plainfield District. "Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed:

- 1) To be used for the purposes of a soccer goal
- 2) To be used without any other form of support or restraint other than pegs, stakes, augers, counterweights, or other types of temporary anchoring devices
- 3) To be able to be moved to different locations

"Organization" means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

"Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers, that use Property for Soccer-Related Activities.

"Policy" means this Soccer Goal Safety and Education Policy.

"Property" means real property owned or leased by the District where Movable Soccer Goals are used.

"Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.

"Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

Moving And Securing Movable Soccer Goals; Warning Labels

Before the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property. Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines. A warning label such as the following shall be posted on all Movable Soccer Goals:

ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT THE PLAINFIELD DISTRICT – (815)436-8812. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.

Routine Inspections By District

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

Permitted User Inspections, Placement In Non-Use Position And Notice To Players

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

Use Of District Property By Permitted Users

A copy of this Policy shall be provided to all Organizations using the Property for Soccer- Related Activity. Before using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

Removal

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; fully disassembling the goals for season storage.

Acquisition Of Tip-Resistant Movable Soccer Goals

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq. Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

Availability Of Policy

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from:

Plainfield Park District
23729 W. Ottawa Street
Plainfield, 60544
815-436-8812

Amendments

This Policy may be amended by the District at any time.

Effective Date

This Policy became effective November 11, 2009.

ATTACHMENT 1

NOTE: The Guidelines for Movable Soccer Goal Safety published by the U.S. Consumer Product Safety Commission state that there are several different ways to properly secure a soccer goal and that the number and type of anchors to be used depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The following guidelines are taken from the CPSC recommendations for anchoring, Securing, or Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a District's particular situation.

Guidelines For Safely Securing Movable Soccer Goals

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored / counterweighted movable soccer goal is much less likely to tip over. Accordingly, it is **IMPERATIVE** that ALL movable soccer goals are always anchored properly (e.g., see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps at intervals of no less than one every four feet.

Illustrations and Recommendations according to the U.S. Consumer Product Safety Commission

Anchor Types

1) Auger style

This style anchor is "helical" shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer's specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



2) Semi-permanent

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of 2 tethers. Another design (3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

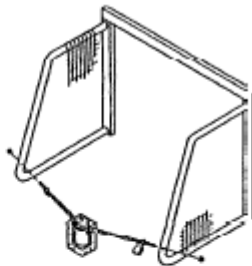
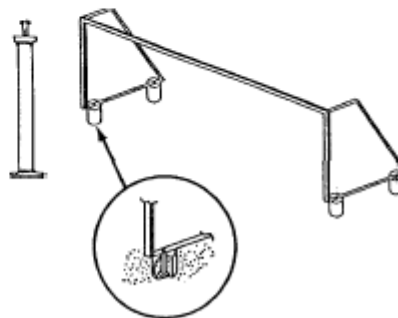


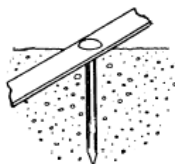
Figure 3.2b: Semipermanent Anchor



3) Peg or Stake style (varying lengths) Anchor

Typically, two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity

Figure 3.3: Peg or Stake Style Anchor



4) J-Hook Shaped Stake style

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

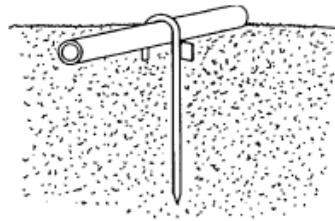


Figure 3.4: J-Hook Anchor

5) Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i. e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

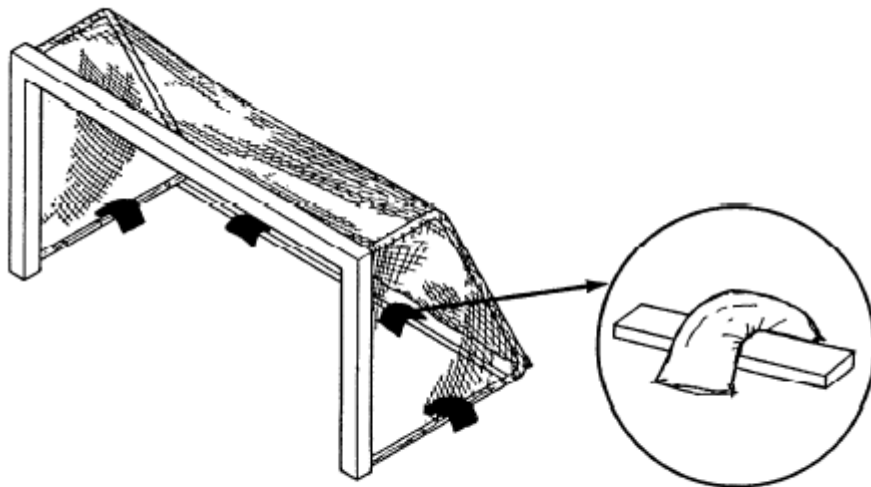


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

6) Net Pegs

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.

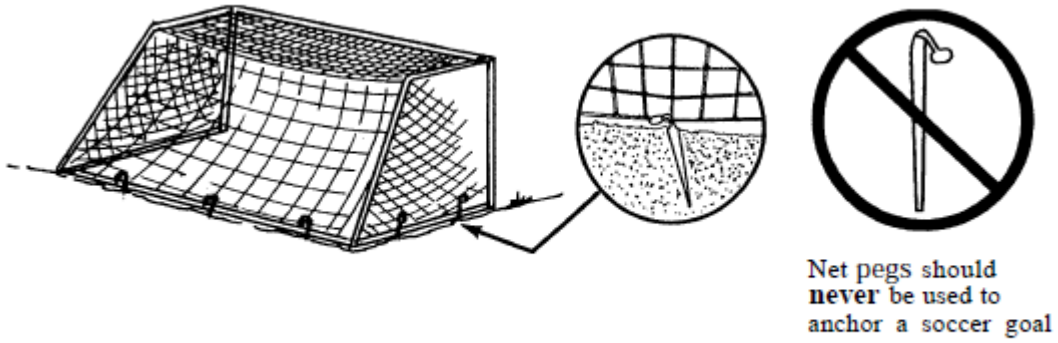


Figure 3.6: Net Pegs

4.11 Vehicle Usage

District drivers should be accountable for their driving actions. Drivers should understand that in certain instances driving is a condition of employment and these established driving rules and standards are provided to promote a safer driving environment for employees, patrons, and the community. The following general rules apply to the use of motor vehicles on District business. These rules are District business. Please see your immediate supervisor for further details.

- Employees who are authorized to drive a District vehicle are responsible for having a valid driver's license for the class of vehicle they operate. If driving a personal vehicle for work purposes it must be properly insured. Upon request by District Management or Law Enforcement Officials, employees must show proof of this license. Employees must notify their immediate supervisor if the status of their driver's license changes. Driver's abstracts will be requested from the Secretary of State on an annual basis for all District drivers
- Your immediate supervisor must authorize use of any vehicle for District business
- Employees are required to obey all traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights when the vehicle's windshield wipers are operated.
- All vehicle accidents must be immediately reported to your immediate supervisor. A copy of the police report and accident reports must be included.
- Employees must immediately notify their immediate supervisor of any traffic citations if received on District business, whether operating a District owned or while personal vehicle
- For positions, which require full time driving duties, the employee must be at least 18 years of age. The District will adhere to the Illinois Vehicle Code that requires a driver of at least 21 years of age with one year of driving experience when transporting school age children or senior citizens.
- No employee may be under the influence of alcohol, intoxicating compounds, methamphetamine, or has used illegal substances or is impaired by medication while operating any vehicle for personal or District business. "Under the Influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this policy, a determination of being "under the influence" can be established through reasonable suspicion, by professional opinion, or a scientifically valid test caused by reasonable suspicion, or the statement of a witness.
- District, vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so or in the case of an emergency
- The District has the right to search any District vehicle at any time with or without consent

- Employees using their personal vehicle for District business are required to carry liability insurance on their vehicle in accordance with the applicable law. The District's liability insurance is secondary to the employee's own coverage.
- Using your personal vehicle to transport participants in any District programs is strictly prohibited

4.12 Bloodborne Pathogens / Communicable Diseases

The District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance; hepatitis B vaccination, post-exposure evaluation and follow-up; communication of hazards; training and record keeping. The District will provide training on an annual basis and / or as needed.

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures, which could have the effect of unnecessarily diminishing the quality of the services, provided by the District. The District Board of Commissioners acknowledge its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

Participation in Programs by Infected Persons

Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for a program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected, decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem.

In making such determination, the following factors should be considered:

- The nature of the risk (how the diseases are transmitted)
- The duration of the risk (how long is the carrier infectious)
- The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted
- The probabilities that the diseases will be transmitted and will cause varying degrees of harm
- The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.

Decisions regarding participation shall, to the extent practicable, be made using the team approach including but not limited to the infected person (unless a minor), the person's physician, public health personnel, appropriate District personnel and, in case of a minor, the minor's parents or legal guardian(s), legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guarding) the infected person's legal counsel. These persons shall

comprise the "Review Team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Executive Director will make the final decision after consideration of the Review Team's recommendation.

Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.

If the Executive Director determines that no change is warranted in the person's participation, he/she may continue in that program. The Review Team may recommend that the person's condition and behavior be monitored. The Review Team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Executive Director.

If the Executive Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the District's refund policy.

Children / Disabilities

The participation of known infected children and persons who are disabled will be assessed as set forth above, with the following additional considerations. Infected children and disabled persons who display such behavior as biting or who lack control of their body secretions, which increases risk of transmission of the virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections associated with HIV or HBV infected child or disabled person, under these conditions.

Even with the incorporation of additional precautions and safety measures, children and disabled persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the worse. Accordingly, assessment of a child's as well as a disabled person's participation should be performed regularly by the review team.

Privacy Considerations

The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the District who knows the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or District personnel other than personnel specifically designated by the Executive Director of the

District. The legal ramifications to the employee involved and the District of a breach of confidentiality should be clearly explained to employees.

Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the District may not advise the public or program participants or their parents of the participation in its programs or the employment by the District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with District's legal counsel.

Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in District programs should be directed to a single spokesperson, such as the Executive Director of the District. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the District has received and is receiving expert medical and legal advice on this matter.

District Compliance Section

Introduction

In today's work environment, the possibility of infection resulting from exposure to human blood and other infectious material is real. The threat of infection as a result of occupational exposure to blood and blood by-products is so real that OSHA published its Bloodborne Pathogens Standard (29 CFR 1910.1030), that first appeared in the Federal Register in 1991 and became effective in 1992. In Illinois, public employers are regulated by the Illinois Department of Labor, which has adopted the OSHA Standard. The Illinois Department of Labor is the regulatory agency, which enforces compliance with the OSHA Standards in the state of Illinois. As a result of this standard, employers are required to establish and implement a written Bloodborne Pathogens control program. Bloodborne Pathogens are biological agents, which may be present in human blood and can cause diseases.

Scope

This standard covers all employees who could be “reasonably anticipated as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. “Good Samaritan Acts” such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV) containing cell or tissue cultures, organ cultures, and HIV or Hepatitis B (HBV) containing culture medium or other solutions. This can include blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Methods of Compliance

The standard also requires the practice of “Universal Precautions” or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags, and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

Hepatitis B Vaccination

Vaccinations must be made available to all employees with occupational exposure to blood:

- Within ten working days of assignment
- At no cost
- At a reasonable time and place
- Under the supervision of licensed physicians/licensed health care professionals
- According to the latest recommendations of the US Public Health Service (USPHS)

Prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated (Form F), but may later opt to receive the vaccine at no cost to the employee. Should booster doses later be recommended by the USPHS, employees must be offered the vaccine.

Post-exposure Evaluation and Follow-up

If any employee actually comes into contact with blood or other potentially infectious materials, the District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory.

Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible.
- Prompt testing of the source material or individual's blood, (with his or her consent) to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
- Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling
- Evaluation of reported illnesses.

The District will provide the healthcare professional who is responsible for an employee's Hepatitis B vaccination, or for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations. The District will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred
- Results of the source material or individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the District's responsibility to maintain.

The District will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation. In regards to

the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination.

In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the following information:

- 1) The employee has been informed of the results of the evaluation
- 2) The employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

General Precautions and Procedures

- 1) Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic toileses or hand wipes may be used, followed as soon as possible by washing with soap and water.
- 2) Disposable gloves which are impervious to blood must be worn. Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
- 3) Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
- 4) Disposable towels or tissues should be used whenever possible. After use, they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
- 5) When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture-resistant gloves.
- 6) Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.

- 7) All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
- 8) Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
- 9) Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Material Safety Data Sheets (SDS) should be maintained for each disinfectant.
- 10) Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease
- 11) Hand soap and disposable towels or tissues and gloves should be available at all facilities

Cleaning Up Blood or Other Body Fluid Spills

- 1) In situations where bleeding due to lacerations, cuts, etc. must be immediately controlled, the individual providing first aid should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s)
- 2) Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
- 3) Clean and disinfect soiled area immediately using paper towels, soap, and water
- 4) Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution
- 5) Rinse clothing soaked with body fluids and place in a plastic bag to be sent home
- 6) Place soiled sanitary napkins in plastic bags, secure and dispose
- 7) Place paper towels and disposable gloves in plastic bags, secure and dispose
- 8) Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials

Kitchen Care

- 1) Maintain a clean area in the kitchen for serving food
- 2) Utensils should be washed, rinsed and sanitized prior to food preparation
- 3) Maintain a separate area of the kitchen for cleanups
- 4) All leftover food, dishes, and utensils should be treated as if they were contaminated
- 5) Pour liquids into sink drains
- 6) Place disposable dishes in plastic-lined, covered waste receptacles
- 7) Rinse dishes and utensils with warm water before placing them into dishwashers
- 8) Rinse recyclables (cans, bottles, etc.) before placing in recycle bins
- 9) Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant
- 10) Wash hands before removing clean dishes from the dishwasher or from cabinets

Laundry

- 1) Use latex gloves when handling soiled items
- 2) Launder diapers or other items soaked with body fluids separately
- 3) Pre-soak heavily soiled items
- 4) Follow manufacturer's directions for detergent use
- 5) If the material is bleachable, add ½ cup of household bleach to the wash cycle
- 6) If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle
- 7) Use hot cycle on washer and dryer
- 8) Clean laundry carts when soiled linen is washing before using for clean linen

Cleaning of Equipment

- 1) Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
- 2) Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed
- 3) Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made

- 4) Clean cooking equipment thoroughly using soap and hot water

Hepatitis A

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long-term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that are preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States, most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash his or her hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long-term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Symptoms of HAV infection include "fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days).

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

Hepatitis B

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long-term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during delivery (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, 2% to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

Hepatitis C

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long-term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis can damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage, which occurs two weeks to six months after infection usually, is so mild that most people do not know they are sick
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develops liver cancer.

People often do not know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However, this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peg interferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers. HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system, which helps you fight infections. AS HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis include:

- Fever
- sore throat
- headache
- muscle aches and joint pain
- enlarged lymph nodes in the neck, armpits and groin
- skin rash
- abdominal cramps, nausea or vomiting, and/or
- diarrhea

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body
- Preventing or controlling opportunistic diseases
- Maintaining good overall health by eating well, reducing stress, and staying physically active

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests
- What the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you
- Where you and your family can get the emotional, social and financial support you need

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per micro liter of blood
- Develop an opportunistic disease or cancer

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States could be attributed to:

- Men who have sex with men (homosexual men)
- People who inject illegal drugs (IV drug users)
- People who have multiple heterosexual partners, especially if one or both partners inject illegal drugs

Impetigo

Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth.

Symptoms include:

- Round, crusted oozing spots on skin
- Spots grow larger day by day

- Spots appear on hands, face, and parts of the skin not covered by clothes
- Spots are typically tan or yellowish brown crust (honey-colored) in form and
- Are very itchy

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, some general practices should be reinforced with staff, volunteers and patrons if symptoms are found:

- 1) Exclude person infected from program until 48 hours after the start of treatment
- 2) Exclude person from handling or serving food until 48 hours after the start of treatment
- 3) Wash hands frequently
- 4) Launder towels, clothes, linens or other items after each use and do not share
- 5) Avoid contact with babies
- 6) Lightly cover the affected area to avoid incidental contact with others

4.13 Ergonomics

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for District staff. It is the policy of the District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The District adopts the following Ergonomics Policy Guide incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training.

This policy applies to all full-time, part-time, and seasonal employees in all departments at the District.

4.14 Fall Protection

The District will ensure the hazards of all elevated falls over 4 feet are evaluated, and that information concerning their hazards are communicated to all employees affected. Training will ensure that employees understand the purpose, function, and proper use of fall protection. Also that they acquire the knowledge and skills required for the safe application and usage. The District will provide training to employees on an annual basis.

Responsibility

The Risk Manager is the trained fall protection personnel. They are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All District employees are responsible for safety at all times. The District has expressly authorized these individuals to halt any District operation where there is danger of serious personal injury due to falls.

Written Program

The District will review and evaluate this Fall Protection Policy:

- On an annual basis
- When changes occur to the OSHA fall protection standards
- When facility operational changes occur that require a revision of this document
- When there is an accident or close-call that relates to this area of safety
- When fall protection procedures fail

Effective implementation of this program requires support from all levels of management within the District. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

Fall Protection Hazard Assessment

A full protection hazard assessment will be performed at the workplace before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. The District will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A Fall Hazard Assessment Sheet will be used to document fall hazard assessments. A complete list of fall hazard locations and protective measures procedures will be maintained by the Risk Manager.

4.15 Reporting Hazardous Conditions / Hazard Communications Program

At any time a hazardous condition is reported to or observed by an employee, action should be taken immediately. Maintenance personnel should be contacted in a timely manner, dictated by the severity of the hazard. The hazardous area should be blocked to prevent any injuries by patrons, staff or volunteers. If the cause of the hazard is known, a supervisor should be notified and/or an Incident Form should be completed.

Hazard Communication Program

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the District to communicate and train their employees about the health and safety hazards of the chemicals in the workplace. The District will provide training to employees on an annual basis.

The Right-to-Know Law requires the District to train their employees about the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical, which can be a physical or health hazard. A few examples of “hazardous chemicals” used in the District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

The District Hazard Communication program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazard Communication program consists of seven basic elements as listed below:

- 1) Posting of Right-To-Know sign
- 2) A written Hazard Communication program
- 3) An inventory of hazardous chemical products
- 4) An inventory of Material Safety Data Sheets
- 5) Submittal of a list of acquired SDS to the Illinois Department of Labor (IDOL)
- 6) A labeling procedure for hazardous material containers
- 7) A Hazard Communication employee training program

It is the District policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazard Communication program consistent with federal, state, and local health and safety regulations. To attain this objective, all District employees must include Hazard Communication compliance as an essential consideration in all phases of their work. The District Hazard Communication program is a cooperative effort between management and employees.

Definitions

Hazardous Substance: Any substance, which is a physical or health hazard or is included in the List of Hazardous Substances as listed by local, state, or federal regulations.

Health Hazard: A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.

Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances that is used to describe their contents.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous substance, which is prepared in accordance with Section 3 (j) [820 ILCS 255/3].

Physical Hazard: A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive flammable, organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Written Hazard Communication Program – Risk Manager

- Designates a Hazard Communication Coordinator for District operations
- Approves the written Hazard Communication program
- Ensures workplace compliance with the written Hazard Communication program and the Toxic Substances Disclosure to Employees Act (820 ILCS 255/1 et seq.)

Labeling

Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used.

Safety Data Sheets (SDS)

SDS should be obtained from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located (usually in a file/binder). The SDS file/binder should be placed at locations for specific chemical use; i.e., pool chemicals are found at the pool facility; custodial supplies in or near the janitor's office; automotive products in the shop office; and so forth.

Under the Right-To-Know Law, employees have the right to obtain SDS for each hazardous material in the work place. SDS must be kept available to employees and former employees for at least 10 years after the material is no longer used, produced, or stored on the work site.

PLEASE NOTE: The requirement states that only an inventory list is required, and not copies of the SDS themselves.

Notification and Information

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at the District. The Hazard Communication Coordinator has the responsibility for making available to contractors and their subcontractors information normally available to the District employees. Contractors and subcontractors are responsible for training their own employees on Hazard Communication.

All employees, or their designated representatives, may obtain further information on the Hazard Communication program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the District's Hazard Communication Coordinator.

Labeling Requirements

It is the policy of the District that no container of hazardous chemicals will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents
- Appropriate hazard warnings are noted
- The name and address of the manufacturer are listed

This responsibility has been assigned to the Coordinator. If at any time the hazardous material was not received with the above information or the hazardous material is transferred to another carton, container, or drum; the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If you use a generic label, the label should have a blank space for the chemical name and its hazard rating. The hazard rating will describe by number, the severity of the fire hazard, health hazard, and reactivity.

A version of the hazard rating method was developed by the National Fire Protection Association (NFPA). This system ranks hazards from 0 to 4 (low to high) in four areas using standard colors. Blue is for health hazards; red is for fire hazards; yellow is for reactivity hazards; and white is for specific hazard or personal protective equipment.

4.16 Personal Protective Equipment (PPE)

OSHA's Personal Protective Equipment Standard (PPE) is referenced in the Code of Federal Regulations (CFR), Parts 1910.132 through 1910.138, as published in the Federal Register

While the PPE Standard primarily affects maintenance departments, many recreations related work activities require the use of personal protective equipment and should be included in your hazard assessment. For example, employees who add chemicals to a pool sanitation system or cleanup body fluid spills need personal protective equipment to safely perform these duties. In addition, various art, crafts, SRA and related recreational activities will require, at times the use of employee personal protective equipment.

While the PPE Standard is a state mandated compliance program for employees at the District, good safety practices dictate that your assessment could include personal protective equipment needs that arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. It is recommended that a patron PPE assessment be completed following your employee assessment.

While reviewing specific sections within this compliance assistance program, words such as "must," "shall," "required," and "necessary" indicate requirements under the OSHA\IDOL Standards. Procedures indicated by "should," "may," "suggested," and "recommended" constitute generally accepted good safety practices.

Illinois is now an OSHA State Plan state for public entities and the Illinois Department of Labor (IDOL) will continue to have jurisdiction in Illinois over the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that affect employees.

Mandatory Written Requirements of the PPE Standard

Written Hazard Assessment

Employers are required to assess the workplace to determine if hazards that require the use of head, eye, face, and hand or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, power equipment manufacturers strongly recommend eye protection due to the potential for flying materials that can cause serious injury to the eye. Another example is use of a chemical that has toxic effects and requires a properly selected respirator, eye protection, special clothing, gloves, etc. to protect the employee from the chemical hazards.

Employers must certify in writing that a workplace hazard assessment has been performed. This written hazard assessment must contain the following:

- 1) The specific workplace for which the hazard assessment was performed
- 2) The name and function of the person certifying that the assessment has been performed

- 3) The date(s) of the hazard assessment
- 4) The identification of the document as a certification of hazard assessment

It is recommended that a supervisory level staff member at the District who has a good knowledge of safety and health issues complete the written hazard assessment. The hazard assessment could also be performed by Committee, which typically is represented by all the departments and facilities within the District that have specific knowledge of the equipment and other work hazards.

Two other excellent sources of information in completing your hazard assessment are your employees' knowledge of work hazards and equipment owners' manuals that clearly outline the necessary personal protective equipment needed to operate such tools or machinery. These two sources can be very valuable in comprehensively completing your hazard assessment.

Specific PPE Considerations

Head Protection

A survey of the Bureau of Labor Statistics (BLS) of accident injuries noted that most workers who suffered impact injuries to the head were not wearing head protection. Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects.

For example, at park and recreation agencies employees should be required to wear hard hats whenever working in or around backhoes, tractors, trenching, overhead loading or when working on a golf course. Head protection resists the penetration of flying objects and can absorb the shock of a blow.

It is important to stress with your employees that severe head injuries can be fatal or cause significant impairments that can affect their quality of life.

Selection of Hard Hats

Each type and class of head protector is intended to provide protection against specific hazardous conditions. Employers need to assess the conditions your employees will be working under and select the proper hard hat for the particular situation.

For industrial purposes, three classes of hard hats are recognized:

- Class A - General service, limited voltage protection
- Class B - Utility service, high voltage protection
- Class C - Special service, no voltage protection, limited protection

Inspection and Maintenance of Hard Hats

The common method for cleaning hardhat shells is dipping them in a hot water solution (approximately 140 degrees F) that contains a good detergent for approximately one minute. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.

Helmets should not be stored or carried on the rear window shelf of an automobile since sunlight and extreme heat may adversely affect their degree of protection.

Eye and Face Protection

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. Employers are responsible for providing eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors; management trained personnel, and should apply to all visitors while they are in the hazardous areas.

A study on eye injury accidents found that about 60% of workers who suffered eye injuries were not wearing eye protective equipment at the time of their injury.

Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- Provide adequate protection against the particular hazards for which they are designed
- Be reasonably comfortable when worn
- Fit snugly without interfering with the movements or vision of the wearer
- Be durable and capable of being disinfected
- Be kept clean and in good repair

OSHA, and the National Society to Prevent Blindness recommend that emergency eyewashes be placed in all hazardous locations such as chemical rooms, battery charging areas, etc.

Selection of Eye Protection

Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the District should consider the type of hazard and degree of hazard and select the protector accordingly. When there is a choice of eye protection sufficient against a particular hazard, worker comfort and styling should be the deciding factor. Employees who feel comfortable with their eye protection are more apt to wear their eye protection when needed. The District should also consider providing tinted eye safety glasses when employees will be working and driving outside in sunlight.

Persons who use corrective eye wear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

- Eyeglasses with protective lenses providing optical correction

- Goggles or face shields worn over corrective spectacles that do not disturb the adjustment of the spectacles
- Goggles that incorporate corrective lenses mounted behind the protective lenses

There is a vast variety of eye protection that comes in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, for chipping, welding, and when using chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet.

When selecting eye protection, agencies need to closely evaluate what specific type of eye protection is needed depending on the task being performed. For example, employees performing welding tasks need special filtered lenses that have a shade number appropriate for the work being performed for protection against injurious light radiation. In addition, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

All eye and face protection purchased before July 5, 1994 must be in accordance with ANSI Z87.1-1968 USA Standard Practice for Occupational Eye and Face Protection.

Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

Eye Protection Fit

Someone skilled in this procedure should do the fitting of goggles and safety glasses. It is recommended that agencies work with their local safety equipment vendor who can provide a wide variety of eye protection types and conduct comprehensive fit testing of this equipment with your employees.

Only qualified optical professionals should fit prescription safety glasses.

Inspection and Maintenance of Eye Protection

The inspection and disinfection of eye protection is essential since employees not to wear eye protection often use it as an excuse.

Eye protection that has pitted or dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to store personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators and located near specific power equipment can be stored in a disinfected metal coffee can with a plastic lid that will keep them from accumulating dust and dirt. As discussed above, employees are more apt to use eye protection when it is readily available, clean and damage free.

Most eye protection can be cleaned with soap and warm water and rinsed thoroughly. It is recommended that supervisors review specific cleaning instructions provided by manufacturers to ensure that disinfection methods will not damage eye protection.

Ear Protection

It is very important to note that employees exposed to high noise levels in excess of 90dba for extended periods can suffer permanent hearing damage that is not medically repairable.

When employees are exposed to noise levels in excess of 85dba, OSHA regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at park and recreation agencies who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment.

Selection of Hearing Protection

The two most common types of ear protection are moldable earplugs and earmuffs. Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable earplugs should be cleaned after each use for proper sanitation and protection. Earmuffs are also an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of eyeglasses, long side-burns, long hair or facial movement such as chewing can reduce protection. It is important to work with safety equipment vendors to determine which types of hearing protection are most suitable for the noisy work tasks performed.

Important Note: Plain cotton is ineffective as protection against hazardous noise levels.

Respiratory Protection

The District shall provide respirators when such equipment is necessary to protect the health of the employee. Respirators provided by the District should be suitable for the hazards identified in your assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals; dusts, etc. are material safety data sheets (SDS). SDS sheets help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect your employees.

It should be noted that respiratory protection is not specifically covered in the PPE Standard. However, it is recommended that respiratory protection be included in the District's hazard assessment to identify the jobs and tasks performed by employees that need respiratory protection.

The following is a listing of general circumstances that would require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on SDS sheet)
- When the employer has implemented all feasible engineering and work practice controls and they are not sufficient to reduce exposures to or below the PEL
- During emergencies, such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that an employee should only undertake such emergency response action when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees who have not received

specific training in emergency response procedures that require respiratory protection should contact the local EMS provider in such emergencies.

- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals

Torso Protection

Park and recreation employees are exposed to torso injury in a variety of situations. Examples include liquid chemical handling at swimming pools or the exposure of a park police officer to a gunshot wound. Forms of torso protection may include, but are not limited to: bullet-proof vests, welding aprons, special protective coveralls for applying pesticides, and chaps for chainsaw use.

Selection of torso protection should be made after reviewing material safety data sheets when chemicals are used or when employees are exposed to extreme temperatures of heat or cold.

Another excellent source of information in identifying the best possible and most cost effective type of torso protection is your local safety equipment supply vendor. The vendor can discuss various products available on the market so that it can be specifically tailored to your work needs.

Arm and Hand Protection

There are numerous types of injuries that can occur to arms and hands; including burns, cuts, electrical shock, amputation, and the absorption of chemicals.

Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries.

During your hazard assessment, the District should determine what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is required for specific jobs, the duration of such jobs, frequency, and degree of exposure. For example, employees who cut foods at banquet facilities should use cut-resistant gloves to minimize the potential for slicing-type injuries.

Performance-oriented criteria should be used when selecting various gloves and related hand protection. Characteristics to be considered include chemical use, puncture potential, tear and abrasion resistance, how long the glove can be worn and whether or not it should be re-used. Again, local safety equipment vendors can assist you.

Foot and Leg Protection

The type of job being undertaken by the employee will determine the use of foot and leg protection. For example, when conducting forestry-type work, vehicle maintenance, mowing, and related activities where there is the potential for heavy objects to fall upon the foot, employees should wear heavy work boots or safety shoes. Foot protection should also be worn when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

Foot protection should be considered when conducting welding tasks and when operating chainsaws during forestry operations. In addition, heavy leather protective leg wear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

When the District determines that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect against puncture wounds when hazards relating to stepping on sharp objects exist.

Additional foot protection such as metatarsal guards can be incorporated over existing work boots. These foot guards may be made of aluminum alloy, fiberglass, or galvanized steel. It is recommended that the District work with your local safety supply vendor who will often bring out various types of safety shoes to be tested by employees before purchase.

The wide variety of maintenance tasks conducted at park and recreation agencies makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant their use. The District may want to require that employees have both a standard work boot and safety shoe available in their locker so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

Personal Protective Equipment for Working Near Water

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees who may be working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas should wear Coast Guard approved life jackets to minimize their potential to be injured and drowned.

Employees working on or near water should wear the life vest at all times, even if they are swimmers. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

Traffic Control and Night Maintenance

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit that reflects light so they are visible to moving vehicles.

Cost Assumption For Personal Protective Equipment

In most cases, employers are required to provide and pay for personal protective equipment required by the District for the worker to do their job in a safe manner and in compliance with OSHA standards. However, where equipment is personal in nature and useable by workers off the job, such as protective foot wear and prescription safety glasses, the employer is not required to pay. However, the matter of payment may be left to labor-management negotiations.

Conclusion

First-line supervisors and employees must be educated as to when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, supervisors need to be held responsible for insuring their

employees wear personal protective equipment when necessary. Employees who do not comply with personal protective equipment procedures will be subject to discipline and/or retraining.

4.17 Lockout / Tagout

The purpose of this program is to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The District will provide training to employees annually.

All employees are required to follow the restrictions and limitations imposed upon them during the use of lockout or tagout procedures. Authorized employees who are trained to perform lockout procedures are required to follow all aspects of this written program. Affected employees, who work in the area of the servicing, must not attempt to start or work with the machine or equipment locked out for maintenance.

Sequence of Lockout

This procedure should be referenced before, during and after a lockout or tagout operation. The following steps provide a general summary of lockout procedures.

- 1) Notify all affected employees that maintenance is taking place on the machine or equipment and that it will be shut down and locked out to do the maintenance
- 2) The authorized employee will refer to this procedure and specific procedures developed for the machine and determine the type and amount of the energy that the machine or equipment uses (electric, hydraulic, etc.); must understand the hazards of the energy (shock, crushing, etc.); and must know the methods to control the energy (lock, tag, blocking, etc.)
- 3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress a stop button, open the switch, close valves, etc.)
- 4) Deactivate the machine so that it is isolated from its energy source(s). Stored energy must be released or restrained by methods such as bleeding the system, blocking, repositioning, etc.
- 5) Lock out the energy source(s) with the assigned individual lock(s) or tag(s)

Group Lockout/Tagout

If more than one individual will be doing maintenance on locked out equipment, each will place a separate lock on the energy isolating device. When an energy isolation device cannot accept more than one lock, a multiple lockout device, such as a group lock box or hasp, will be used. Tagout should not be used for group situations unless used with lockout.

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be removed or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. The following steps should be followed:

- 1) Ensure that the equipment is disconnected from the energy source(s). Verify the isolation of the equipment by operating the on/off switch or other normal operating control(s) to make sure the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

- 2) The machine or equipment is now locked out.

Each person who will be working on the machinery must put their lock on the machine's lockout device(s). Each lock must remain in place until the individual's work is completed or the shift is complete. As the work is completed, authorized employees are to remove their lockout device from the machine.

When one or more employees add or remove themselves from the project or operation, the authorized employee in charge of the group or individual lockout will coordinate the change. At every change, each person should check machines for locks, check energy sources, place their lock on machine or energy sources, and talk to outgoing personnel about the project. The last person to remove their lockout device will have primary responsibility to verify that no one is still working on the machine and that all tools have been removed.

Restoring Equipment to Service

When the maintenance is completed and the machine is ready to return to normal operating condition, the following steps should be taken:

- 1) Check the machine and the immediate area to ensure that unnecessary items, tools, etc. have been removed and the machine components are in working order.
- 2) Check the work area to ensure that all employees have left the area.
- 3) Verify that the controls are in the neutral or off position.
- 4) Remove the lockout devices and start the machine or equipment.

Note: The removal of some forms of blocking may require restarts of the machine before safe removal.

- 5) Notify **affected** employees that the maintenance is completed and the machine or equipment is ready for use.
- 6) If the individual who did the work is not available and if the lockout/tagout device must be removed, the following procedure must be followed:
 - The persons wishing to remove a lockout device must contact the Superintendent of Maintenance, or their designated employee, who is the only person allowed to remove the lockout device.
 - The Superintendent of Maintenance, or their designated employee, must verify that contact has been made with the person responsible for applying the lockout device.

They will then cut the lockout device off and prepare the equipment or machine for start.

Training

All employees using lockout/tagout devices should receive training before using energy isolating devices. Affected employees should also receive general training on the purpose of lockout/tagout procedures. Training will be given by an authorized employee to conduct lockout/tagout procedures.

ASSESSMENT FORM

Energy form	Energy source	Lockout guideline	Notes
Electricity	Machine power cords Motors Solenoids Capacitors Generators Batteries	Shut off power at switch and then at main disconnect switch- lock and tag or remove fuses from box- lock and tag.	
Hydraulics	Hydraulic systems, hoses, rams, cylinders	Shut off, lock and tag valves. Bleed off fluid and blank lines as necessary	
Pneumatics	Pneumatic systems, air lines, pressure reservoirs, rams, cylinders.	Shut off, lock and tag valves. Bleed off excess air. If pressure cannot be relieved, block any possible movement of machinery.	
Kinetic Energy (energy of a moving object or materials-moving object may be powered or coasting)	Blades Flywheels	Stop and block machine parts, and ensure they do not recycle.	
Potential Energy	Springs Actuators Counterweights Raised loads	Lower all suspended parts and loads to the lowest position. Block parts that might move due to gravity. Release or block stored spring energy.	
Pressurized liquids and gases	Supply lines Storage tanks	Shut off, lock out and tag valves. Bleed off excess liquids or gases. Blank lines as necessary.	

4.18 IDOL Inspections

Under the requirements of the State of Illinois Safety Inspections and Education Act 1983, the Illinois Department of Labor (IDOL) is authorized to conduct inspections of municipal facilities and enforce the safety standards specified in the Occupational safety and Health Act.

- 1) The IDOL inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced. Upon the inspector's arrival, the Executive Director should be notified immediately.

The following chain of personnel should be notified in the event that the Executive Director is not in the work place when the inspector arrives:

- a) Director of Parks
 - b) Deputy Director
 - c) Director of Recreation
- 2) In all probability the inspector will not reschedule the visit and has the complete authority to conduct the inspection regardless if District staff is available or not
 - 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
 - 4) The opening conference will most likely include a checklist and the inspector will outline what records will be reviewed

Establish a listing of where the records listed below will be kept because these documents must be made available to the inspector. Records include:

- a) Safety training program/hazard communication program (Employee Right-to-Know)
- b) Current OSHA 300 log
- c) Any prior IDOL inspection reports

It is advisable the District personnel create a cooperative environment and not one that is adversarial.

- 5) The inspection will then begin. Have a District representative **accompany** the inspector. The inspector may take photographs/material samples and employer should do the same for District records.
- 6) The inspector may solicit employee input at any time during the inspection and this may be done in private. Allow employees to participate when requested.

- 7) Correct minor violations during the course of the inspection (housekeeping) etc.
- 8) A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the District to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations. Present the District's view of the situation and discuss an abatement period.
- 9) Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by IDOL within 30 days. Establish procedure and timeline to correct noted violations.

The District welcomes inspections to ensure compliance with the American National Standards Institute (ANSI), the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA) standards as they apply to our facilities.

- 1) Supervisors should cooperate fully during these inspections
- 2) Copies of inspection results will be sent to the Risk Manager for review and will be forwarded accordingly when necessary
- 3) Never allow any type of inspection unless the Executive Director, Director of Parks, or other available department director have been notified and can have a representative accompany the inspection agency

4.19 CONFINED SPACE PROGRAM

Development Rationale

Background

The Occupational Safety and Health Administration (OSHA) is a federal agency of the U.S. Department of Labor (IDOL) that regulates workplaces nationwide. OSHA develops and enforces comprehensive work practices and safety standards to protect American workers. The Confined Space Safety Standard (29 CFR 1910.146) for general industry took effect April 15, 1993. The Illinois Department of Labor (IDOL), the public sector safety enforcement agency has adopted the OSHA standard. Recently IDOL has been conducting site visits to area Districts and Forest Preserves and has been issuing confined space violation notices.

OSHA believes that confined spaces (permit required) pose significant risks and that the final rule is reasonably necessary to protect affected employees from those risks. OSHA estimates that exposure to permit space hazards caused at least 62 fatalities and 12,643 injuries and illnesses annually and that compliance with the permit-required confined space standard will reduce the risk of permit space hazard by 85% (preventing 53 fatalities and 10,746 injuries and illnesses annually). This constitutes a substantial reduction of a significant risk of harm to the exposed population of approximately 1,629,000 permit space entrants.

Permit-required confined spaces vary in size, configuration, process use and hazards across Districts where the risks are present. Permit spaces could include manholes, water valve vaults, filters, wet wells, surge pits, furnaces, and storage vessels.

Employees encounter a variety of hazards while working in permit spaces, chief among these being asphyxiation and poisoning from toxic atmospheres. Explosions and fires caused by a sudden exposure to a flammable source or by a dangerous reaction among volatile chemicals have also caused a number of fatalities and injuries. In some environments, worker engulfments by water or by fine particulates, such as sand, have resulted in deaths and injuries.

When an employee is overcome by the atmosphere in a permit space, fellow employees sometimes enter in a rescue attempt. Often these would-be rescuers are unaware of or not equipped for the hazard and are overcome along with the original victim. Many permit spaces are infrequently entered to inspect, clean or repair equipment.

Degree of risk depends more on atmospheric conditions in the space rather than frequency of entry. However, the frequency of entry can enter into the risk equation as well.

Atmospheric Hazards

Oxygen Deficiency

Oxygen deficiency occurs from chemical or biological reactions which displace or consume oxygen from a confined space. The consumption of oxygen takes place during combustion of flammable substances, as in welding, cutting, or braising. A more subtle form of consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen deficiency can result from bacterial action in excavations and manholes which are near garbage dumps, landfills, or swampy areas. Oxygen may also be consumed during slow chemical reactions, as in the formation of rust on the exposed surface of metal tanks, vats, and manholes.

Ambient air has an oxygen content of 21%. When the oxygen level drops below 17%, the first sign of hypoxia is a deterioration of night vision, which is usually not noticed. Physiological effects included increased breathing volume and accelerated heartbeat. Between 14% and 16% physiologic effects are increased breathing volume; accelerated heartbeat, poor muscular coordination, rapid fatigue, and intermitted respiration. Between 6% and 10%, the effects are nausea, vomiting, inability to perform, and unconsciousness. At concentrations less than 6%, there is rapid loss of consciousness, and death in minutes.

Oxygen Displacement

Inert Gases and Simple Asphyxiants

A simple asphyxiating atmosphere contains a gas or gases that are physiologically inert and which do not produce any ill effects on the body. However, in sufficient quantity, a simple asphyxiant will displace oxygen and may result in an atmosphere unable to support respiration. The ambient or normal atmosphere is composed of approximately 21% oxygen, 78% nitrogen, and 1% argon with small amounts of various other gases. For example, if 100% nitrogen - a non-toxic, colorless, odorless gas is used to inert (displaced oxygen in) a confined space, it will cause immediate collapse and death to the worker if the confined space is not adequately ventilated before worker entry. Other examples of simple asphyxiants which have claimed lives in confined spaces include carbon dioxide, argon and helium.

Flammable Atmospheres

A flammable atmosphere generally results from vaporization of flammable liquids, by-products of chemical reaction, enriched oxygen atmospheres, or concentrations of combustible dust. Three components are necessary for an atmosphere to become flammable: fuel and oxygen in the proper mixture and a source of ignition. The proper mixture of fuel and oxygen will vary from gas to gas within a fixed range and is referred to as the lower flammability limit (LFL) and upper flammability limit (UFL). These terms are synonymous with the lower exposure limit (LEL) and upper explosive limit (UEL). For example, the explosive range for methane is between 5% and 15% in air. Concentrations below 5% methane are below the explosive range, and concentrations above 15% are too rich to support combustion. If a confined space contains 27% methane, and forced air is started, the introduction of air into the confined space may dilute the methane in air, taking it into the explosive range.

Toxic Gases

Toxic gases may be present in confined spaces because:

- 1) There are biological or chemical processes occurring in the products stored in the confined space. For example, decomposing organic material in a tank or sump can liberate hydrogen sulphate.
- 2) The operation performed in the confined space can liberate a toxic gas. For example, welding can liberate oxides of nitrogen, ozone and carbon monoxide.

Some toxic gases such as carbon monoxide are particularly insidious because of their poor warning properties. Toxic gases that have been reported to cause death in workers in confined spaces include carbon monoxide, hydrogen cyanide, hydrogen sulphide, chlorine, oxides of nitrogen, and ammonia.

Toxic gases may be evolved when acids are used for cleaning the interior of a confined space.

Physical Hazards

In addition to the atmospheric hazards in a confined space, physical hazards must also be addressed. Physical hazards cover the entire spectrum of hazardous energy and its control. These hazards include those associated with mechanical, electrical, and hydraulic energy; engulfment; communication problems; noise; and the size of openings into the confined space.

Engulfment

Engulfment in loose materials is one of the leading causes of death from physical hazards in confined spaces. Engulfment and suffocation are hazards associated with storage bins, silos, and hoppers where grain, sand, gravel, or other loose material are stored, handled or transferred. The behavior of such materials is unpredictable and entrapment and burial can occur in a matter of seconds. In some cases, material being drawn from the bottom of storage bins can cause the surface to act like quicksand. When a storage bin is emptied from the bottom, the flow of materials forms a funnel-shaped path over the outlet. The rate of material flow increases towards the center of the funnel. During a typical unloading operation, the flow rate can become so great that once a worker is drawn into the flow path, escape is virtually impossible. The same engulfment hazard is true in regards to wet wells and surge pits.

Other Physical Hazards

The nature of a confined space work may make it difficult to separate the worker from hazardous forms of energy such as powered machinery, electrical energy, and hydraulic or pneumatic lines.

Examples of physical hazards often encountered in a confined space include the following:

- 1) Activation of electrical or mechanical equipment can cause injury to workers in a confined space. Therefore, it is essential to de-energize and lock-out all electrical circuits and physically disconnect mechanical equipment prior to any work in confined spaces.
- 2) Release of material through lines which are an integral part of the confined space pose a life-threatening hazard. All lines should be physically disconnected, blanked off, or should use a double block and bleed system.

- 3) Falling objects can pose a hazard in confined spaces, particularly in spaces which have top side openings for entry, through which tools and other objects may fall and strike a worker.
- 4) Extremely hot or cold temperatures can make work inside a confined space hazardous. Communication between the entrant and attendee should monitor temperature and employee conditions.
- 5) Wet or slick surfaces can cause falls in confined spaces. In addition, wet surfaces can provide a grounding path and increase the hazard of electrocution in areas where electrical equipment, circuits, and tools are used.
- 6) Noise within confined spaces can be amplified because of the design and acoustic properties of the space. Excessive noise is not only harmful to the worker's hearing, but can also affect communication and cause shouted warnings to go unheard.

Conclusions

Confined spaces can be hazardous, and they can be hazardous in varied ways. Often times the confined space will not appear to be hazardous; it may have been entered on prior occasions without incident, and may give no apparent sign of danger. At other times, there may be ready indications of danger: the distinct odor of irritating or toxic atmospheres, the presence of arcing electrical equipment, continued mild shocks, or flowing grain or water. By their nature, confined spaces concentrate hazards: atmospheric hazards, in that certain gases will displace breathable air, or that the confined space will allow the accumulation of toxic hazards or flammable or explosive atmospheres; and physical hazards, in that confined spaces limit the ability to avoid contact with electricity, moving mechanical components or machinery, or unstable substances. Recognition of the inherent capacity of these spaces to harbor hazardous agents is a significant element in any workplace hazard assessment. When confined spaces are recognized to be hazardous, provisions for minimizing the need for entry and for use of appropriate workplace practices and equipment can be made.

Confined Space Features

Any enclosed space within the District is considered by OSHA to be a confined space if it has three specific features. These features include:

- 1) A space large enough so employees can enter and perform a task
- 2) A space that has limited or restricted means for entry and exit (for example, vaults, pits, manholes, surge pits, wet wells)
- 3) A space that is not designed for continuous occupancy

When an area in the District meets all three of the above criteria, it is subject to OSHA regulation and is considered to be a confined space. OSHA identifies such spaces either non-permit confined spaces or permit-required confined spaces.

A non-permit confined space as defined by OSHA does not contain any hazard capable of causing death or serious physical harm.

An alternate entry confined space as defined by OSHA only contains a reasonable or actual potential for hazardous atmospheres and that ventilation alone is sufficient to maintain that the space is safe to enter.

A permit-required confined space as defined by OSHA means a confined space that has one or more of the following characteristics:

- 1) Contains or has a potential to contain a hazardous atmosphere
- 2) Contains a material that has the potential for engulfing an entrant
- 3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section
- 4) Contains any other recognized serious safety or health hazard

General Requirements

It is the responsibility of each District to determine whether or not the proposed OSHA standard applies to their District. The following steps should be followed to determine compliance responsibility:

- 1) Inventory your workplace for confined spaces. OSHA provides a decision flow chart to help you comply with the requirement. All identified confined spaces should be initially classified as permit-required confined spaces.

Note: If upon review of your survey, your agency has no confined spaces and your employees don't enter any off-site, then your agency has no further responsibilities concerning the standard.

- 2) Determine whether the confined spaces identified by your survey are permit-required confined spaces, alternate entry spaces, or non-permit confined spaces.
- 3) If the District contains alternate entry and/or permit-required confined spaces, the District shall inform exposed employees, by posting danger signs or by any other means (training) of the existence and location of and danger posed by alternate entry and/or the permit-required space.

Note: A sign reading "**CONFINED SPACE – ENTRY BY PERMIT ONLY**" or using similar language would satisfy the requirement for a sign.

- 4) If the District decides that its employees will not enter permit spaces, the District shall take effective measures to prevent its employees from entering the alternate entry and/or permit-required space. Possible measures could include locks, fences, covers, guard rail, etc. to prohibit entry.
- 5) Determine if other employees such as contractors might be hired to work in permit-required spaces. If so, develop procedures that meet all OSHA requirements (i.e., pre-entry

communication of space history, hazards, and classification, along with debriefing the contractor where the entry has been completed).

- 6) If the District decides that its employees will enter alternate entry and/or permit-required spaces, the District shall develop and implement a written permit-required space entry program. The written program shall be available for inspection by employees and their authorized representatives.
- 7) If the District decides that its employees and/or contractors will enter alternate entry and/or permit-required confined spaces, the District shall establish a confined space review process that meets OSHA requirements and utilizes the PDRMA confined space profiles and/or inventories specific for that District.

Sample Confined Space Program

PLAINFIELD PARK DISTRICT CONFINED SPACE PROGRAM

The following guidelines have been approved by the Board of Commissioners of the _____ on (date) , they are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Plainfield District recognizes that confined spaces pose significant risks and that the development of the confined space program is reasonably necessary to protect affected employees from those risks.

The following guidelines are intended to assist the Plainfield District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

Definitions

Acceptable Entry Conditions means the conditions that must exist in a confined space to allow entry and to ensure that employees involved with an alternate entry and/or permit-required confined space entry can safely enter into and work within the space.

Alternate Entry Confined Space means a confined space that has the only hazards reasonable or actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

Attendant means a trained individual stationed outside one or more alternate entry and/or permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized Entrant means a trained employee who is authorized by the employer to enter an alternate entry and/or permit-required confined space.

Blanking or Blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work
2. Has limited or restricted means for entry or exit
3. Is not designed for continuous human occupancy

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry means the action by which a person passes through an opening into an alternate entry and/or permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit means the written or printed document that is provided by the employer to allow and control entry into an alternate entry and/or permit-required confined space and that contains the information specified in OSHA 1910.146, paragraph (f).

Entry Supervisor means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.

Hazardous Atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL); (Note: LFL is the same as LEL, Lower Explosive Limit)
2. Airborne combustible dust at a concentration that meets or exceeds LFL
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent
4. Atmospheric concentration of any substance for which a dose of a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit
5. Any other atmospheric condition that is immediately dangerous to life or health

Hot Work Permit means the employer's written authorization to perform operations capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or

blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space means a confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere
2. Contains a material that has the potential for engulfing an entrant
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section
4. Contains any other recognized serious safety or health hazard

Permit-Required Confined Space Program means the employer's overall program for controlling, and, where appropriate, for protecting employees from, confined permit space hazards and for regulating employee entry into alternate entry or permit-required confined spaces.

Permit System means the employer's written procedure for preparing and issuing permits for entry and for returning the alternate entry and/or confined permit space to service following termination of entry.

Prohibited Condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service means the personnel designated to rescue employees from alternate entry and/or permit-required confined spaces.

Retrieval System means the equipment used for non-entry rescue of persons from alternate entry and/or permit-required confined spaces.

Testing means the process by which the hazards that may confront entrants of an alternate entry and/or permit-required space are identified and evaluated. Testing includes specifying the tests that are to be performed prior to entry into the confined space, but also during entry in the space (i.e., atmospheric monitoring).

Confined Space Identification Information

At each facility and work area, involving employees of the Plainfield District the assigned supervisor shall perform a survey for the purpose of identifying and classifying confined spaces. Upon completion of this survey, a "Work Space Profile" (attachment A) form and/or "Confined Space Inventory" (attachment A) shall be completed by Department employees who would enter those spaces as part of their normal work. The survey sheets shall be changed to reflect the information shown on the completed "Profile Sheets" and/or "Confined Space Inventory." It is the responsibility of the Safety Coordinator to maintain a current file of all "Profile Sheets" and to notify affected employees of any change in status of a confined space. The completed "Profile Sheets" and/or "Confined Space Inventory" shall give an employee pertinent information relative to safe entry into that particular confined space.

Hazard Control

1. If the District contains alternate entry and/or permit-required confined spaces, the District shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
2. Before any confined space entry, it must be determined by the safety coordinator as a necessary entry. If at all possible, the needed work will be completed without entry.
3. The District shall provide training so that all employees associated with working in or around alternate entry and/or permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
 - a) Testing and monitoring equipment needed to comply with the standard
 - b) Ventilating equipment needed to obtain acceptable entry conditions
 - c) Communication equipment necessary for compliance
 - d) Personal protective equipment insofar as feasible; engineering and work practice controls that adequately protect employees
 - e) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency
 - f) Barriers and shields needed to protect the entrants from overhead hazards

- g) Equipment such as ladders for safe ingress and egress by authorized entrants
- h) Rescue and emergency equipment needed to comply with the standard
- i) Any other equipment necessary for safe entry into and rescue from permit spaces

Compliance Options

After reviewing the Profile Sheets and/or Confined Space Inventory & Survey Sheets for a particular confined space to be entered, a determination will be made to use one of the following options:

Option 1: No Entry

The District will not enter the confined space and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage.

Option 2: Use of Outside Contractor

The District will use an outside contractor to conduct the confined space work. The Risk Manager will apprise the contractor of the hazards, history, and precautions of the confined space as identified by the Profile Sheets and Confined Space Inventory Sheets. In addition, the safety coordinator shall:

- 1) Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section
- 2) Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space
- 3) Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working
- 4) Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required
- 5) Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations

In addition, conducted confined space work shall:

- 1) Obtain any available information regarding permit space hazards and entry operations from the host employer
- 2) Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required
- 3) Inform the division manager of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation

Option 3: Alternate Confined Space Entry (minimum of one worker)

If the confined space has a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the Profile Sheets and/or Confined Space Inventory, the space may be entered following alternative entry procedures:

- 1) Prior to an entry, complete the alternate entry permit and post outside at the entry point to the space.
- 2) Prior to entry, complete the following activities:
 - a) Safely open the hatchway, access door, or access cover to the space
 - b) Place a barricade, open hatch cover, or a warning device with appropriate signs at the point of entry
 - c) Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxic that may be reasonably found in the space)
 - d) Vertical spaces must be tested at 4-foot increments, along with top and bottom measurements
 - e) Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:
 - Oxygen Concentration at $> 19.5\%$ and $< 23.5\%$
 - Combustibility
 - $< 10\%$ of LEL
 - 5' of obscured vision due to dust
 - Toxicity
 - Hydrogen Sulfide $< 10\text{ppm}$
 - Carbon Monoxide $< 35\text{ppm}$
 - f) Ventilate the confined space (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Air quality will be sampled at the point of air intake for the ventilator (whenever possible). The air quality will be sampled for oxygen concentration, combustibility and toxicity (carbon monoxide and hydrogen sulfide).
 - g) Assure that all personnel entering the space wear protective clothing (at least: a helmet, gloves, and ankle protection)
- 3) During the entire duration of the entry, complete the following activities:
 - a) Complete continuous atmospheric monitoring using a device that warns the entrant whenever the air quality deteriorates within the space
 - b) Complete continuous ventilation of the space

- 4) Once the entry has been completed, return the completed permit to the entry supervisor or administration

Option 4: Permit-Required Space Entry

- 1) Prior to entry complete the permit and post at the entry point to the space
- 2) Prior to entry complete the following activities:
 - a) Complete appropriate isolation (lockout, tagout, blanking) of any electrical, steam, fluid or mechanical sources
 - b) Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxins that may be reasonably found in the space)
 - c) Vertical spaces must be tested at 4-foot increments, along with top and bottom measurements
 - d) Horizontal spaces must be tested in the area of the lead entrant
 - e) Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

Oxygen Concentration at > 19.5% and < 23.5%

Combustibility

- < 10% of LEL
- 5' of obscured vision due to dust

Toxicity

- Hydrogen Sulfide < 10 ppm
- Carbon Monoxide < 35 ppm

- 3) If air quality is not within the acceptable range, complete one or more of the following activities:

DO NOT ENTER THE SPACE

- a) Ventilate the confined space as needed (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Air quality will be sampled at the point of air intake for the ventilator. The air quality will be sampled for oxygen concentration, combustibility, and toxicity (carbon monoxide and hydrogen sulfide).
- b) Enter the space using SCBAs or SARs (with a five minute escape pack and no more than 300' of airline) until atmospheric analysis confirms that it is safe to breathe.

Personnel shall not remove face pieces or take any action to compromise the effectiveness of their breathing system while inside the confined space's contaminated atmosphere.

- c) Assure that all personnel entering the space wear appropriate protective clothing (at least: a helmet, gloves, ankle protection, and a full body harness) as required by the situation.
 - d) Assure that all members entering the space are connected to a lifeline and that all vertical spaces (greater than 5 feet) utilize a mechanical advantage system for entry (for example, a tripod and/or haul safe).
- 4) During the entire duration of the entry, complete the following activities:
- a) Complete atmospheric monitoring in the workspace within the confined space.
 - b) Maintain attendant contact with the entrant using voice, visual, or other means.
- 5) Once the entry has been completed, return the completed permit to the entry supervisor or administration.
- 6) Non-Entry Rescue
- a) Once a problem develops with the confined space, the attendant must be prepared to complete the following non-entry rescue activities:
 - 1. Ventilation using the confined space entry ventilator (preferably at the victim's breathing zone)
 - 2. Retrieval using the mechanical advantage system and lifelines (for multiple entrants)
 - 3. Call for emergency rescue and medical assistance (usually 911)
 - b) Implement the measures necessary to prevent unauthorized entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.
 - c) The Entry Supervisor should complete the Entry Permit form issued and authorized by the Risk Manager or his designee, as well as reviewing the past Profile Sheets, prior to work beginning in the confined space
 - d) Identify and evaluate any hazards existing in the space to assure acceptable entry conditions are met prior to entry into the space. Where possible, hazards should be minimized or eliminated by blanking or blinding, isolation, line breaking, lockout/tagout, purging, inserting, flushing, ventilating, or other appropriate methods. (Note: acceptable entry conditions are listed on Confined Space Profile Sheets.)

- e) The applicable Entry Permit must be completed by the Entry Supervisor and reviewed in detail by the authorized entrants and attendants, prior to entry into the confined space
- f) For permit-required entries, an attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded.
- g) When employees of more than one employer may be working simultaneously as authorized entrants in a permit space, the Risk Manager will be notified prior to their entry into the confined space. Procedures will be identified so not to endanger the employees of any other employers.
- h) During permit-required entries, constant communication shall be maintained between the entrants inside the space and the attendant
- i) All appropriate personal protective equipment shall be worn while entry is in progress
- j) Smoking in or around a confined space is prohibited
- k) Artificial lighting shall be explosion proof, if the space contains or has the potential to contain an explosive atmosphere
- l) All entry permits are to be canceled by the entry supervisor upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

Permit System

- 1) Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry
- 2) The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry postal or by any other equally effective means; so that entrants can confirm that pre-entry preparations have been completed.
- 3) The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit
- 4) The entry supervisor shall terminate entry and cancel the entry permit when:
 - a) The entry operations covered by the entry permit have been completed; or
 - b) A condition that is not allowed under the entry permit arises in or near the permit space
- 5) The District shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made during management required annual review of the permit process.

Entry Permit

The entry permit shall identify:

- 1) The permit space to be entered
- 2) The purpose of the entry
- 3) The date and the authorized duration of the entry permit
- 4) The authorized entrants within the permit space, by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants, are inside the permit space
- 5) The personnel, by name, currently serving as attendants
- 6) The individuals, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry
- 7) The hazards of the permit space to be entered
- 8) The measures used to isolate the permit space and to eliminate or control permit space hazards before entry
- 9) The acceptable entry conditions

- 10) The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed
- 11) The rescue and emergency services that can be summoned and the means for summoning those services
- 12) The communication procedures used by the authorized entrants and attendants to maintain contact during the entry
- 13) Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance
- 14) Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety
- 15) Any additional permits, such as for hot work, that have been issued to authorize work in the permit space
- 16) The confined space entry permit shall be displayed prominently at the job-site for visual inspection

General Training Requirements

The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.

Training shall be provided to each affected employee:

- 1) Before their first assignment
- 2) Before any change in duties
- 3) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained
- 4) Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures

The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

Duties of Authorized Entrants

The District shall ensure that all employees whose job task includes entering a permit-space:

- 1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure
- 2) Properly use equipment as required
- 3) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required
- 4) Alert the attendant whenever:
 - a) The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or
 - b) The entrant detects a prohibited condition
- 5) Exit from the permit space as quickly as possible whenever:
 - a) An order to evacuate is given by the attendant or the entry supervisor
 - b) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation
 - c) The entrant detects a prohibited condition, or

- d) An evacuation alarm is activated

Duties of the Attendant

The District shall ensure that each attendant:

- 1) Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure
- 2) Maintain an accurate count of all authorized entrants
- 3) Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services
- 4) Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed
- 5) Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
 - a) Detects a prohibited condition
 - b) Detects the behavioral effects of hazard exposure in an entrant
 - c) Detects a situation outside the permit space that could endanger entrants in the space
 - d) Cannot effectively and safely perform all the duties required under the standard
- 6) Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space
- 7) Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
 - e) Warn unauthorized persons to stay away from the permit space
 - f) Advise unauthorized persons to exit immediately if they have entered the permit space
 - g) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space

Must be able to perform non-entry rescue as indicated by the District's rescue procedure. If rescue requirements of the District's permit program include appropriate procedures for attendant entry, attendants may enter a permit space to attempt a rescue. However, this is allowed only with adequate

rescue training, equipment, and is properly relieved by another trained attendant. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Duties of the Entry Supervisor

Any employee designated by the District who may authorize or supervise permit entry operations, would be designated the entry supervisor.

The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District must ensure that each entry supervisor:

- 1) Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure
- 2) Verifies, by checking that the appropriate entries have been made on the permit, that all test specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin
- 3) Terminates the entry and cancels the permit when:
 - a) The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space
 - b) Verifies that rescue services are available and that the means for summoning them are operable
 - c) Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations, and
 - d) Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained

Rescue & Emergency Services

The following requirements apply if the District will have employees enter permit spaces to perform rescue services:

- 1) The District shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces
- 2) Each member of the District rescue team shall be trained to perform the assigned rescue duties. Each team member must also receive the training required of authorized entrants.
- 3) Each member of the rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit space or from a representative space. Representative spaces shall simulate the types of permit spaces from which rescue is to be performed.
- 4) Each member of the rescue team shall be trained in basic first-aid and CPR
- 5) All selected rescue services shall be evaluated in performance and capabilities areas in accordance with Appendix F of the 1998 revisions of OSHA 1910.146
- 6) For all non-IDLH entries, the selected rescue team (properly trained and equipped) shall be capable of responding to the confined space emergencies within 8 to 12 minutes

Outside Rescue Services

If the District arranges to have persons other than the District's employees perform rescue operations. The District shall:

- 1) Contract the rescue service prior to entry into the permit required confined space
- 2) Inform the rescue service of the hazards they may encounter when called on to perform rescue at the District
- 3) Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations

Retrieval Systems (Non-Entry Rescue)

To facilitate non-entry rescue, the Districts will use retrieval systems or other methods whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

- 1) Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the

use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

- 2) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

Safety Data Sheets (SDS)

If an injured entrant is exposed to a substance for which a MDS or other similar written information is required to be kept at the worksite, that MDS or written material shall be made available to the medical facility treating the exposed entrant.

Outside Contractors

Outside contractors hired by the District to perform work in permit-required spaces must have their own Confined Space Program that meets or exceeds OSHA 1910.146. The District will coordinate the actions of the District's employees, prevent unauthorized entry and debrief the contractor at the conclusion of the designated work.

Specialized Equipment

The District will provide the following equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly:

- 1) Testing and monitoring equipment needed to comply with the standard
- 2) Ventilating equipment needed to obtain acceptable entry conditions
- 3) Communication equipment necessary for compliance
- 4) Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees
- 5) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency
- 6) Barriers and shields needed to protect the entrants from overhead hazards
- 7) Equipment such as ladders for safe ingress and egress by authorized entrants
- 8) Rescue and emergency equipment needed to comply with the standard
- 9) Any other equipment necessary for safe entry into and non-entry rescue from alternate entry and permit-required spaces

Testing and Monitoring

The District will evaluate permit space condition as follows when entry operations are conducted:

- 1) The atmosphere outside of the confined space shall be tested to determine if any hazards are present
- 2) The atmosphere within the confined space shall then be tested (or), using a properly calibrated gas detector
- 3) When testing for atmosphere hazards, oxygen will be tested first, then combustible gas and vapors, and then for toxic gases and vapors

- 4) The atmosphere shall be tested at four (4) foot intervals in the direction of the entrant and side-to-side, for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed
- 5) The confined space atmosphere shall be also tested on a continuous basis while workers are in the space

Program Review

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the safety committee and/or safety coordinator or designated employee shall review the program on an annual basis. This includes review of all "Profile Sheets", or "Confined Space Inventory" sheets, canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

Attachment A – Work Space Profile

Location (facility/address): Ottawa Street Pool, 23820 W. Ottawa Street		
General Description: Deep Sump Pit		
<input checked="" type="checkbox"/> <input type="checkbox"/> Is large enough and so Configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit Required		
Entrance/Exits – Type/Location: manhole cover with fixed ladder		
Confined space related hazards:	1) Potential for poor air quality. 2) Engulfment 3) Isolation	
Additional potential hazards:	1) Slick/wet surfaces 2) Falling objects.	
Confined Space Equipment needed: permit, lockout/tagout equipment (if possible), attendant, atmospheric monitor, davit arm w/ winch, and full body harness		
Additional equipment needed: ventilator depending air quality		
Personal protective equipment needed to enter space: Eye protection and head protection		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Location (facility/address): Ottawa Street Pool, 23820 W. Ottawa Street		
General Description: Pool Filter Mechanical Area		
<input checked="" type="checkbox"/> <input type="checkbox"/> Is large enough and so Configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit Required		
Entrance/Exits – Type/Location: vault cover with fixed ladder		
Confined space related hazards: 1) Potential for poor air quality.		
Additional potential hazards: 1) Slick/wet surfaces 2) Falling objects.		
Confined Space Equipment needed: attendant and atmospheric monitor		
Additional equipment needed: ventilator depending air quality		
Personal protective equipment needed to enter space: Eye protection and head protection		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Location (facility/address): Throughout / Various Potential		
General Description: Valve Vault / Vaults		
<input checked="" type="checkbox"/> <input type="checkbox"/> Is large enough and so Configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
CLASSIFICATION		
<input type="checkbox"/> Non-Permit	<input checked="" type="checkbox"/> Alternate Entry	<input type="checkbox"/> Permit Required
Entrance/Exits – Type/Location: vault cover with fixed ladder		
Confined space related hazards:	1) Potential for poor air quality.	
Additional potential hazards:	1) Slick/wet surfaces 2) Falling objects.	
Confined Space Equipment needed: attendant and atmospheric monitor		
Additional equipment needed: ventilator depending air quality		
Personal protective equipment needed to enter space: Eye protection and head protection		
Warning signs posted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information: Potential, review if found prior to entering		



Attachment B – Confined Space Inventory

Complex:	Plainfield Park District
Building:	
Location:	Park Pool Area
Space Number:	PPD-1
Type/ Description:	Pool Filter Mechanical Area
Access:	Vertical
Hazards:	Air Quality
Classification:	Alternate Entry (Level 1)
Special Comments:	



Complex:	Plainfield Park District
Building:	
Location:	Park Pool Area
Space Number:	PPD-2A
Type/ Description:	Pool Filter Area (without water in pool)
Access:	Vertical
Hazards:	Air Quality
Classification:	Alternate Entry (Level 1)
Special Comments:	



Complex:	Plainfield Park District
Building:	
Location:	Park Pool Area
Space Number:	PPD-2B
Type/ Description:	Pool Filter Area (with water in pool)
Access:	Vertical
Hazards:	Air Quality, Isolation, and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	



Complex:	Plainfield Park District
Building:	
Location:	Park Pool Area
Space Number:	PPD-3
Type/ Description:	Inside Pit
Access:	Vertical
Hazards:	Air Quality, Isolation, and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	



Complex:	Plainfield Park District
Building:	Exterior
Location:	Throughout
Space Number:	PPD-4
Type/ Description:	Storm Sewer
Access:	Vertical
Hazards:	Air Quality and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments	Contractor Entry Only



Complex:	Plainfield Park District
Building:	Exterior
Location:	Throughout
Space Number:	PPD-5
Type/ Description:	Valve Vault
Access:	Vertical
Hazards:	Air Quality
Classification:	Alternate Entry (Level 1)
Special Comments:	



Complex:	Plainfield Park District
Building:	Exterior
Location:	Throughout
Space Number:	PPD-6
Type/ Description:	Sanitary Sewer
Access:	Vertical
Hazards:	Air Quality and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	Contractor Entry Only



SECTION 5.00 - WELLNESS

Background

The District recognizes the benefits to both employers and employees of workplace programs that promote and support employee health and wellness. Worksite wellness programs have been shown to increase productivity, reduce absenteeism, on-the-job injuries, and improve morale and the quality of life for employees. Wellness programs can also play an important role in containing health care costs for employers and individual employees.

Wellness programs have the greatest impact on reducing health care costs and improving the overall mental and health status of a majority of employees if the primary focus is on preventing healthy employees from developing chronic diseases by reducing employee risk factors. This can be done most effectively by changes to policies and work environments that increase opportunities and support for employees to become more physically active, select healthier foods, avoid tobacco and manage stress. Wellness programs can also offer interventions to employees with existing chronic disease conditions to help them better manage those conditions and prevent the further progression of those diseases through early screening and disease management programs.

Purpose

The purpose of this policy is to provide guidance on employee participation in Wellness Program activities, to describe the program's organization and focus areas, and to give the rationale for maintaining a Wellness Program for District employees. Major goals of the Wellness Program are to:

- 1) Maintain a wellness infrastructure that includes an agency Risk Management & Wellness Committee ("Committee") and a Wellness Ambassador ("Ambassador") to plan and implement wellness programs throughout the District
- 2) Raise awareness among employees regarding the importance of lifestyle behaviors that promote good health, provide employees information and resources on how to make changes that reduce their risk for chronic diseases
- 3) Promote changes to workplace policies and environments that promote and support employees being more physically active, having access to healthier food, avoiding tobacco and managing stress
- 4) Provide programs and activities at the workplace that offer employees increased opportunities to be physically active, eat healthier food, stop using tobacco and manage stress
- 5) Solicit ongoing employee feedback to plan and implement programs that meet the needs and interests of employees

The District encourages departments to offer focused employee programs and activities of interest that are aimed at realizing one's optimal health. The policy recognizes that healthy employees and programs that promote their health can help reduce health benefit costs, lower absenteeism and increase productivity.

Roles and Responsibilities

To accomplish these goals, the Wellness Program will be a collaborative effort involving:

District

The Ambassador will oversee the planning and implementation of the wellness program for department employees and will evaluate the worksite wellness program.

Park District Risk Management Agency (PDRMA)

By being a PDRMA member, our Wellness Program includes a variety of activities and resources to help employees better understand their state of wellness and how it impacts their quality of life. They offer programs to reduce on the job injuries, control communicable diseases through flu vaccine programs, and increase employees' knowledge regarding health and safety.

PDRMA Health

The PDRMA Health Plan provides a variety of wellness resources to employees. Resources include Health Risk Assessments, 24/7 Health Coach Services, website and special worksite prevention programs for members.

Examples:

- My PATH Personal Health Assessment Program
- Health coaching
- Healthy habits competitions
- Workplace Solutions Employee Assistance Program
- Health newsletters
- Preventative exams and screenings at no cost for PPO and HMO plan participants
- Nutritional counseling for PPO and HMO plan participants
- Smoking cessation benefits for PPO and HMO plan participants
- Discounts for health clubs and diet programs for HMO plan participants

Employee Assistance Program (EAP)

Workplace Solutions, a PDRMA Health partner, provides our Employee Assistance Program (EAP). Workplace Solutions has both English and non-English-speaking counselors available 24/7. The EAP is a resource for employees during a stressful time, to help them balance work and daily tasks, and to provide legal and/or financial guidance. The EAP is a free and confidential service available to employees and anyone in the employee's household, regardless of whether the employee enrolled the family member in the medical plan.

Workplace Solutions 800-327-5071 24 hours a day, 7 days a week www.seeap.com

Implementation

The Wellness Program works through the Ambassador that is a part of the Committee. This Committee develops and implements wellness programs for employees. Support and assistance is expected from all departments and management as their support is critical to the effective implementation of the Wellness Program.

- 1) The Executive Director shall authorize the Ambassador to oversee the Wellness Program whose duties are:
 - a) Plan, implement and evaluate the Wellness Program
 - b) Assess the availability of wellness resources and consistency of wellness policies across all agencies and workplaces in the department
 - c) Conduct an annual needs assessment using employee surveys, health claims and health risk assessment data to identify wellness needs and interests of employees and to measure progress on achieving program goals
 - d) Serve as the Ambassador for the Wellness Program on the Committee
 - e) Provide survey and evaluation data to the Committee to assist them in program planning and evaluation
 - f) Assist the Committee in creating and maintaining active and effective wellness activities and distribution of materials

- 2) The Wellness Ambassador & Risk Manager select representatives from each department. The Risk Committee representatives:
 - a) Serve as the primary liaison between the Committee and their Department
 - b) Recruit and maintain a plan to implement a workplace Wellness Program
 - c) Provide leadership within the Committee in developing and submitting an annual Wellness Plan and measurable objectives
 - d) Complete annual Wellness assessment surveys

The Wellness Ambassador should review progress of the committee including their activity and outcome reports at least twice a year to ensure that the committee is meeting on a regular basis to plan and implement wellness activities and assist management in the development of agency wellness policies. If the Committee is not functioning as expected, the Wellness Ambassador & Risk Manager should consult with the Executive Director to discuss the appointment of new committee members.

Resources for the Wellness Program

The Wellness Program and agency wellness activities are supported from a variety of sources:

- 1) Any funds that might be available for agency wellness programs must be approved in the yearly Budget and Appropriations Ordinance before they can be allocated. At the time of approval, the Board may provide guidance on how the funds will be spent.
- 2) The Ambassador and the Committee representatives may solicit corporate donations and services to support their wellness programs
- 3) Costs for participating in wellness activities such as fitness classes, yoga, team events or weight management classes will be paid by individual employees

Use of District Property and Space

All Wellness Programs shall be allowed use of existing facilities during off peak times to implement wellness activities.

Description of Wellness Program Focus Areas

The Wellness Program's primary focus is on preventing healthy employees from developing a chronic disease by reducing their behavioral risk factors in the following four (4) areas:

Physical Activity

Programs will be designed to provide workplace opportunities and policy support to help employees become more physically active on a daily basis:

- The District, whenever possible will include opportunities for physical activity. This could include physical activity breaks in meetings, walking meetings and organized walking groups.
- Department Directors, managers and supervisors are encouraged to allow employees to use flex-time work schedules and authorized break times to engage in physical activity during the workday as long as it does not interfere with their work duties
- Every effort will be allowed to offer employees both indoor and safe outdoor opportunities at the workplace for walking and other fitness activities
- Wellness programs may address ergonomic issues by providing general educational programs and ergonomic self-assessment tools. Employees should work with their supervisors regarding any specific work-related ergonomic issues.

Healthy Eating

Programs will be designed to promote employees making food choices based on sound nutrition principles. This will be accomplished through the following changes to policies and the work environment:

- Facility snack machines will provide employees with improved access to healthy snack options in the work place

- Healthy food options are offered at all District sponsored events where food is provided. Examples of healthier food options include fruits, vegetables, whole grain products, baked rather than fried foods, low-fat dairy products and water.
- Wellness Ambassador will provide and post for employees practical nutrition information to assist in making appropriate choices
- Classes will be organized by the Committee for healthy cooking options, weight management and other requests that employees might be interested
- The District will ensure that employees have access to basic facilities necessary for the hygienic storage and preparation of meals. This would include a sink solely to be used for food preparation, a refrigerator and microwave.
- The District will strive to continue to provide a break/eating area with tables and chairs for employees, indoors and out

Tobacco Cessation

Smoking is a significant risk factor for many chronic debilitating medical conditions, such as cardiovascular disease, respiratory diseases and cancer. Quitting smoking can be difficult, so the PDRMA Health Plan offers a smoking cessation benefit to help smokers kick this detrimental habit for good. The Smoking Cessation benefit is available to all PDRMA Health Plan members and their dependents.

- A PDF “Guide to Quitting Smoking” is available to download or print at <http://www.cancer.org/healthy/stayawayfromtobacco/guidetoquittingsmoking/guide-to-quitting-smoking-toc>

Stress Management

Programs are provided at the worksites that help employees identify the causes of stress in the workplace and assist them in developing and using strategies for reducing and better managing stress. Management has a special role in understanding stress in the workplace, recognizing when their employees are manifesting signs of unmanaged stress and providing the necessary interventions for proper stress management. Stress management programs may address the following:

- Employee and management awareness of the sources of stress in the work and home environment
- Training on behavioral changes that may help manage individual stress
- Policy and environmental changes to help reduce or manage stress for employees
- Training for managers/supervisors on management skills to reduce conflict and stress in the workplace
- Information on the PDRMA Employee Assistance Program (EAP) as a resource for individual assistance with stress-related problems

- Time management, organizational and planning skills

A secondary focus for the Wellness Program is offering assistance to employees with existing health conditions to help them better manage those conditions and providing clinical services for their early detection. The Wellness Program may also work with Human Resources (HR) to provide on-site flu clinics, reduce job-related injuries and address health hazards in the workplace.

Special Focus on At-Risk Employees

Programs may be offered for special groups of employees who are at increased risk for premature death or who request specific programs to assist them in making positive choices in future health behaviors. Examples of groups include those employees within 5 years of retirement age, the extremely obese, tobacco users and employees with specific physical conditions such as diabetes or hypertension. These programs should be offered to all employees so that employees can self-refer if they are interested in receiving more information or assistance. Employees should not be individually targeted for participation in any health-related program and their participation in any such program should be kept strictly confidential and not recorded as part of their personnel file.

Participation in PDRMA's My PATH Personal Health Assessment.

My PATH will provide all qualifying interested employees to preventive health screening services at least annually. All other employees may request an annual assessment at a set clinic as contracted with the District.

Communicable Disease Control

The Committee should promote vaccine programs coordinated by the Wellness Ambassador. This would include providing employee education about the prevention of communicable diseases and assisting in advertising the availability of vaccines at the worksite.

Environmental Health Issues

The Committee may assist in addressing environmental issues having impact upon the health of employees. These may include ergonomic issues and building environment concerns related to exposure to toxins, such as mold, air and water quality.

Eligibility to Participate In Wellness Activities

The following guidelines should be used to determine an employee's eligibility to participate in wellness activities:

- 1) Employees are eligible for participation in sponsored wellness activities during the workday subject to the approval of their supervisor. Any allowed break time can be used for individual wellness activities at the workplace.
- 2) Employees participating in workday wellness activities must have and continue to have satisfactory job performance
- 3) Employees participating in wellness activities during a non-work time lunch break do not require approval of their supervisor. Exceptions are positions that do not allow discretionary use of the lunch break time.

Authorization for Participation in Wellness Activities

To accommodate the aforementioned eligibility guidelines, District management shall:

- 1) Supervisors are responsible for wise and equitable utilization of any amount of time given to employees to participate in wellness activities
- 2) Make every effort to accommodate employees who request use of a flex work schedule to participate in wellness activities if work responsibilities would not be adversely affected
- 3) Allow an employee time away from regular duties during work time to attend safety and health education or training activities considered directly related to the employee's work for the department. Examples of work-related activities include:
 - a) Back injury prevention classes for employees who lift or bend on the job and are at risk for back injuries
 - b) Walking or other aerobic programs designed to improve the fitness level of employees who may be involved in work requiring high fitness levels such as jobs that require heavy lifting or caring for residents in institutions
 - c) Cardiopulmonary resuscitation classes (CPR) for employees who may need to use these skills to assist other employees or the public
 - d) Stress management courses for any employee who desires this type of training
 - e) Workplace safety courses as required or requested by any employee
- 4) Allow time away from regular duties for employees to occasionally attend on-site safety and health activities or programs not considered directly work-related. Examples of non-work related activities include flu clinics, health fairs, health screening events, organized agency wellness activities or blood donation events.
- 5)
- 6) Cooperate with wellness representatives and Committee members who request time away from regular work duties to plan and coordinate Wellness Program activities. Supervisors are asked to be flexible if special wellness events require committee members to use more than the allocated four (4) hours per month during a one-month period to plan and provide the event.

Liability and Workers' Compensation Coverage

All employees must sign the District's liability release form before participating in any wellness activities at work, participation in wellness activities is voluntary and therefore the District is not liable for injuries sustained to employees during their participation in these activities. Exceptions would include:

- Required work-related training as described above
- Hazardous conditions for which the district is responsible

An injury resulting from participating in a wellness activity shall be reviewed on a case-by-case basis to determine compensability. As a general reference, injury that occurs during non-pay status shall not be compensable. Non-pay status is defined as before work, after work and non-paid time during the normal workday.

SECTION 6.00 - APPENDICES

Appendix A - Risk Management and Wellness Committee Goals

- 1) Review Policies and create or revise policies
 - a) Review Policies and Procedure Manual
 - b) Revise policies if necessary
 - c) Pull out procedures creating a more flexible manual
 - d) Have the Board approve revised Policy Manual

- 2) Provide on-going training
 - a) Evaluate and improve our current training
 - b) Incorporate more PDRMA Online Learning Center programs with staff
 - c) Continue to develop training so that it is relatable to the various departments

- 3) Provide Safe Facilities for Employees and Patrons
 - a) Improve fire alarm systems at the RAC, NTEC and all maintenance shops
 - b) Continue to research better safety devices and signage
 - c) Implement plan of action items recommended by the LCR

- 4) Create a Visible Safety Presence
 - a) Create a Year Review (Annual Report to Board and Staff)
 - b) Post Risk Management & Wellness Committee minutes at facilities
 - c) Committee representatives give a Committee recap during department meetings
 - d) Rotate meeting locations and invite staff to attend
 - e) Develop our own Hazard Identification program for staff to participate.

- 5) Committee Expectations
 - a) Attend all meetings and send a representative if you cannot attend
 - b) Come prepared
 - c) Promote PATH
 - d) Submit a Wellness and Risk management Grant

Appendix B - Risk Management and Wellness Committee Members

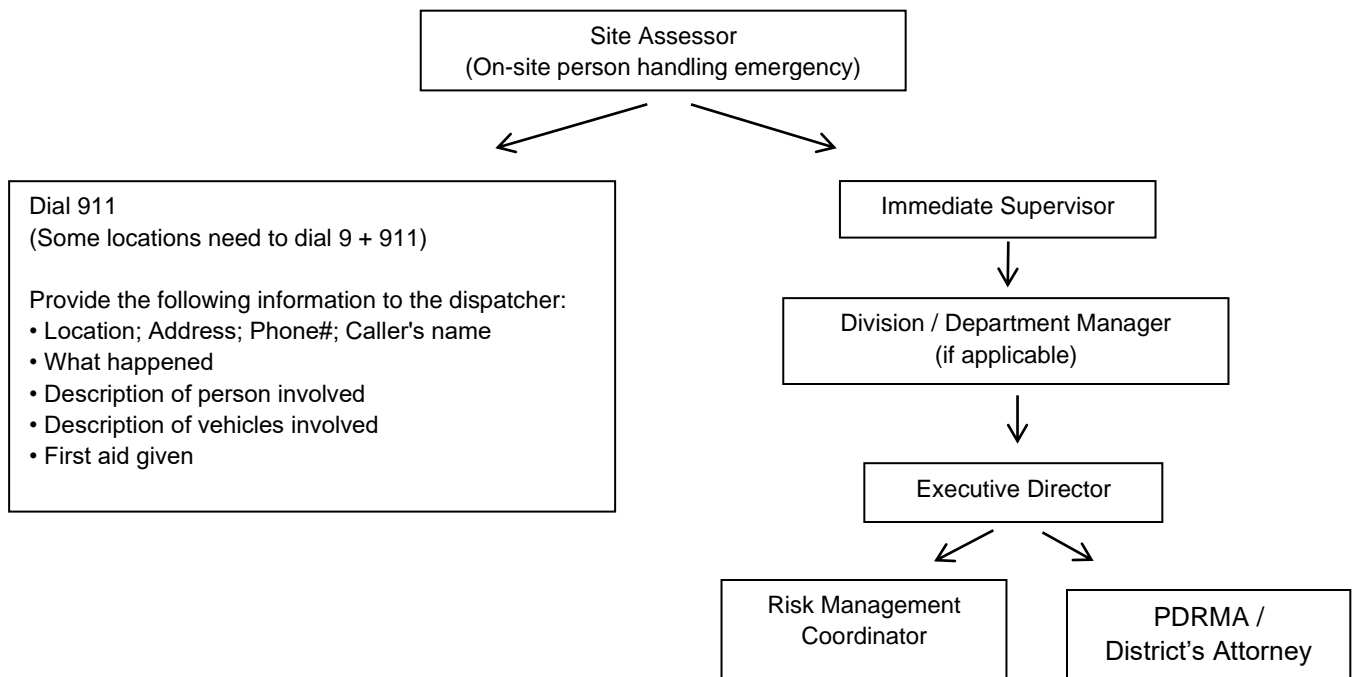
Risk Management Coordinator Paul Crisman, Risk Manager	crisman@plfdparks.org
Wellness Ambassador Linda Shredl, Human Resources Manager	shredl@plfdparks.org
Administration Representative Heather Caldwell, Executive Assistant	caldwell@plfdparks.org
Administration Representative Brie Hurley	hurley@plfdparks.org
Parks Representative Joe Quinn, Division Manager	quinn@plfdparks.org
Parks Representative Paul Darin, Maintenance Assistant	darin@plfdparks.org
Recreation Representative Cailee Butler, Recreation Manager	butler@plfdparks.org
Recreation Representative Beth Brannen, Recreation Supervisor	brannen@plfdparks.org

Appendix C – Important Information

Emergency Phone Numbers - District Staff

Title	Name	Phone
Executive Director	Carlo Capalbo	708-259-5939 Cell
Deputy Director	Maureen Nugent	630-669-1836 Cell
Director of Parks	Ken McEwen	847-757-8327 Cell
Director of Planning	Bob Collins	630-306-4844 Cell
Director of Recreation & Facilities	Andrea Juricic	847-224-7952 Cell
Attorney	Steven Adams Robbins Schwartz	312-332-7760 Office 630-890-9700 Cell
Board President	Bill Thoman	708-263-5100 Cell

Emergency Phone Tree



Facility Addresses & Phone Numbers

Facility	Address	Phone
Four Seasons Maintenance Shop	22500 W. Lockport Street, Plainfield	815-436-8812
Normantown Equestrian Center	12151 S. Normantown Road, Plainfield	815-254-1950
North Maintenance Shop	12263 S. Normantown Road, Plainfield	779-252-2757
Ottawa Street Pool	23820 Ottawa Street, Plainfield	815-436-3314
Prairie Activity & Recreation Center	24550 W. Renwick Road, Plainfield	815-436-8812
Plainfield Township Community Center	15014 S. Des Plaines Street, Plainfield	815-436-2029
Recreation Administration Center	23729 W. Ottawa Street, Plainfield	815-436-8813
Recreation Administration Annex	23805 W. Ottawa Street, Plainfield	815-436-8812
South Maintenance Shop	25550 W. Renwick Road, Plainfield	779-252-2778
Streams Recreation Center	24319 Cedar Creek Lane, Plainfield	815-436-8829

Emergency Meeting Locations

Location	Indoor Shelter	Outdoor-Near Building	Outdoor-Away From Building
Four Seasons Maintenance Shop	Restrooms Break Room	Paved Parking Lot by Gate Entrance	Gravel Parking Lot
Normantown Equestrian Center	Restrooms Utility Room	Grassy Area by Facility Sign	Parking Lot-Northwest Corner
North Maintenance Shop	Restroom	Gravel Lot by Entrance Gate	Grassy Area on Street-Side of Fence
Ottawa Street Pool	Locker Rooms	Parking Lot by Facility Sign	Parking Lot
Prairie Activity & Recreation Center			
Plainfield Township Community Center	Restrooms	Parking Lot by Facility Sign	Parking Lot-Southeast Corner
Recreation Administration Center	Basement level Classrooms with no Outside Windows	Grassy Area by Facility Sign	Boy Scout Shelter
Recreation Administration Annex	Basement	Grassy Area by Rec/Admin Facility Sign	Boy Scout Shelter
South Maintenance Shop	Break Room Restroom	Pathway by Pit Toilet	Mather Woods Shelter
Streams Recreation Center	Basement	Grassy Area by Facility Sign	Parking Lot

AED and First Aid Kit Locations

Location	AED Location	First Aid Location
Four Seasons Ball Fields (only during season)	In Score Room by Field #1	Maintenance Shop
Four Seasons Maintenance Shop	Office Hallway Next to Safety Board	Office Hallway Next to Safety Board
Normantown Equestrian Center	Office in Stall Area	Front Lobby
North Maintenance Shop	Outside Restroom on Wall	Outside Restroom on Wall
Ottawa Street Pool	Guard Office	Guard Office
Prairie Activity & Recreation Center	Great Adventures Behind Guest Services Desk	Behind Guest Services Desk
Plainfield Township Community Center	End of Hallway Past Reception	Copy Room
Recreation Administration Center	On Wall Between Restrooms Across from Guest Services Desk	Guest Services Desk
Recreation Administration Annex	Near Backdoor / Kitchen	Near Backdoor / Kitchen
South Maintenance Shop (Mather Woods)	Break Room	Break Room
Streams Recreation Center	By Closet Left of Front Desk	Behind Desk

Other Emergency Phone Numbers

Contact	Phone
PDRMA	630-769-0332
Child Abuse & Neglect Hotline (Under 18)	800-25-ABUSE (2873)
Illinois Department of Health & Human Services (Over 18)	800-368-1463
Poison Control	800-222-1222
Com Ed	877-426-6331
Nicor Gas	888-642-6748

Media Contacts

Television Stations	Phone
WGN – Channel 9	312-528-2311
WLS – Channel 7 (ABC)	312-750-7777
WMAQ – Channel 5 (NBC)	312-836-5555
WBBM – Channel 2 (CBS)	312-944-6000
WFLD – Channel 32 (FOX)	312-565-5532
Radio Stations	Phone
WBBM AM780	312-944-6000
WGN AM720	312-222-4700
WJOL AM1340	815-556-0100
Daily Newspapers	Phone
Joliet Herald	815-280-4100
Plainfield Patch (Online)	815-258-5327 (Reporter Contact – Shannon Antinori)
Enterprise (Weekly)	815-436-2431
Chicago Tribune	312-222-3232
Chicago Sun Times	312-321-3000

Appendix D – Hazard Communications Program Procedures

Introduction

The management of the Plainfield Park District is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related.

Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. (Attach list). Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

Identifying Containers of Hazardous Chemicals

The labeling system to be used by (Name of Agency/Institution/University Campus) will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

- 1) The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party
- 2) A label with the appropriate label elements just described
- 3) Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals

(Name of person or job title) will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at: (Identify the location if they are stored in a paper file. Describe how to access this information.)

Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents

Keeping Safety Data Sheets (previously known as Material Safety Data Sheets)

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser.

SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. (Identify the file location if they are stored in a paper file. Describe how to access them if they are stored electronically).

The SDS's are updated and managed by (name of person or job title responsible for managing the Safety Data Sheets). If a SDS is not immediately available for a hazardous chemical, employees can obtain the required information by calling (name of person or job title responsible for providing information in an emergency).

Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard
- Hazardous chemicals present in their workplace
- Any operations in their work area where hazardous chemicals are used
- The location of the written hazard communication plan and where it may be reviewed
- How to understand and use the information on labels and in Safety Data Sheets
- Physical and health hazards of the chemicals in their work areas
- Methods used to detect the presence or release of hazardous chemicals in the work area
- Steps we have taken to prevent or reduce exposure to these chemicals
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment
- An explanation of any special labeling present in the workplace
 - What are pictograms?
 - What are the signal words?
 - What are the hazard statements?
 - What are the precautionary statements?

- Emergency procedures to follow if an employee is exposed to these chemicals

(Name of person or job title responsible for managing the training program) is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

Prior to introducing a new chemical hazard into any department, each employee in that department will be given information and training as outlined above for the new chemical hazard.

Informing Employees who do Special Tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required.

Examples of special tasks that may expose employees to hazardous chemicals include the following: (include examples of special (non-routine) tasks).

Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of (name of person or job title) to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container labeling system
- Safe work practices to prevent exposure

(Name of person or job title) will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace

Appendix E – Child and Sexual Abuse Reporting

What To Do When You Suspect Or Discover Child/Sexual Abuse Or Neglect

Understandably, not all abuse or neglect is observable or identifiable. At times, significant judgment and discretion is necessary in identifying actual, potential, or suspected abuse or neglect.

Ordinarily, staff should not substitute your judgment for that of DCFS staff. DCFS is staffed by trained individuals whose primary concern is the welfare of children. DCFS takes great care when speaking with a potential or actual victim to gain the most accurate picture of any alleged incident of abuse. These trained professionals are familiar with appropriate techniques and seek to minimize the negative impact of questioning a child. Ideally, staff will sense both the need and the importance for reporting possible abuse or neglect situations. Remember, staff need only “suspect” abuse. Staff is not intended to be the judge or jury, the investigator, or to substitute staff judgment for that of DCFS and/or other outside investigators such as the police or PDRMA. DCFS, the police, and/or PDRMA are the ones who investigate whether abuse or neglect has occurred or is occurring.

Staff should take the following action when staff suspects, observes, or discovers child abuse or neglect:

- Promptly report your observations or suspicions to your immediate supervisor and/or the program/facility director. He/she will report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE or 217/524-2006). If a supervisor or director is unavailable, you should contact the Hotline directly.
- If, after a report has already been made to the Hotline, you learn of continued or further abuse or neglect, make another report or cause another report to be made. Often, these additional reports enable DCFS and/or the police to act if initial reports proved to be inconclusive. Therefore, do not hesitate to report each new incident of suspected abuse or neglect even if you have already filed a previous report.
- If you believe or suspect the child is in immediate danger, contact both the police and the DCFS Hotline, and do not release the child into the care, custody, or control of any parent or guardian pending police/DCFS authorization
- If the parent(s) or guardian(s) are not the suspected abuser(s), contact the parent/guardian(s) immediately to report your observations or suspicions

Complete an Accident/Incident Report – Provide only the known facts and basis for your suspicions. Do not interrogate the child or ask questions to satisfy your own curiosity. Leave the questioning to trained investigators. When feasible, provide the following information:

- 1) The child’s name, address and age
- 2) The nature of the suspected abuse or neglect, including when and where it occurred
- 3) The names of suspected perpetrators and their relationship to the child (i.e. parent, foster parent, sibling, relative, teacher, etc.)

4) Any other information you think is important

- Immediately fax the Accident/Incident Report to PDRMA at 630/769-0449
- When the alleged or suspected perpetrator is staff, immediately contact PDRMA at 630/769-0332 or 630/435-8989. During non-business hours, you will be directed to an emergency service.
- In rare instances, you or other park district staff may be the one accused of causing or contributing to the problems. Immediately report any such assertions or allegations (no matter how informally reported to you) to PDRMA, your immediate supervisor, and department head.

Staff Precautions

Any staff working with or interacting with children are potentially vulnerable to charges of sexual or physical abuse. The following precautions will minimize misperceptions and help deter false accusations:

- Always be in view of others
- Do not allow program participants into private staff areas
- Use established procedures for handling discipline
- Be aware of what you share with participants or what you ask – i.e. refrain from discussions of personal relationships, dating, sexual activity, sexual discussions or jokes, etc.
- Supervise private activities in pairs (i.e. participant use of bath rooms or locker rooms)
- Recognize acceptable and unacceptable physical interaction between staff and young participants – i.e. patting a child on the head, back or shoulder vs. a full frontal hug; sitting close vs. holding a child on your lap; light hand slapping or “high fives” vs. touching a child on his/her buttocks or thigh area, etc. Refrain from tickling, kissing, wrestling, and games involving inappropriate touching.

Retaliation Is Prohibited

The District prohibits retaliation against anyone who reports child abuse/neglect, participates in an investigation of such reports, or otherwise complies with the Policy or cooperates with the District and/or outside investigators. Retaliation against any individual who reports or cooperates with the reporting of child abuse/neglect is a serious violation of this policy and will be subject to disciplinary action.

Appendix F – Dispensing of Medication

Issue

Members are asked to administer medication to patrons in a variety of situations. For example, it can be requested by parents of a pre-school child recovering from an illness (i.e. an antibiotic), by a participant in an emergency situation (i.e. administration of emergency medication in the event of an allergic reaction to food or an insect bite/sting), or as a reasonable accommodation under the American's With Disabilities Act (ADA).

In certain circumstances, the ADA obligates park districts, special recreation associations, and forest preserve districts to make reasonable accommodations for persons with special needs who will be participating in our park and recreation programs. One of the most common and reasonable requests is to assist a participant in taking prescription oral medication during a program session when they do not have the ability or capacity to do it on their own. Another common request is to assist in the self-administration of an auto-injector in the event of an emergency such as an adverse reaction to a bee sting or food allergy. This has been a standard practice in special recreation associations for some time. However, park districts are seeing many persons with special needs entering park district programs. Absent appropriate training and proper procedures to administer medication, there are potential safety and liability issues that could arise at an agency if the dispensing of medication is not administered properly.

Recommendation

It is recommended that all agencies who may have to dispense medication during agency programming should review the following medication dispensing guidelines and formulate specific policy to follow in the event this request is made by a patron or parent/guardian of a patron. Comprehensive medication dispensing guidelines will better prepare your staff to dispense medication in a safe and efficient manner.

To minimize the administration of a medication dispensing program, parents or guardians should be asked if the person can be medicated prior to entering the program. The agency's medical dispensing program should only be used when it is absolutely necessary to administer medication to a child or patron during program hours.

In some circumstances, the administration of medication cannot (or should not) be administered by staff because of specific and/or complex physician and/or manufacturer instructions. When in doubt, do not administer the medication. Rather, err on the side of caution and temporarily suspend participation until your agency has obtained legal advice through your corporate counsel, and/or PDRMA's legal counsel.

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 or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given

- 4) Verbally communicate with agency staff regarding specific instructions for medication

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, superintendent of recreation, safety coordinator, program coordinator, recreation specialist, registrar, secretary 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 other patrons and particularly 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 coordinators 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.

Appendix G – Maintenance Ergonomics Procedures

Work Place Hazards

- Lifting
- Repetitive motion (Shoveling, Raking, Sweeping)
- Carrying
- Awkward Posture (Reaching, stretching injuries job tasks, pruning/raking, chain saw, string trimming)
- Push/Pull
- Contact Stress
- PPE

Review Workplace Losses

- 1) Fill out Injury Analysis Checklist (Form 6) and Associate Risk Factors (Form 7)
- 2) Identify tasks related to losses
- 3) Develop an action plan to reduce losses
- 4) Evaluate Progress review losses change in tasks

Proper Lifting Technique

Follow these tips to avoid compressing the spinal discs or straining your lower back when lifting:

- Keep a wide base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- Squat down, bending at the hips and knees only. If necessary, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- Maintain good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while maintaining a slight arch in your lower back.
- Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- Hold the load as close to your body as possible, at the level of your belly button

- Use your feet to change direction, taking small steps. Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move.
- Set down your load carefully, squatting with the knees and hips only

Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level
- Avoid turning or twisting your body while lifting or holding a heavy object

Repetitive Motion

- Alternate job tasks; go from shoveling to another task to take a break.
- Re-adjust hand placement, alternate from left to right hand stance.
- Use a loose grip on the tool to avoid blistering.
- Breaks, reversal of posture exercises

Carrying

- Use a cart or mechanical device for heavy objects
- Hand truck, pallet jack or team carry
- Move supplies closer to its destination with a vehicle to reduce carry distance

Awkward Posture

- Use Proper body mechanics
- Use reversal of posture exercises
- Use a stepladder to bring the body closer to the work
- Rearrange the equipment or process to reduce awkward posture
- Raise or lower the object to eliminate forward or bent posture
- Implement employee rotation strategy to reduce duration of awkward posture

Push/Pull

- Use a cart/dolly or other device to move an object
- Adjust the handle to ideal height- between waist & Chest
- Confirm mechanical equipment is available and in safe working condition
- Train employees on mechanical devices
- Investigate purchase of mechanical device

Contact Stress

- Use knee/kneeling pads for tasks involving kneeling work
- Use proper tools instead of using palm, sole of foot or knee like a hammer
- Pad sharp corners or edges to reduce contact stress
- Use anti vibration gloves and take breaks when using vibrating equipment

PPE

- Repair or replace defective or ill-fitting PPE
- Make sure use of correct PPE for the task. If needed purchase the proper PPE
- Review the policy and procedure on use of PPE for the task

Appendix H – Safe Lifting Procedures

Following safe lifting procedures in the workplace can greatly help with the avoidance of an accident at the workplace.

Unfortunately, workplace injuries are a common occurrence. Workers that are required to lift heavy objects for their occupations are at risk for numerous strains and ailments. Safe lifting procedures in the workplace can help avoid injury:

- **Know the weight**
Heavier objects can cause increased muscle strain when being picked up. You should know when you should get help. Workers should not feel embarrassed to ask a coworker for help. It is better to do this than suffer a preventable injury.
- **Use a tool when necessary**
Some materials are too heavy for human hands. Workers should know when they should rely on tools or machines to lift an object. Larger packages should be hoisted with a forklift. Ramps and pallet jacks are also common equipment. Be sure you are educated on how to use the equipment properly before you try to utilize it.
- **Lift from the correct position**
Lifting from an unorthodox position can put strain on muscles that are not used as frequently. This can cause those affected areas to suffer from a strain or pull. You should try your best to avoid strain on your back when lifting. This can be accomplished by bending your knees as you lift a package.
- **Be careful of where you carry**
The atmosphere of a workplace can also hinder your safety when you're lifting heavy objects. Make sure there is proper lighting in the room. You should also avoid any spills or slippery floors that could cause a fall. Keep your eyes open to your surroundings and be aware of any warnings. Check these conditions before you attempt to carry the heavy object.
- **Handles make a difference**
Handles help with lifting many boxes. Packages that do not have handles can be difficult to carry. This may result in you dropping the package or lifting it in an awkward position. Use suction tools when necessary, these can provide handholds for containers that may not already have them. You can also contact your supplier about shipping materials in packages that have handles.

Safe Lifting Techniques

Prevention and planning are perfect solutions for most hazard abatement in the workplace. With proper safety training and the use of these safe lifting techniques, your team should be able to greatly reduce the risk of back and lifting injuries:

- Before lifting, assess what it is you are lifting and where it is going. Recognize how heavy the object is and determine if you can lift it by yourself. Never hesitate to ask for help if it is too heavy.

- Make sure to check the pathway you are taking to your final destination. There should not be any trip hazards or debris in your path.
- To safely lift the object, get as close to the object as possible. This will create more leverage for you and less strain on your muscles.
- Next, position your feet shoulder-width apart and angle one foot slightly forward for better balance.
- When you go to bend down for the object, keep your back straight and use your legs and hips to lower yourself to the object. Never bend at the waist because this will cause immediate strain on your lower back.
- As you bend down to pick up the object, use the hand of the leg that is angled forward and place it on the side of the object furthest from you.
- After you have a firm, comfortable grip, tighten your core and focus on keeping a straight back as you lift the object with your legs and hips. Looking forward will help keep your back straight and extend your legs. Always remember to keep the object close to your body.



1. Stand close to the load with your feet spread shoulder width apart. One foot should be slightly in front of the other for balance.



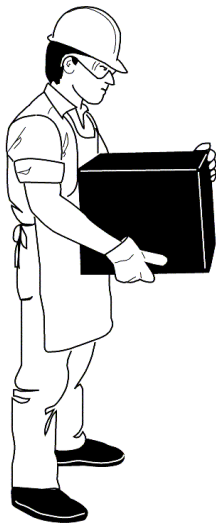
2. Squat down, bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible.



3. Get a firm grasp of the object before beginning the lift.



4. Slowly begin straightening your legs, lifting slowly. Never twist your body during this step.



5. Once the lift is complete, keep the object as close to the body as possible. If the load's center of gravity moves away from your body, there is a dramatic increase in stress to the lumbar region of the back.

Things to Avoid

Just as important as following safe lifting techniques, avoiding unsafe behavior can help you to avoid injury and to advise others on how to do the same.

Here are a few things to avoid while lifting:

- Never hold your breath while you lift an object. Exhaling out when lifting an object is the proper technique to use.
- When carrying an object, do not bend or twist at the waist. If you need to turn, slowly turn with your feet.
- Don't use a partial grip on an object. Always use two hands!
- Never obstruct your vision with an object you are carrying. Keep the object at mid-section level, from the mid-thigh to mid-chest. This is your "power zone."

- Never forget to wear your personal protective equipment, such as gloves for grip or shoulder pads to cushion the load.

By practicing these safe lifting techniques, and avoiding bad lifting habits, you and your staff can stay health and on the job. Since lifting injuries are so common, and detrimental to productivity, the importance of safe lifting techniques cannot be understated and should be treated seriously in every industry.

Appendix I – Office Ergonomics

Currently, OSHA does not have an ergonomics standard in place. However, this procedure will be placed under the framework of “best work practices” which are broad and can be applied to many work situations. This is to prevent or mitigate chronic work-related injuries caused by poor posture, improper lifting, inadequate lighting, noise, etc.

Fill out Office Ergonomics Checklist.

Office Ergonomic Tips

Regardless of how “adjustable” a workstation is, all employees should follow the guidelines below. These guidelines are for the average worker and may not be comfortable or applicable to all employees. If employees do not follow these guidelines and they begin to experience discomfort or pain that could be associated with work practices or their workstation, they should begin to follow all of these guidelines to see if their situations improve.

Computer Monitors

The computer monitor should be directly in front of the keyboard, the height should be such that the chin is parallel to the floor and the monitor is approximately an arm’s length or more away from the user. To help prevent glare, the screen should be tilted to a 90 degree angle with the overhead lights and in some cases tilting the top of the screen forward slightly will help reduce glare even further (depending on the situation). Avoid positioning computer monitors where the user faces a window, as the bright light coming in from a window can create too much contrast with the computer screen and can cause eye fatigue.

Document Holders

If an employee works from paper documents frequently, a document holder should be used. The holder should be positioned at the same height and distance as the computer screen and as close to the monitor as possible. Placing a reference document on the desk and/or further away from the employee than the screen forces the eyes to refocus every time the document is referenced. This can cause eye fatigue.

Input Devices (keyboard, mouse, etc.)

The keyboard should be positioned so that the hands can access the keys while holding the elbows naturally next to the body and the forearms parallel to the keyboard. The mouse and other input devices should be in close proximity to the keyboard to reduce reaching and shoulder stress. The keyboard or chair should be adjusted so that the forearms, wrists, and hands are in a straight line (neutral position) while using the keyboard.

Typing and wrist rests

Until recently, many people believed that obtaining a wrist rest and constantly resting the wrists on it while typing was acceptable. All employees should make an attempt to keep their wrists off of the desk or wrist rest while typing and only rest their wrists when needed. Resting the wrists on any surface while typing increases the risk of cumulative trauma disorders.

Posture

Proper posture should be maintained while working at a computer workstation. Proper posture includes a 90degree or greater angle at the hips and knees and the feet resting flat on the floor or footrest. The knee

and hip angles should not stay fixed while seated. Employees should vary their seated posture periodically. The head and neck should be in an upright position, even while on the phone. The shoulders should be relaxed and the elbows hanging naturally next to the body. Allow ample leg and knee clearance under the desk to maintain proper posture.

Chair

The chair should allow some clearance behind the knees when seated against the backrest. The backrest should be used to provide support for the lower back and if it does not, a lumbar pillow can be obtained to provide adequate support. The chair adjustments should be used to achieve the position described here and above. Armrests are not necessary on a chair and depend on an employee's preference. Adjustable armrests on a chair are not mandatory, but the armrests of the chair should be at a height that will not force the employee to raise or lower their shoulders while resting their elbows on them. It is for this reason however, that adjustable armrests are ideal, as it allows adjustments for any worker that sits in the chair. M. D. Anderson's Institutional Standard chairs are all equipped with adjustable armrests.

"Microbreaks"

Anytime employees work uninterrupted at the computer for long periods of time they should take microbreaks (two to three minutes) every 45 to 60 minutes. Studies have shown that changing tasks and postures periodically significantly reduces the amount of complaints and symptoms of pain and discomfort associated with repetitive tasks such as computer work. The microbreak does not have to be a rest break, as the employee could just begin another task that does not require the same posture and position as typing does (i.e. faxing, copying, standing up and using the phone).

Computer use at home

Many employees have a computer at home and use them for extended periods of time in the evening or over the weekend. It is extremely important for employees to apply good ergonomic practices there as well. Whether employees are at home or work, under most circumstances, if they sit and work in a comfortable, natural position/posture, they should not experience any problems. One of the keys to keeping any serious problems at bay is to constantly be aware of pain or discomfort in the body and to address it as soon as it is noticed instead of waiting until it's too late. Call Environmental Health and Safety at 4111 for more details.

Appendix J – Fall Protection Procedure

Purpose

This procedure provides guidance to Park District employees that work at heights. Conformance to this Procedure aids the Park District in preventing falls by avoiding work at heights where possible; using fall protection equipment or other controls; and minimizing the consequences if a fall should occur. Although work at heights may be covered by other regulations or procedures such as ladders, scaffolds or other elevated work platforms, this procedure applies to all work performed above four feet.

Scope

This procedure applies to all staff, and contractors who may perform elevated work at the Plainfield Park District.

Specific guidance on the use of mobile elevated working platforms can be found in the District's Aerial Platform and Scissor Lift Procedure.

Specific guidance on the use of ladders and scaffolding can be found in the District's Ladder and Scaffolding Procedure.

Responsibilities

Department Manager/Supervisor:

- Responsible for ensuring employees under their direct control adhere to this procedure and contractors brought in under their authority are aware and are contractually required to adhere to this procedure
- Identifies the tasks that require fall protection
- Competent Person:
- Conducts the risk assessment for fall hazards
- Shall be knowledgeable on applicable fall protection regulations and requirements
- Selects appropriate fall protection equipment for specific tasks

Authorized Person:

- Responsible for adhering to all requirements in the fall protection program
- Responsible to cease work and take appropriate action to include communicating to the appropriate management level when new or previously unknown hazards are identified

Risk Management & Safety Committee:

- Develop and maintain the fall protection program and provide guidance to departments and individuals
- Coordinate necessary training, which primarily consist of elevated platform safety, scaffolding safety, ladder safety and personal fall arrest system safety for authorized persons
- Serve the role of technical support and consultation to interpret requirements and establish safe practices

Departments with personnel exposed to fall hazards:

- Identify competent and authorized persons within their department
- Contact Risk Manager & Safety Committee for technical support when questions arise
- regarding compliance and safe procedures
- Provide proper safety equipment to their affected employees and ensure personnel using have been properly trained prior to use

General Requirements of Fall Protection

All work above 4 feet (1.2 meters) shall follow this procedure or provide adequate fixed guarding systems (i.e. guardrails):

- All individuals within 15 feet of an edge shall be protected from falling by a guardrail or fall arrest system
- Warning systems shall be in place on a roof 15 feet or 5 meters from the edge to warn authorized persons that they are approaching an unprotected opening (including skylights), roof side or edge, and which designates an area where roofing work may take place without the use of guardrails, fall arrest, or safety net systems to protect employees in the area
- If authorized persons must work at heights, a competent person shall determine the type of fall protection required
- Fall protection equipment shall be used in accordance with the manufacturer's instructions. This includes weight and size limitations, and shall not be altered in any way without the manufacturer's written authorization.
- Anchor points shall be capable of supporting at least 5000 pounds per employee attached. Guardrails are not considered an acceptable fixed anchor.

Risk Mitigation

Where the risk of a fall from work at height is identified, departments shall use the following hierarchy of controls to either eliminate the hazard or reduce the risk of a fall:

- **Elimination**
Eliminate the risk of a fall, (e.g. relocate the work to a safe working height, to the ground or existing solid construction with guardrail/walls, etc.).
- **Passive Fall Protection**
If it is not reasonably practical to eliminate the risk of a fall, reduce the risk by the use of passive fall protection equipment (e.g. guard-railing, scissor lifts, elevated work platforms, scaffolds, etc.). Work from any mobile, elevated work structure shall require the additional use of a Personal Fall Arrest System.
- **Work Positioning System**
If it is not reasonably practical to eliminate the risk or use passive fall protection, use work positioning systems to physically prevent a fall from occurring.
- **Personal Fall Arrest System**
If it is not reasonably practical to use the above options, the use of Personal Fall Arrest Systems to arrest a fall after it occurs shall be used. Body belts are not permitted for use as part of a Personal Fall Arrest System.

When personnel are required to use personal fall arrest systems, a rescue strategy shall be developed by the Fall Protection Competent Person. The hierarchy of fall protection rescue includes self-rescue by the worker who has fallen, assisted rescue by co-workers, and, if all else fails, calling in professional rescuers.

The following considerations shall be part of a rescue procedure:

- Instruct personnel working at heights that if a fall occurs, immediately contact 815-436-2341 from a cell phone or 911 to summon Emergency Medical Services.
- **Administrative Controls**
If none of the above measures are reasonably practical, or the risk of a fall still remains, the risk shall be reduced by the use of documented administrative controls that specify the procedures to be used to mitigate the risk, such as Warning Line System, Fall Protection Plan, Job Safety Analysis, etc. NOTE: The selection and use of a Work Positioning System, Personal Fall Arrest System, or Administrative Controls shall be approved by the supervisor in consultation with a Competent Person. Contact Risk Management and Safety as needed.

Roof Access Requirements

Purpose

A variety of Park District and contract personnel are frequently required to access roofs to conduct inspections, perform maintenance, install equipment, make repairs, etc. The purpose of the roof access requirements is to prevent falls and roof access related injuries. Special precautions shall be taken when working on building roofs.

Roof Access Signs & Restricted Access

All fixed roof access ways (e.g. fixed stairways, ladders, elevators) shall be posted with a signage stating the following information or equivalent:

“NOTICE”

**ENTRANCE TO THE ROOF IS RESTRICTED TO AUTHORIZED PERSONNEL ONLY
PRIOR TO ACCESSING THIS ROOF, YOU MUST REVIEW THEN SIGN & DATE THE POSTED
HAZARD ASSESSMENT, If there is NOT a Hazard Assessment posted – DO NOT ACCESS the
ROOF!**

Prior to accessing any roof, the following shall be completed:

- Personnel shall complete authorized training
 - A competent person shall complete the Fall Protection Hazard Assessment and post it on all roof access points.
- Personnel accessing the roof shall review the roof's specific access requirements. At a minimum, this shall include the Fall Protection Hazard Assessment but may include other documents such as standard operating procedures. Personnel shall acknowledge understanding by signing the acknowledgement sheet.

Maintenance & Inspection

Personal Fall Arrest Systems

- Personal Fall Arrest Systems and associated devices/equipment shall be visually inspected prior to each use, and periodically per the manufacturer's specifications for excessive wear, damage and other signs of deterioration. Periodic inspections of fall arrest systems shall be documented.
- Defective or out of date equipment shall be immediately removed from service, tagged and promptly destroyed.
- Personal Fall Arrest Systems that are involved in a fall arrest incident shall be taken out of service immediately and permanently. Retractable lifelines shall be sent back to the manufacturer for repair and re- certification or destroyed. Notify Risk Manager and safety of a fall utilizing fall protection equipment.
- Harnesses, lanyards, and retractable devices shall have a legible tag or data plate attached to the device or it shall be taken out of service
- Fall protection equipment shall be replaced as required per the manufacturer's instructions

Qualifications & Training

- Authorized Persons performing work at height shall be trained in site specific fall protection procedures and any task specific procedures that are established prior to performing any work at height

- Authorized Persons shall demonstrate an understanding of the training and use of the equipment including elevated work platforms. This shall be accomplished through a documented exam and/or documented practical demonstration.
- Refresher training shall be provided when:
 - 1) Changes in the workplace render previous training obsolete
 - 2) Changes in the types of fall protection equipment or aerial lifts to be used render previous training obsolete
 - 3) Workplace observations indicate that employees have not retained an understanding of the skills acquired through their initial training
 - 4) Changes are made to the fall protection program
 - 5) Competent personnel identify the need for additional training
- At a minimum, refresher training shall be completed every 3 years
- Personnel who maintain and inspect personal fall arrest systems shall receive formal training on how to properly maintain and inspect these systems. The training shall be conducted by a qualified person or competent person.

Records

Records shall be retained for either three years or the applicable national regulatory requirements, whichever is greater. This includes the following:

- All training documentation
- All Audit and Program Review Documentation
- Pre-Shift Aerial and Scissor Lift Inspection Form
- Fall Hazard Assessments
- Work Practice Procedures

Audit & Program Review

- A documented annual evaluation shall be conducted of the Fall Protection Procedure by Risk Management and Safety
- The annual evaluation shall include a thorough review of the following:
 - a) The University's Fall Protection Procedure to determine if it is complete and up to date

- b) Equipment inspection checklists to evaluate thoroughness and completeness of the inspections
 - c) Training records to determine if all required training was appropriately conducted and attended
 - d) The availability of all the records required to be maintained by this procedure
- The results of the evaluation shall be communicated to all appropriate levels of management. All actions that are necessary to improve the process shall be documented and completed.

Inspection and Maintenance Checklists For Fall Arrest Components

- **Warnings:** Always read and follow the instructions and warnings contained on the product and packaging before using any fall protection equipment and do not exceed time in use limitations.
- **Inspection:** All fall protection equipment shall be inspected prior to each use.
- **Training:** All workers shall be trained by a Competent Person in the proper use of fall protection/arrest equipment.
- **System:** Only components that are fully compatible with one another shall be used.

What to do after a fall? After a fall occurs, all components of the fall arrest system shall be tagged & removed from service. Contact Risk Manager at 815-436-8812.

Harness Inspection

- **Webbing** - Grasp the webbing with your hands 6 inches to 8 inches (18 cm) apart. Bend the webbing in an inverted "U". The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure for the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage.
- **D-Rings** - Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D- ring should pivot freely
- **Attachment of Buckles** - Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the buckle or D-ring attachments
- **Tongue/Grommets** - The tongue receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted or broken grommets. Webbing should not have additional holes punched.

- **Tongue Buckles** - Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on the frame. Check for distortion or sharp edges.
- **Friction and Mating Buckles** - Inspect the buckle for distortion. The outer bars and center bars shall be straight. Pay special attention to corners and attachment point at the center bar.

Lanyard Inspection

When inspecting lanyards, begin at one end and work to the opposite end, slowly rotating the lanyard so that the entire circumference is checked.

- Hardware:
 - 1) Snaps
Inspect closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper locks shall prevent the keeper from opening when the keeper closes.
 - 2) Thimbles
The thimble shall be firmly seated in the eye of the splice, and the splice should have no loose or cut strands. The edges of the thimble shall be free of sharp edges, distortion, or cracks.

Steel Lanyard—While rotating the steel lanyard, watch for cuts, frayed areas, or unusual wearing patterns on the wire. Broken strands will separate from the body of the lanyard.

Web Lanyard—While bending webbing over a pipe, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Swelling, discoloration, cracks and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.

Rope Lanyard—Rotation of the rope lanyard while inspecting from end-to-end for any fuzzy, worn, broken or cut fibers. Weakened areas from extreme loads will appear as a noticeable change in original diameter. The rope diameter should be uniform throughout, following a short break-in period.

Shock Absorber Pack—The outer portion of the pack should be examined for burn holes and tears. Stitching on areas where the pack is sewn to D-rings. Belts or lanyards should be examined for loose strands, rips, and deterioration.

Shock-Absorbing Lanyard—Shock-absorbing lanyards should be examined as a web lanyard (described in Item 3 above). However, also look for the warning flag or signs of deployment. If the flag has been activated, remove this shock-absorbing lanyard from service.

NOTE: All items that are found to be defective shall be tagged as “DEFECTIVE” and removed from service. A life may depend on it.

Some items may be able to be sent to the manufacturer repaired, refurbished and re-certified for use and returned to service.

Cleaning

Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleaning the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.

Nylon or Polyester—Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up lather with a vigorous back and forth motion; then wipe with a clean cloth. Hang freely to dry, but away from excessive heat.

Drying—Equipment should dry thoroughly without close exposure to heat, steam, or long periods of sunlight.

Appendix K – Lockout / Tagout Procedures

Basic Rules for Using Lockout or Tagout System Procedures

- All energy sources to fixtures, equipment and/or machinery shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
- Note that isolating a piece of equipment from its source may not eliminate all potential hazards. Stored energy may be present within the equipment or machinery.
- Do not attempt to operate any switch, valve or other energy isolation device when it is locked or tagged out.
- Never remove a lock or tag for another associate. Only the associate placing the lock or tag may remove it. If there is a need to remove another associate's lock or tag in an emergency, only the maintenance supervisor may do so after making every effort to contact the owner of the lock or tag.

Sequence to Lock Out or Tag Out

- The supervisor shall make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy-isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical or others) may be involved.
- Verify the written energy control (shutdown/startup) procedure attached to the equipment or machinery, make necessary changes, supply the written procedure in the absence thereof, and send a copy of the procedure or changes to an existing procedure to the FM safety manager for review.
- The supervisor or shop leadman shall notify all affected staff and customers that a lockout or tagout system is going to be utilized and the reason for that action. The authorized staff shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
- If the machine or equipment is operating, shut it down by the written energy control (shutdown) procedure attached to the equipment or machine (depress stop button, open toggle switch, etc.).
- Operate the switch, valve or other energy-isolating device(s) to ensure that the equipment is isolated from its energy source(s). Stored energy (such as that in spring, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam and water pressure, etc.) must be dissipated or restrained by methods such as repositioning, double blocking and bleeding down, etc.
- Lockout and/or tagout the energy-isolating devices with assigned individual lock(s) or tag(s). Tags shall indicate that the energy-isolated device(s) shall not be operated until after the removal of the tag.

- After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- Caution: Return operating control(s) to “neutral” or “off” position after the test.
- The equipment is now locked out or tagged out.

Restoring Machines or Equipment to Normal Production Operations

- After servicing and/or maintenance is completed and the fixture, equipment or machinery is ready for normal operation, check the area around the fixture, equipment or machinery to ensure that no one is exposed.
- After all tools have been removed from the fixture, equipment or machinery, guards have been reinstalled and associates are in the clear, remove all lockout or tagout devices. Notify all affected persons that the lockout or tagout has been removed. Operate the energy- isolating devices to restore energy to the fixture, equipment or machinery following the written energy control (startup) procedure.
- Procedure involving more than one person
- In the preceding steps, if more than one individual is required to work on the equipment or machinery, each shall place his/her own personal lockout device and/or tagout device on the energy-isolating device(s). When an energy-isolating device cannot accept multiple locks and tags, a multiple lockout or tagout device (box or hasp) may be used.
- If lockout is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each associate will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.
- When work must continue over a shift change the supervisor or lead worker must ensure that all associates are aware of which locks are to be replaced or left in place. All staff in the oncoming shift must be informed of the lockout/tagout conditions.

Additional Requirements

- Risk Manager, Department Head and Supervisors should annually verify that all associates are in compliance with the requirements of this procedure. A periodic lockout/tagout inspection form shall be used and a copy of the completed form sent to the FM safety manager.
- Initial training must be provided for all authorized and affected staff, repeated annually and documented. Additional retraining for all authorized and affected staff must be provided whenever there is a change in equipment, machinery, procedures or whenever there is evidence that this procedure is being violated.

- Locks provided by Facilities Manager are the only authorized locks to be used for equipment or machine lockout. Each lock should be keyed separately. One key issued to the authorized staff possessing the lock and the other key kept by the supervisor for emergency situations only.
- Each lock should be identified as to its owner. In lieu of identification on the lock, an authorized staff's personal tag can be applied in addition to his/her lock when locking out the equipment or machinery so that the lock's owner can be readily identified.
- The tags, padlocks and lockout devices used for locking out machinery and equipment should only be used for lockout and not for any other activity.
- All equipment or machinery should be provided with appropriate energy isolating devices. Each such energy-isolating device should be clearly identified by a label. Only where such devices are not now existent may tagout be used.
 - a) Whenever the equipment or machinery is modified or rebuilt, the energy control device must be altered to allow the incorporation of a lock for lockout purposes.
 - b) When new or replacement equipment or machinery is ordered, the specifications shall include the capability of locking out the energy source(s).
- All equipment or machinery that is required to be locked or tagged out shall have a written energy control (shutdown/startup) procedure attached to or near the main power switch for that equipment or machinery. This procedure is to identify all the energy sources which may be acting on this equipment and detail how each energy source is to be locked or tagged out. A copy of these procedures is to be sent to the FM safety manager for review.
- The removal of a lock or tag by anyone other than the assigned staff who placed the lock or tag on the equipment or machinery is a very serious event and shall be documented with a copy of the documentation being sent to the Division Manager. The supervisor should make every effort to locate the responsible associate, make a thorough examination of all machinery or equipment protected by the lockout or tagout to ensure that personnel, tools and equipment are clear, and notify the Division Manager before removing the lock or tag. Continue to make all reasonable efforts to contact the staff to inform him/her that his/her lockout or tagout device has been removed and to ensure that the staff member has this knowledge before he/she resumes work.
- A tagout device, including the means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment shall meet the following:
 - a) Be able to be affixed by hand
 - b) Be non-reusable
 - c) Be self-locking
 - d) Requires a minimum unlocking strength of 50 pounds

- e) Note: One device which meets all of these requirements is a one-piece, all environment-tolerant, nylon cable tie

Extras

- Cord and plug equipment is exempt from the provisions of this procedure provided that the following two conditions are met.
- Power to the equipment or machine must be completely removed by unplugging.
- The authorized staff must have the plug under his or her exclusive control (i.e. in sight at all times). If not, the plug must be locked out.
- An audit shall be performed annually by the Risk Manager to ensure compliance with this written procedure.
- This procedure shall be reviewed annually.

Training

- All personnel authorized to do maintenance and affected staff (those using or capable of starting a machine or any equipment) shall be trained annually on this procedure.
- All new staff shall be properly trained on this procedure before working in an area where lockout or tagout is in use.
- Supervisors must document that staff training has been accomplished. Copies of this documentation are to be sent to the Risk Manager.
- Documentation must include the names of all associates participating, the date of the training, a copy of the curriculum and the name of the trainer.
- To ensure that the necessary information has been learned a written test shall be administered by the trainer and the results recorded. Associates who do not achieve at least a 75 percent score on the written test must be retrained.
- Training should include the following:
 - a) Ensure that all associates know the details of this procedure and that they know what to do and what not to do when they encounter a lock or a tag on a switch or a device they wish to operate.
 - b) Associates must be aware that a tag is not a physical restraint. They must be aware of the false sense of security that tagout systems can present.
- Retraining should take place:
 - a) When an associate is re-assigned to a different area or machine

- b) When there is a change in the tag and lockout procedure
- c) When there is a change in equipment or machinery
- d) When a periodic inspection or audit reveals inadequacies in the associate's knowledge or use of energy control procedures or this energy control program

Appendix L - Spill Standard Operating Procedure & Slip Trip and Fall Prevention Guide

Introduction

Slips, trips and falls are accidents that can be prevented and making safety a priority is extremely important. A Spill Standard Operating Procedure combined with an injury prevention program can significantly help reduce the likelihood of accidents. With a good slip, trip and fall prevention program, and regular training, there will likely be fewer incidents of injury, fewer losses, and no negative effects on your agency's reputation in the community.

Each staff member plays an important role in a good slip, trip and fall prevention program. By learning and practicing the proper procedures, staying alert, always carrying out "caution" and "common sense" you become vital in the safety and wellbeing of the people around you. Not all accidents can be prevented, but with a quality slip, trip and fall prevention plan and proper training, you can greatly reduce the chances of someone getting seriously hurt within your facility.

This Slip, Trip and Fall Prevention Guide has been developed to minimize injuries associated from slip, trip and fall related incidents. Procedures include identify hazards and common causes, avoiding slip, trip and fall incidents, proper cleanup procedures, conducting inspections, what to do if there is a slip, trip or fall, responsibilities of staff, safe work practices, and employee training.

Common Causes and Hazard Identification

Slip trip and fall incidents can often be prevented. Many people turn a blind eye to the issue of slip and fall until after the incident, and unfortunately that is too late. Proper prevention can help you better protect participants, patrons, staff, or whomever walks into your building.

Common slip, trip, and fall hazards often result from:

1. Floors that are not maintained properly. Embedded dirt or other contaminants can create slippery conditions.
2. Water and other foreign substances such as oils, ice, grease, food, dust, liquid spills, or aerosol product over-spray.

Common Contaminants	Source
Rainwater	Transmitted internally from open external doors or from the feet, coats or umbrellas of pedestrians
Water, and other fluids	From spills, plumbing leaks, cleaning, ice machines
Floor cleaning products	Resulting from failure to follow appropriate cleaning protocol
Body fluids	Blood, vomit
Condensation	Variations in temperature
Dusts	Natural or from stored materials
Debris	Bags, paper, food residues, soil, cardboard boxes

3. Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.
4. Mats or rugs not lying flat on the floor.
5. Obstructions and accumulations of objects in walkways (hoses, cords, cables, debris, etc).
6. Inadequate illumination
7. Foreign materials on people's shoes prior to stepping on a floor.
8. Improper footwear.

Each agency facility has certain areas where slip, trip, or fall hazards are more likely arise. A recreation facility may have hazards in places like kitchens, concessions areas and locker rooms. A maintenance facility may have high risk areas in places like wash bays, loading docks and general entrance areas. Each agency should identify their high-risk areas at each facility.

Hazard Control Methods/Steps to Avoid a Slip, Trip or Fall

An incident involving someone slipping and falling can occur virtually anywhere in or outside of your building. Eliminating falls can never totally be achieved. However, by implementing a slip, trip and fall prevention program that includes staff awareness, safe practices and routine monitoring and inspections, it can increase safety, while reducing accidents and claims. The following steps can assist you in avoiding a slip trip and fall incident in your facility:

Floors, platforms, and walkways should be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces. Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills. Surfaces in poor condition (i.e. holes, surface upheaval, and broken tiles) shall be repaired or guarded by readily visible barricades, rails or other equally effective means.

Floor mats shall be placed in building entrances and higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Use walk off mats where appropriate to help stop rain, snow and ice before it is tracked onto the floor. Check them routinely to be sure they are clean and lay flat. Ensure floor mats and rugs are securely fixed and do not have curling edges.

Floor mats should have the following features:

- Slip resistant surface on both top and bottom sides.
- Beveled edges, flat edges or similar design to help reduce the likelihood of someone tripping on the mat's edges.
- Slots or similar design to help promote drainage and prevent accumulation of water & grease.
- Antibacterial treatment or similar design to help prevent the growth of mold and mildew.

Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present. Platforms and walkways shall be free of obstructions & dangerous objects (e.g. extension cords, power cables, hoses, carts, boxes, debris).

A floor maintenance procedure should exist where routine or occasional floor cleaning is performed by departmental staff. Agencies should consult with their floor cleaner product manufacturer for guidance on suggested cleaning procedures. Remember that agencies often have different flooring across the agency and there may not be one product that fits all.

The following should be considered when developing a floor maintenance procedure:

- The type of floor finish products used, including slip-resistant polymer finishes, strippers, degreasers and general cleaners.
- Proper application methods for products, including proper dilution and time schedules for each component or process.
- Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazards.

- Documentation of products used, including Safety Data Sheets, and specifications regarding the slip-resistance level of the product.
- Periodic review of maintenance program, especially after a report of an employee “near miss” or actual accident.

Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor. Sweep floors dust free and use only slip resistant or water-based products when dusting. Be sure that aerosol type products are used carefully to avoid over spray on the floor, which could cause the floors to become a slip hazard. Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.

Clean up spills, food, drinks or standing water immediately upon discovery. Post “CAUTION” or “WET FLOOR” signs warning them of hazardous floor conditions. Completely clean up the spill and dry the floor as thoroughly as possible.

Make routine safety inspections and record them. This is especially important in facilities that have a large amount of public traffic. Depending on your facility, climate and floor type will influence the frequency of your inspections. Recreation and maintenance facilities may need several inspections a day, while administrative facilities may only need an inspection once a day or weekly.

Create and maintain good housekeeping procedures for staff. A clean facility not only provides a safe environment, but it also makes a favorable impression on the people who utilize it. Sometimes we get so conscious of keeping others from possible slip and fall accidents that we forget that we are vulnerable to mishap ourselves. Use common sense practices while on the job. Continually try to remind yourself of the following:

- Avoid running or walking too fast, especially in higher risk areas.
- Don't run or jump on stairs, hallways or docks.
- Don't climb on boxes, chairs, or other objects that may topple over or break.
- Avoid carrying items that will obstruct one's view of their walking pathway.
- Avoid walking through potential slip, trip and fall hazards.
- Don't leave spills dry or wet in work areas.
- Use extra caution when traveling both outdoors and indoors during/ following wet weather.
- Do wear appropriate footwear that is comfortable and slip resistant.
- Do use approved ladders and step stools.
- Do report any unsafe working condition to your supervisor immediately.

Where work processes are expected to create wet floor surfaces, such surfaces shall be protected against slipping by using mats, grates, cleats, or other methods that provide equivalent protection.

Employees who work in potentially slippery higher risk areas must wear slip-resistant footwear. When selecting slip-resistant footwear, the following should be considered:

- Level of slip-resistance (i.e. Polyurethane and microcellular urethane soles are more slip-resistant compared to nitrite and styrene rubber).
- Tread design, tread hardness, and shape of sole and heel. (i.e. High elastic soles with raised-tread and crosshatch patterns are more slip-resistant compared to rough and flat soles. Tread patterns should cover the whole sole and heel area.)
- Proper support and comfort.

The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. Footwear in combination with general housekeeping procedures, safe work practices, and matting/ floor treatments (as necessary) should be used.

Where wet processes take place, drainage shall be maintained and false floors, platforms, mats, or other dry standing places provided. Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fixed to surfaces or consider use of cordless tools.

Guardrails shall be provided on all open sides of unenclosed elevated locations. Stairways shall have handrails or stair rails on each side. When a ladder is used, the employee shall follow the agency's ladder policy.

Sample Spill Clean Up Procedures

Once a spill has been observed or reported, it is very important to attend to the situation immediately to prevent an accident. Use the following clean up procedures to ensure the area becomes secure:

1. Cordon off the area to prevent access by employees or the public. This can be accomplished by assigning someone to "guard" the area or by placing appropriate protective measures, caution cones, and signs.
2. If you are trained on how to clean up the spill, begin to do so. If not, contact the appropriate staff or supervisor.
3. Determine the correct equipment needed to clean the spill. Many agencies proactively create "spill or clean-up kits" and store the equipment in a predetermined location.
4. Wear the proper Personal Protective Equipment to protect yourself from exposure to cleaning chemicals. Gloves and a mask, or goggles will prevent chemical splashes from coming into contact with your skin and eyes. See also in PDRMA website [Personal Protective Equipment \(PPE\) Standard Compliance Handbook \(501\)](#).
5. Practice Universal Precautions by wearing the applicable personal protective equipment when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances. Refer to your organizations Bloodborne Pathogen Policy for more information. See also in PDRMA website [Blood-borne Pathogens Standard Compliance Handbook \(508\)](#).
6. If the spill is "Dry", sweep with a broom and collect in a dustpan. Be sure to place the material in the appropriate container. Sweep all solid debris into a dustpan or shovel and place it in a suitable container. When dealing with glass or sharp materials, always handle with care. It is best not to use your hands, even with gloves on. Use a dustpan or shovel and broom to pick up the sharp objects. It may be necessary to also use a vacuum cleaner or shop vac. If so, be careful not to create a tripping hazard with the power cord.
7. Using a clean dust mop, apply an approved Dust Mop Treatment and go over the spilled area to remove any additional particulates that remain.
8. For wet spills, first identify the content of the spill. Follow applicable safety and disposal procedures for hazardous chemical spills. Next, attempt to contain the spill with an absorbent material. Do not use cardboard to soak up spills.
9. Sweep all solid debris into a dustpan or shovel and place it in a suitable container. When dealing with glass or sharp materials, always handle with care. It is best not to use your hands, even with gloves on. Use a dustpan or shovel and broom to pick up the sharp objects.
10. Obtain a mop bucket, which contains an approved fresh cleaning solution. It is important to note that the type of cleaner is dependent upon the type of spill. Cleaning up grease requires specific directions to be followed.

11. Read all directions on the cleaner and follow the Safety Data Sheets (SDS) for appropriate safety procedures and protective equipment.
12. Mop the remaining liquid, ringing the mop frequently. Make sure to ring the mop tightly to avoid excess moisture on the floor. Note: Use caution when cleaning up spills on carpeting or special floor surfaces such as gymnasiums, finished concrete, carpet or synthetic safety surfaces. Follow the appropriate clean-up procedures as indicated by the flooring manufacturer. Failure to do so may cause damage to the flooring surface and/or cause the floor surface to become very slick.
13. Allow the area to dry completely before removing any posted signs and opening the area for traffic. Slide your foot over the area to determine that the floor is no longer slippery. If in doubt, contact your supervisor. If needed, repeat the proceeding steps with fresh cleaner.
14. Once the floor is acceptable, remove the barriers and signs.
15. Properly dispose of any debris and empty the mop bucket in the appropriate area.
16. Perform the proper equipment cleanup; rinse the mop and bucket. Place all equipment and supplies in their proper locations for the next spill or cleanup.

Responsibilities

Knowing how to handle a slip trip or fall situation is important to the operation of your facility. By using the right techniques to address the situation, you become vital in helping patrons and participants as well as the agency. Practice “caution” and “common sense” in your everyday routine. Stay alert to potential hazards and report them to your supervisor. Know the correct procedures to clean up all types of spills to protect yourself and others around you. Remember that you can be a victim of slip and fall accidents just as easily as someone else, so remember to work safely.

- **All Staff**

1. First and foremost, attend to the needs of the fallen person.
2. Call for assistance in notifying the appropriate authorities.
3. Make sure someone stays with the guest until medical personnel arrive.
4. Observe the scene and write down the information on an incident accident report (Form 01). It is also a good idea to take a picture of where the incident occurred as well as the surroundings.
5. Have the area cleaned following the established procedures. Time is critical in resolving incidents. If the accident can be related to floor care products, notify your chemical manufacturer immediately.
6. Notify a supervisor.

- **Supervisors**

Supervisors are responsible for the following:

1. Identifying work locations that are Higher Risk Areas
2. Ensuring regular inspection is conducted to identify slip/ trip/ fall hazards.
3. Properly addressing slip, trip and fall hazards promptly and consulting with the safety coordinator or agency leadership if a slip, trip and/or fall hazard cannot be abated.
4. Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip and fall hazards are prevalent.
5. Where routine or occasional floor cleaning is performed by departmental staff, creating a floor maintenance procedure, and ensuring that personnel properly and consistently follow floor maintenance procedures.
6. Promptly reporting all employee injuries by completing the Employee Injury Report (Form 04).

- **Employees**

Employees who work in a higher risk area are responsible for the following:

1. Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip and fall related incidents. This includes cleaning up spills immediately, marking spills and wet areas with signage, mopping or sweeping debris from floors, removing obstacles from walkways, and keeping areas free from clutter.
2. Reporting potential hazards and accidents to the supervisor immediately.

- **Facility Managers and Maintenance Staff**

Facility Managers, maintenance staff, and other staff who frequent the facility regularly are responsible for the following:

1. Assisting in the identification and elimination of slip, trip and fall hazards found in common/shared areas.
2. Completing inspections for identifying slip, trip and fall hazards.
 - At least annually, ideally prior to a wet season.
 - Before, during, and/or after construction and renovation activities in situations where building occupants and the general public may be affected.
 - A sample inspection form is contained in Appendix A.
3. As appropriate, assisting with the removal of facilities-related slip, trip and fall hazards.
4. Consulting with the agency safety coordinator for assistance in addressing slip, trip and fall hazards as appropriate.

- **Risk Manager**

The agency Risk Manager is responsible for the following:

1. Developing, implementing, and maintaining the Slip, Trip and Fall Prevention Guide.
2. Implementing the PDRMA injury prevention program
3. Assisting in evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.
4. Making training available for employees who work in areas where slip, trip and fall hazards are prevalent.
5. Analyzing and reporting trends in injury and/or incidence rates related to slip, trip and fall hazards.

Not all accidents can be prevented, but with a quality slip, trip and fall prevention plan and proper training, slip trip and fall accidents you can greatly reduce the chances of someone getting seriously hurt within your facility. The job that you do is very important to the image of your agency and to the well-being of the people who come through the facility doors every day. Be proud of the skills you are developing and know that you truly make a difference in creating a safe, clean and healthy environment.

Training

Documented training shall be provided to all employees on a regular basis and at the time of hire. PDRMA offers many different training opportunities and resources through the Training Calendar and Online Learning Center (OLC).

We encourage you to log into the PDRMA training calendar and search by month or by title of training. Some recommended Trainings specific to slip and fall include :

- Preventing Slips, Trips and Falls
- Snow and Ice Removal Safety

- Disaster Planning , What Employees need to know

All employees should be trained on the following:

- Recognition of potential hazards associated with working in a higher risk area
- The use of control measures to prevent slip, trip and fall related accidents
- PDRMA Core 6 principles
- PDRMA Injury Prevention Program
- PDRMA 3 points of contact
- Spill cleanup procedures
- Any facility specific information

The frequency of training provided to the employees is to be determined by the safety coordinator.

- **Recordkeeping**

Supervisors and/or the agency safety coordinator shall keep training records received by employees, inspection forms, documentation on maintenance requests, and incident/accident forms.

- **Inspections**

- When conducting inspections, a supervisor or designated employee should walk through high traffic areas looking for possible slip and fall hazards.
- Slip tests can be done by simply placing a piece of paper beneath your foot and sliding it across the floor. You should be able to get a good feel for floors that may be a possible slip risk.
- Other things to look for include climate hazards such as snow and rain, damaged floors and crooked or flipped mats.
- If problems are identified, immediately post a caution sign or tape off the area. Address the situation as soon as possible.
- These efforts, along with any issues, should be documented on an inspection form such as the one provided in the appendix.
- A routine checklist can also be used.
- PDRMA encourages members to use coefficient of friction testing of tile and concrete surfaces as a preventive maintenance inspection tool to reduce/eliminate the risk of slip and fall injuries. If PDRMA approves your agency to participate in this program, a qualified company will test tile or concrete vestibules, locker rooms, indoor pool decks and maintenance areas. Your agency will receive a comprehensive report along with recommended corrective actions. You will also qualify for a \$250 reimbursement from PDRMA for remediation.

For more information on the Coefficient of Friction Program please see PDRMA website [Coefficient of Friction Testing Program \(1647\)](#)

PDRMA recommends regular inspections include slip, trip and fall hazards. Documenting your practices demonstrates that a consistent effort is being made to keep floors slip resistant and demonstrates a conscious regard for safety. PDRMA provides many sample inspections forms that can be customized to your agency's operation in Appendix A.

Appendix L-A – Legal Considerations for Serious Incidents

After any serious incidents involving patrons or employees, your agency needs to address a variety of issues, including investigations by the police and other governmental agencies, questions and demands from the public, your staff, the media and gathering of information. **One of the most important actions your agency must take is to call PDRMA immediately at 630-769-0332 regardless of the time of day.** Often, time is of the essence, and it is critical to consult with PDRMA Claims and Legal Services quickly after the incident. Calls to PDRMA during nonwork hours go to an emergency service that will immediately contact the appropriate PDRMA staff.

During a crisis, PDRMA's Claims and Legal Services departments can:

- Assist with police and other governmental agency investigations.
- Provide instructions regarding Illinois Department of Labor and/or the Illinois Department of Public Health reporting.
- Coordinate the investigation.
- Protect the confidentiality of the investigation.
- Aid with media statements.
- Assist with communications with the victim's family, members of the public and other parties seeking information.
- Provide customized legal services including hiring outside defense counsel, if necessary.
- Provide risk management services based on the scope and nature of the incident.

Protect the Investigation – Attorney Client Privilege

"Attorney-client privilege" is a legal concept that protects certain communications between a client (i.e., a PDRMA agency/employee) and attorney and keeps those communications privileged and confidential from third-parties, including (for example) potential claimants, media outlets, etc. By assuring confidentiality, it encourages clients to make full and frank disclosures to their attorney, who can better provide tailored advice and effective representation. Communications that do not fall within the scope of attorney/client privilege are often subject to public disclosure via the Freedom of Information Act (FOIA), subpoena and discovery in litigation, or through third parties such as law enforcement and other official investigative agencies. Those unprotected communications can contain inaccurate, incomplete and misleading information and/or admissions against the interest of the PDRMA agency/employee that others can then use against the member in a court of law and/or the court of public opinion. You can only give a statement with absolute confidentiality to PDRMA's legal counsel or your corporate counsel. This includes written statements prepared by staff witnesses, third-party accounts documented by member staff and draft media statements created by staff or outside consultants. Members should speak with PDRMA's legal counsel before requesting or preparing written statements, preparing media statements and before taking any disciplinary action against staff.

Follow these steps immediately after a crisis:

1. Contact PDRMA at 630-769-0332.
2. Consult with PDRMA's legal counsel before giving, requesting or preparing any written statements or reports. It is acceptable to compile a list of witnesses that includes names and personal and professional contact information.
3. When possible, consult with PDRMA's legal counsel before cooperating with the investigating law enforcement or other governmental agencies. Investigative reports and statements taken by

investigating police or other official investigators are often subject to public disclosure under FOIA. PDRMA recommends informing the investigator that the agency wants to provide its full cooperation but also wants to protect its legal rights.

4. *Consult with PDRMA's legal counsel before drafting or releasing any media statements regarding the incident.*
5. *Avoid internal emails, instant messaging, text messages, tweets, blog entries, Facebook postings and any other social medial comments about the incident. These communications are not protected by attorney client privilege and likely must be disclosed if requested by FOIA or in discovery.*
6. Prepare an Accident/Incident Report using PDRMA's **Incident/Accident Report Form 01 or Form 04 as needed** and submit it to PDRMA by emailing it to newclaims@pdrma.org. Do not create a separate internal loss report. It is important to submit Form 01 to PDRMA for review by PDRMA Claims and Legal Services to maintain the attorney/client privilege. PDRMA's standard claims reporting forms contain specific language to establish and protect the confidentiality of the report through attorney/client privilege. Any written account or description of the incident or supplemental written (including electronic) communication or report pertaining to the incident should have the following language at the top of the document:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR AND AT THE REQUEST OF PDRMA'S LEGAL COUNSEL.***

When directed by PDRMA legal counsel or PDRMA-assigned outside legal counsel, communications (email, fax, other) should also contain the above phrase in the subject heading of the communication and should be directed to PDRMA's Legal Services department – Sara Yager, General Counsel, and/or Dustin Fisher, Deputy General Counsel. Do not send the documents to any other recipients (e.g., facility managers, superintendents, etc.), since that could negate the attorney-client privilege.

Never release the Form 01 report to any third party (including investigating police or via FOIA) without first consulting with PDRMA's legal counsel.

7. It is critical you do not accept liability and/or offer to pay medical bills or repair costs. PDRMA's Claims and/or Legal Services will respond to the claim on your behalf.

By working together, PDRMA and its members can handle serious incidents in a manner that maximizes safe response and minimizes legal risks.

Appendix L-B - Sample Gymnasium Inspection Form

Note: This is an incomplete checklist which is provided as an example. Use it to develop a checklist specific to your facilities.

School:

Specific Location:

Name of Inspector:

Date of Inspection:

Inspector should be equipped with basic tools and supplies to make immediate repairs.

USE THE FOLLOWING CODES THROUGHOUT THE CHECKLIST:

1 – Okay	Satisfactory conditions.
2 - Needs Maintenance	Some form of maintenance needed and can be corrected on site.
3 – Request For Repair	Maintenance needed, cannot be completed while on site and additional follow up needed.
O – Work Order Written	Significant problem exists and work order completed.
X – Corrective Action Completed	Repair complete – X placed directly over 2, 3 or O codes.

<p>FLOORS</p> <ul style="list-style-type: none"> • Dry with no water spots, moisture or standing water • Surface smooth with no protruding nails or objects • Surface flat with no buckling or warping • If carpet, surface in good condition with no tears, rips or loose sections • Floor plates mounted flush with surface and in place • Floor Markings clear 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>WALLS</p> <ul style="list-style-type: none"> • Padding placed behind basketball backboards and extends to floor • Any items being out of the use area and attached securely (scoreboards etc.) • Clean, free of paint chips or other deterioration and no graffiti 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>LIGHTS</p> <ul style="list-style-type: none"> • All functioning and bulbs working • Fixtures securely attached to ceiling • Cowling and other protective devices securely in place and in good repair 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>BASKETBALL (<i>Backboards and Rims</i>)</p> <ul style="list-style-type: none"> • Appropriate for age/size of the student population • Rims level and securely attached • Nets in good repair -- not torn, ripped or missing; chain nets not used 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>MATS</p> <ul style="list-style-type: none"> • Clean • In good repair - no rips; hand grips intact • Stored properly, flat or rolled and not stacked 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>BLEACHERS</p> <ul style="list-style-type: none"> • Non-slip walking surface • Supports structurally sound • Handrails in place if appropriate and securely fastened • End caps in place • Steps marked with bright paint 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>EXITS</p> <ul style="list-style-type: none"> • Clearly marked • Emergency lighting in place and working properly 	<p>CODE</p> <p>_____</p> <p>_____</p>
<p>ELECTRICAL</p> <ul style="list-style-type: none"> • Wall plugs covered • Light switches functioning • Ground fault interrupters in place where appropriate 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>GENERAL CONDITIONS</p> <ul style="list-style-type: none"> • There is no breakable glass (panels, doors or windows) in or adjacent to areas used for athletic activities • Equipment stored properly - not along sidelines or at end of court • Activity area free of posts or other obstructions • Housekeeping is good - play areas, bleachers, halls free of debris and clean • Ducts, radiators, pipes in good repair and not located in area used for athletic activities • Guard/handrails (including those on elevated tracks and other areas) securely fastened -- not loose or broken • "Personnel Only" areas are locked and secured 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>FIRE PROTECTION</p> <ul style="list-style-type: none"> • Alarms working and tested regularly • Fire extinguishers mounted (outside of activity area), properly tagged and inspected monthly • Evacuation directions posted • Gym divider in good working condition 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>OTHER ITEMS:</p> <ul style="list-style-type: none"> • _____ — • _____ — • _____ — 	<p>CODE</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Work Order Numbers, list all that apply:</p>	
<p>COMMENTS: _____</p> <p>_____</p> <p>_____</p>	
<p>SIGNATURE OF INSPECTOR:</p>	

SECTION 7.00 – FORMS



Post Crisis Evaluation Form
Attorney/Client Privileged

This questionnaire should be completed by everyone involved with the crisis situation.

1) Name, Date, Position, Department

2) What was your role?

3) How did you learn of the incident?

4) Were you satisfied with how you were notified?

5) How could notification be improved?

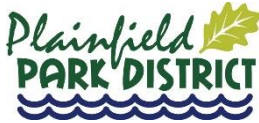
6) Rank how you feel the District handled the crisis (Scale of 1-10, 1=poor, 10=excellent).

7) How can the District improve its Crisis Plan?

8) How could this incident/accident have been prevented?

9) What steps need to be taken to prevent a future incident/accident?

10) Please provide the name(s) of any individual going "above and beyond" in the handling of this crisis.



Acknowledgment of Mandated Reporter Status

I, _____, understand that when I am employed
(Print Name)

as a _____, I will become a mandated reporter under the
(Type of Employment)

Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois state Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Employee's Signature

Print Name

Date



Medication Dispensing Information

This form must be completed for each program session or when medication changes.

BACKGROUND INFORMATION:

Participant's Name: _____ Age: _____
Address: _____
Parent's/Guardian's Name(s) _____
Daytime Phone: _____ Other Phone: _____
Program Name: _____
Doctor's Name: _____ Phone: _____

MEDICATION INFORMATION:

1. Name: _____ Dose: _____
Time: _____
Dispensing & Storage Instructions: _____
Possible Side Effects: _____

2. Name: _____ Dose: _____
Time: _____
Dispensing & Storage Instructions: _____
Possible Side Effects: _____

3. Name: _____ Dose: _____
Time: _____
Dispensing & Storage Instructions: _____
Possible Side Effects: _____

OTHER INFORMATION: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

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.

Signature of Parent or Guardian

Date



Permission to Dispense Medication
Waiver and Release of All Claims

The _____ will not dispense medication to a minor child or other
(SRA/District)
participant until the Permission and Waiver to Dispense Medication and Medication Information Form
have been fully completed by a parent or guardian. The agency's internal procedures on dispensing
medication are available for review.

NAME OF PROGRAM: _____ DATE: _____

I _____ the parent/guardian of _____
(Print Name) (Print Name)
give permission to the staff of the _____
(SRA or Park District)
to administer to my child _____
(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage
containers, original prescription containers, or envelopes clearly labeled with the following information:

PARTICIPANT'S NAME: _____

NAME OF MEDICINE AND COMPLETE 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
_____ to secure from any licensed hospital physician and/or
(SRA or Park District)

medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for
payment of any and all medical services rendered.

WAIVER & RELEASE OF ALL CLAIMS

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 (identify SRA/District) administering medication to my minor child, I do hereby fully release or discharge the (SRA/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.

Signature of Parent or Guardian

Date

Form 4

MEDICATION LOG

YEAR _____

Participant's Name:

Program:

Session:

Medication:

Dosage:

(only one medication per chart)

Date:														
Time														
Initials														

MEDICATION LOG

YEAR _____

Participant's Name:

Program:

Session:

Medication:

Dosage:

(only one medication per chart)

Date:														
Time														
Initials														

MEDICATION LOG

YEAR _____

Participant's Name:

Program:

Session:

Medication:

Dosage:

(only one medication per chart)

Date:														
Time														
Initials														



Form 5

Hepatitis B Pre-Exposure Vaccination Declination Form

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection, which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series at this time. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

Employee's Signature

Print Name

Date



Form 6

Employee Injury Analysis Checklist

Agency: _____ Date: _____

Completed by: _____

This loss-analysis checklist uses agency-specific injury experience to guide supervisors in identifying tasks currently causing injuries or that could cause injuries.

REVIEW LOSSES	Y	N
Are injuries occurring in a specific department?		
Comment:		
Are injuries occurring while performing a specific task?		
Comment:		
Are multiple people injured performing the same task?		
Comment:		
Are one or several employees sustaining multiple injuries?		
Comment:		
What were the employees doing when injury occurred?		
Lifting		
Lifting and twisting		
Pushing		
Pulling		
Climbing on/off equipment, vehicles or ladders		
Walking		
Working in awkward postures		
Comments:		



[Form 7](#)

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

Form 7 (continued)

Ergonomic Assessment Checklist

Agency: _____

Department: _____

Job Task: _____

Job Location: _____

Completed by: _____

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?		

Form 7 (continued)
 Ergonomic Assessment Checklist (continued)

REPETITION (If repetition is not involved, proceed to personal protective equipment)	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.		

Refer to Risk Factors to determine whether ergonomic solutions should be considered. If so, use the General Ergonomic Solutions Guide- Appendix C.



[Form 8](#)

General Ergonomic Solution Guide

Note the possible solutions below, based on the results of the General Ergonomic Risk Factors and Assessment Checklist (Appendix B). For each section, refer to the completed General Ergonomic Risk Factors Assessment Checklist as necessary. Check any possible solutions for implementation. After completing this solution guide, proceed to the Action Plan Form (Appendix D) to create an action plan to address risk(s).

You can incorporate the following possible solutions into an action plan for addressing ergonomic concerns.

General Solutions:

Talk to employees – Brainstorm with engineers, maintenance personnel, managers, and employees to generate ideas

Contact peers at other agencies – Other agencies may have addressed the same ergonomic issues, saving you time, money, and effort

Review existing policy, or create a new one, addressing safe performance of task

Instruct employees in reversal-of-posture exercises

Research equipment catalogs or call vendors for advice and options. (Vendors may be able to package products in smaller loads or provide other options/products)

Purchase assistive devices to decrease loads on the body (dolly, hand-truck, cart, duffle bag on wheels)

Encourage mentoring with other employees

Designate task as a two-person job

Consult with PDRMA ergonomic expert

Accelerated Rehabilitation
Contact: Diane Newquist
Phone: (847) 987-1627
Email: dnewquist@acceleratedrehab.com

Modify tasks (specifics in the action plan)

Training:

One-on-one training with employee

Online training for employees

Group

training

session

Form 8 (Continued)

Task Specific Solutions

FORCEFUL EXERTIONS—SOLUTIONS	
LIFTING	
	Raise or lower starting height of object to waist level
	If unable to raise or lower object to waist level, adjust starting height of object between thigh and shoulder level
	Instruct employee(s) in safe and proper lifting techniques
	Implement mandatory two-person lift
	Investigate mechanical devices for lifting
	Contact vendor to discuss packaging product in smaller quantity
	Contact vendor to discuss availability of packaging with handles
PUSH/PULL	
	Use a cart, dolly, or other mechanical device to move the object
	Adjust handle to an ideal height – between waist and chest
	Confirm mechanical equipment is available and in safe working condition
	Train employee(s) in use of mechanical device
	Investigate purchase of mechanical device
CARRYING	
	Use of cart or mechanical device when carrying more than 50 ft.
	Use carrying device such as wheeled case
	Move supplies closer to destination using vehicle to reduce carrying distance
AWKWARD POSTURES	
	Train employees in use of proper body mechanics
	Implement reversal-of-posture exercises following tasks requiring awkward postures
	Use step ladder to bring body closer to work, reducing reaching and looking up while performing overhead work
	Investigate re-arranging equipment, product, or process to reduce or eliminate awkward posture
	Raise or lower object to reduce or eliminate forward or backward bent posture
	Implement employee rotation strategy to reduce duration of awkward posture(s)

Form 8 (Continued)

Task Specific Solutions

CONTACT STRESS	
	Use knee/kneeling pads for tasks involving kneeling
	Use proper tools instead of using palm, sole of foot, or knee like a hammer
	Pad sharp corners or edges to reduce contact stress
REPETITION	
	Automate process or task versus manual performance
	Outsource process or task
	Incorporate job rotation into process or task
	Implement reversal-of-posture exercises following tasks requiring repetition
PERSONAL PROTECTIVE EQUIPMENT (PPE)	
	Implement policy on use of PPE for task
	Review policy and procedure on use of PPE for task
	Repair or replace defective PPE items
	Investigate purchase of appropriate PPE items for task



PDRMA Action Plan Form

GOAL DESCRIPTION	STEPS TO IMPLEMENT	TARGET DATE	RESPONSIBLE PERSON	OUTCOME MEASURE

Summarize areas of concern identified from the checklists:

Review responses from the General Ergonomic Safety Checklist (Appendix B) and General Ergonomic Solution Guide (Appendix C). Identify an area of concern and develop an action plan to address hazardous tasks. Document the steps and time frames for the completion of each step. Identify responsible parties for implementing each step of the action plan and the outcome measure used to determine the effectiveness of the plan. We recommend the supervisor signs off on the form to indicate compliance and accountability for promoting a safe work-environment for employees.

Employee Signature: _____

Date: ____/____/____

Superintendent/SupervisorSignature: _____

Date: ____/____/____

Form 9 (continued)

PDRMA Action Plan Form
(Evaluate Progress)

This section assures the changes proposed in the original action plan still meet the goals of improving employee safety. Answer the following questions:

Have all the suggestions in the action plan been implemented?	Y	N
Does the action plan need to be modified?	Y	N
Have there been additional injuries in the same department, performing the same task, which were previously addressed by the action plan?	Y	N

EVALUATE PROGRESS	SUMMARIZE FINDINGS	FOLLOW-UP ACTION TO ADDRESS CONTINUED CONCERNS
3 months		
6 months		
12 months		



Fall Protection Hazard Assessment Plan

Building:		Location:	
Date Assessed:	Related Reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Operating Procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No	Location Marked and Entry Controlled: <input type="checkbox"/> Yes <input type="checkbox"/> No
FALL HAZARD ASSESSMENT CHECKLIST			
1. Can an employee enter the area without restriction and perform work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Are fall prevention systems such as cages, guardrails, toeboards, and manlifts in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Have slipping and tripping hazards been removed or controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Have visual warnings of fall hazards been installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Can the distance a worker could fall be reduced by installing platforms, nets, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Are any permanently installed floor coverings, gratings, hatches, or doors missing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7. Does the location contain any other recognized safety and or health hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8. Is the space designated as a Permit Required Confined Space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Working near telecommunication or electric equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Working near fume hood stacks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11. Have anchor points been designated, tested, and inspected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12. Is work being performed (above or below) power lines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13. Are the weather conditions acceptable to work in: i.e. wind, wet footing, lightning, rain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
14. Other:			
Assessment Information: (indicate specifics with initials)			
Initials	Hazard	Remarks/Recommendations	
	Total potential fall distance:		
	Number of workers involved:		
	Frequency of task:		
	Obtainable anchor point strength:		
	Required anchor point strength:		
Additional Requirements:			
◆ Potential environmental conditions that could impact safety:			
Initials	Condition	Remarks/Recommendations	
◆ Possible required structural alterations:			
Initials	Alteration	Remarks/Recommendations	
◆ Possible task modification that may be required:			
Initials	Task	Remarks/Recommendations	

◆ Breakdown of vertical and horizontal movement: (sketch out work task):

◆ Training requirements:

Initials	Requirement	Remarks/Recommendations

◆ Personal protective equipment required:

Initials	Requirement	Remarks/Recommendations

Approved AUTHORIZATION

Departments must keep this record on file for one year and a copy must be sent to Environmental Health & Safety

I certify that as a qualified person, design professional, or competent person (circle one) I have conducted the Fall Protection Hazard Assessment Plan of the above designated location and have detailed the findings of the assessment on this form.

* Further detailed on attachment: Yes No

Name:	Signature:		
Title:	Date:	Time:	

ASSESSMENT FORM RETENTION INFORMATION		ATTACHMENTS	
Permanent Retention File:	Location:	*Yes	No
Date Filed:	Filed By:	*See Following Pages	
<input type="checkbox"/> Copy to EH&S	Name:	Date:	

By: _____ Inspected
Accepted

Signature: _____
 Rejected

Date: _____

Overall Disposition



Form 13

Job Safety Analysis

EHS –JSA JSA No. _____	JOB TITLE:		DATE:	NEW <input type="checkbox"/>
	TITLE OF PERSON WHO DOES JOB:		SUPERVISOR:	REVISED <input type="checkbox"/>
ORGANIZATION/SCHOOL	LOCATION:	DEPARTMENT:	ANALYSIS PERFORMED BY:	
			REVIEWED BY:	
SEQUENCE OF JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Note: Complete this form at the location where the work will take place

Questions to Consider:	Describing the Hazard Scenarios
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<p>What can go wrong? What are the consequences? How could it arise? What are the other contributing factors How likely is it that the hazard will occur?</p>	<p>Where is it happening (environment) Who or what it is happening to (exposure) What precipitates the hazard (trigger) The outcome that would occur should it happen (consequence) Any other contributing factors (time of day, weather,)</p>	
Major Hazards	Hazard Controls	JSA Category Descriptions
<p>Chemical (Toxic) Chemical (Flammable) Chemical (Corrosive) Chemical (Reaction) Explosion (Over Pressurization) Electrical (Shock/ Short Circuit) Electrical (Fire) Electrical (Static/ESD)</p>	<p>Engineering: Eliminate/minimize or remove the hazard Enclosure of the hazard Isolation of the hazards (guards, shields etc) Removal or redirection of the hazard</p>	<p>Sequence of Job Steps: Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements. For example the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the conveyor and putting it on a hand-truck is one logical set of movements, so it is one job step. Everything related to that one logical set of movements is part of that job step. Be sure to list all the steps in a job. Some steps might not be done each time but, that task is a part of the job as a whole, and should be listed and analyzed.</p>
<p>Electrical (Loss of Power) Ergonomics (Strain) Ergonomics (Human Error) Excavation (Collapse) Fall (Slip, Trip) Fire/Heat Mechanical/ Vibration (Chaffing/Fatigue) Mechanical Failure Mechanical (General) Noise Radiation (Ionizing)</p>	<p>Administrative: Written operating procedures, work permits and safe work practices Exposure time limitations (temperature/noise) Monitoring the use of highly hazardous materials Alarms signs and warnings Buddy system Advance training</p>	<p>Potential Hazards: Identify the hazards associated with each step. Examine each step to find and identify hazardous actions, conditions and possibilities that could lead to an accident. It's also important to look at the entire environment and discover every conceivable hazard that might exist. Be sure to list health hazards as well even though the harmful effect may not be immediate. It's important to distinguish between a hazard, an accident and an injury. Each of these terms has a specific meaning: HAZARD-A potential danger. Oil on the floor is a hazard. ACCIDENT-An unintended happening that may result in injury, loss or damage. Slipping on the oil is an accident. INJURY-The result of an accident. A sprained wrist from the fall would be an injury. Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.</p>

Radiation (Non-Ionizing) Struck By (Mass Acceleration) Struck Against Temperature (Heat/Cold) Visibility Weather	Personal Protective Equipment	Recommended Action or Procedure: Using the first two columns as a guide. Decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness. Among the actions that can be taken are: 1) engineering the hazard out; 2) providing personal protective equipment; 3) job instruction training; 4) good housekeeping; and 5) good ergonomics. List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job. Be specific.
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Risk Management and Wellness Policies & Procedures Employee Compliance Statement

I hereby acknowledge that I have received a copy of the Plainfield Park District Risk Management Policies & Procedures; that it is my responsibility to read and review the materials and be fully aware of all the existing procedures; that I will adhere to all of its rules and regulations; and, that signing below does not constitute an employment contract with the Plainfield Park District.

I hereby acknowledge that I have received a copy of the Plainfield Park District Emergency Response & Crisis Management Plan; that I have been orientated to the material and am fully aware that it is my responsibility to read this manual in full to be aware of all the existing procedures; that I will adhere to all of its rules and regulations; and, that signing below does not constitute an employment contract with the Plainfield Park District.

Should I have any questions regarding the information provided in this manual, I understand that speaking with my direct manager is the best first step in clarifying my uncertainty. Should further interpretation be necessary, I will seek consultation from Human Resources.

Employee's Signature

Print Name

Date

Job position

Supervisor