



Annual Safety & Wellness Report 2023



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Introduction

2023 brought us into updating our training platform. We started using Paylocity for training staff and helping keep track of staff that need to complete training. We were able to record trainings for staff so staff can train at their desks. We still held in-person trainings but knowing all staff cannot attend, the Paylocity suite worked to help update the staff's training. The great thing about Paylocity, we can record our trainings, presentations and staff can view anytime. This saves in having to schedule a classroom and time for staff to attend an in-person make-up training.

This year we set up with 8 trainings, and staff only had to attend 1 instead of doing 4 quarterly trainings. We offered them during the day and on weekends to accommodate full-time and part-time staff. We only had a few remaining staff that had to make-up at the end of the year using Paylocity.



Training Hours

Department	Staff	Safety Training	Past Quarters	In-Service April and August	*Special Training Hours	Total hours
Administration	11	16.5	42	44	6	66.5
Recreation	12	18	30.5	48	8	74
Park Maintenance	16	24	60	64	*36	124
Part Time	65	97.5	160.5	260	24	381.5
Seasonal	54	n/a	n/a	n/a	*22	1,188
Special Events	126	n/a	n/a	n/a	.25	31.5
Total 2023	284	156	293	416	96.25	1,865.5
Total 2022	293		292.25	276	74.25	1,703 Training Hours
Total 2021	244		198	102		1,102

This represents In-house training and not PDRMA or on-line training. (page 5)

*Special Training includes annual equipment training for Parks Staff, and training completed by the OSP staff.



Categories

In-services

We held 2 in-service trainings (April and August). All staff are required to attend, those that missed were required to review the training on Paylocity.

The April in-service had 31 attend and 54 make-up; August had 45 attend and 58 make-up.

The April In-service training this year was at PARC and we focused on the following topics:

- ▶ Hazard Communication
- ▶ Slips, Trips & Falls
- ▶ Emergency Response Plan & Crisis Communication
- ▶ Personal Protective Equipment
- ▶ Ladder & Stairway Safety
- ▶ Accident Incident Reporting & Workers Comp. & Next Steps

Our August In-Service was outdoors at Eaton and included:

- ▶ Core 6
(Equipment, 30 Sec. Site Safety Walk Through, PPE, Reversal of Posture/Stretching, Best Practice Lifting)
- ▶ Weather Safety
- ▶ Fire Extinguishers
- ▶ Behavior Management
- ▶ Hearing Protection

The remainder of our required trainings were completed during the staff's regular monthly trainings.

- ▶ Sexual Harassment
- ▶ Statement of Admission
- ▶ ALICE
- ▶ Lockout-Tagout
- ▶ Ergonomics
- ▶ Mandated Reporter



Department Specific

Each Department continues to train annually on their specific job-related tasks. This year we did an additional injury prevention training with the parks and equestrian staff. This training focused on lifting, and body ergonomics (bending, twisting & stretching).

Park Maintenance: Maintenance Staff and Managers

- Truck and Trailer Towing
- Chainsaw and Wood Chipper Safety
- Mowing & String Trimming
- Skid Steer and Tractor Safety
- Ladder Safety
- Power-tool Safety
- Working Ergonomics
- Injury Prevention

Equestrian: (8 Staff, 3 Full Time and volunteers)

- Horse Schooling Show Training
- Skid Steer and Tractor Safety
- Injury Prevention

Recreation: (12 Full Time Staff, 21 Seasonal)

- Inflatable Training
- Truck and Trailer
- Tractor Drivers

Vehicle Driver Training

All Staff that drive park district vehicles have an annual Drivers Abstract completed and are given a road check on the type of vehicle they may be driving.



PDRMA Trainings (On-Line and In-Person)

9 Staff Attended the Risk Management Institute

23 Webinar Trainings (14 Full Time Staff)

- ▶ Keep Fit, Keep Safe for Office Staff (1 Staff)
- ▶ How to Establish and Lead an Effective Safety Committee (1 Staff)
- ▶ Risk Management Best Practices for Day Camps at Aquatic Facilities (1 Staff)
- ▶ Protect Your Property-Proactive Facility Inspections (2 Staff)
- ▶ Certificates of Insurance (5 Staff)
- ▶ Exploring & Understanding Unconscious Bias (1 Staff)
- ▶ Mindful of Mental Health Webinar- Be Positive (6 Staff)
- ▶ Mindful of Mental Health Webinar-Setting Boundaries (2 Staff)
- ▶ Mindful of Mental Health Webinar-Understanding Depression (3 Staff)
- ▶ Mindful of Mental Health Webinar-Stress Reduction Tool bag
- ▶ Mindful of Mental Health Webinar - Managing Fear & Anxiety (3 Staff)
- ▶ Path 2024 (3 Staff)
- ▶ Path Essentials Webinar Series (3 Staff)
- ▶ Delivering Training at Your Facility (2 Staff)
- ▶ Preventing Sexual Abuse in Parks & Recreation: Train the Trainer (1 Staff)
- ▶ Implementation of a Child & Vulnerable Adult Population Sexual Abuse Plan with Policies (2 Staff)
- ▶ Risk Management Review- Slip Trip & Fall Assessment 91 Staff)
- ▶ Risk Management Review- SMART Goal Planning Round Table & Q&A Workshop (1 Staff)
- ▶ How to Conduct an Effective Job Safety Analysis (1 Staff)
- ▶ Open Enrollment Health Benefits Coordinator Workshop (1 Staff)
- ▶ Safety Coordinator Update Webinar Series February, April, July & December (1 Staff)
- ▶ Legal Update & Discussion Webinar Series (2 Staff)
- ▶ Managing Unemployment Compensation Webinar Series (1 Staff)

7 Classroom Trainings (4 Full Time Staff)

- ▶ Chain Saw Safety & Skills Training (2 Staff)
- ▶ Aquatic Risk Management Day (1 Staff)
- ▶ HELP for New & Part-Time Supervisors: Mentoring Check-In
- ▶ 2024 Open Enrollment Health Benefits Coordinator Workshop
- ▶ Help I-Essentials of Human Resources Curriculum (2 Staff)

Online training courses (19 Staff)

- ▶ PDRMA Membership Basics (1 Staff)
- ▶ Cybersecurity Fundamentals (12 Staff)
- ▶ Avoid Spear Phishing Threats (15 Staff)
- ▶ Acute Respiratory Illness Pandemics: Prevention & Response (2 Staff)
- ▶ Preventing Workplace Violence for Employees- A Refresher (1 Staff)
- ▶ HELP for New & Part-time Supervisors (1 Staff)
- ▶ Sexual Harassment Prevention & Response for Supervisors in Illinois (1 Staff)
- ▶ Avoiding Back Injuries (1 Staff)
- ▶ Preventing Slips, Trips, & Falls (1 Staff)
- ▶ Loss Reporting Staff Training (1 Staff)
- ▶ Recognizing & Overcoming Unconscious Bias for Employees & Supervisors (1 Staff)
- ▶ Statements of Admission (1 Staff)
- ▶ How to be an Effective Wellness Ambassador (1 Staff)
- ▶ The Health Claims Training Games (1 Staff)
- ▶ Working in Hot Conditions (2 Staff)
- ▶ Working Safely Outdoors (1 Staff)
- ▶ Extreme Weather Driving (2 Staff)
- ▶ Diversity of All Employees (1 Staff)

Special Events

Events held throughout 2023. Staff and volunteers are trained prior to the event.

- ▶ Adult Egg Hunt (3 Staff)
- ▶ Autumn Family Fun Fest (6 Staff and Volunteers)
- ▶ Spring Pony Rides (6 Staff)
- ▶ Derby Pony Rides (5 Staff)
- ▶ Breakfast with Santa (5 Staff)
- ▶ Daddy Daughter Dance (5 Staff and Volunteers)
- ▶ Dance Rehearsal & Recital (10 Staff & Volunteers)
- ▶ Doggy Egg Hunt (2 Staff)
- ▶ Egg Citing Activities (6 Staff)
- ▶ Enchanted Ball (6 Staff)
- ▶ Patriotic Pony Rides (3 Staff)
- ▶ Flashlight Egg Hunt (4 Staff)
- ▶ Frankenstein's Kiddie Carnival (3 Staff)
- ▶ Great Adventures Graduation (6 Staff)
- ▶ Great Adventures All School Picnic (8 Staff)
- ▶ Grinchmas on the Green (8 Staff)
- ▶ Haunted Hayrides, 2 nights (50 Staff and Volunteers)
- ▶ Haunted Pony Rides (3 Staff)
- ▶ Ice Cream Social (3 Staff)
- ▶ Journey to the North Pole, 2 nights (14 Staff and Volunteers)
- ▶ Mother's Day Tea (3 Staff)
- ▶ Noon Year's Eve Countdown (3 Staff)
- ▶ 4-NTEC Schooling Show (3-5 Staff each)
- ▶ Party at PARC (8 Staff & Volunteers)
- ▶ Patriotic Picnic (8 Staff)
- ▶ Reach for the Stars Dance Competition (6 Staff and Volunteers)
- ▶ Holiday Pony Rides (4 Staff)



Employee Injuries

Dept.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total Injuries	Total Days Lost
Admin.													0	0
Rec.													0	0
Parks			1	1						3	2	2	9	260
NTEC							1						1	5
OSP													0	0
													8	265

Injury	Injuries under CORE 6 Training
5 Hand injury	PPE
1 Fall	Slip Trip Fall
1 Elbow Pop	Lifting
1 Lifting Injury	Lifting (<i>most lost days</i>)
1 Fell Out of Truck Bed	3 Points of Contact

Year	Total Injuries
2019	12
2020	12
2021	8
2022	8



Patron Injuries

Type of Injury	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fall/Gym/Fitness			1		4		1	1				1	8
Fall/OSP							2	1					3
Fall/Playground						3				1			4
Fall/Sports						4						1	5
Fall off Horse		2	4		3		1	2	1	1		2	16
Bit/Stepped on by Horse					1			1					2
Hand injury			1				1	1					3
Pool Saves							4						4
Bump Head						2	1	1	1	1		1	7
Missing Child							1						1
Ball to Face						1							1
Ankle Injury										1			1
Stings						1	4						5
Heat Related							1						1
Totals	0	2	6	0	8	11	16	7	2	4	0	5	61
2022	4	6	3	4	5	18	10	8	3	3	1	0	65
2021	0	2	2	1	0	16	8	7	0	1	5	0	42
2020	4	11	4	0	0	6	3	5	0	0	0	2	35
2019	2	4	0	3	3	23	34	10	0	7	8	4	98

Patron Injuries by Location

Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
PARC GYM			1		3		2	1		1		1	9
PARC other			1		1			1		1			4
NTEC		2	4		4		1	3	1	1		2	18
OSP							10	1					11
Playground						4	3			1			8
Classroom									1			1	2
Sports Field							6					1	7
Park/Shelter							1						1
Parking Lot								1					1
Totals	0	2	6	0	8	11	16	7	2	4	1	5	61



Property Damage

Vehicle Accidents

Location	Incident	Repair	Cost	Remediation
None				

Facility Accidents

Location	Incident	Repair	Cost	Remediation
None				



Inspections

Annual Building Inspections:

Each location is inspected by the Facilities Division Manager, 10 facilities

Monthly Facility Safety Inspections:

Each month by the Risk Manager, 10 facilities

Playground Inspections:

Each month by Risk Manager, 65 playgrounds

Ladder Inspections:

Each month by Risk Manager, 22 various locations

Weekly Playground Inspections:

Each week by Risk Manager, 6 playgrounds (high use playgrounds)

Park Inspections:

Quarterly by Parks Division Manager, 96+ properties

Skate Park Inspections:

Each month by Risk Manager, 2 locations

Outdoor Fitness Equipment:

Each month by Risk Manager, 4 locations

Bike Park Inspections:

Each month/weekly while heavy usage, 1 location

Soccer Goal Inspections:

Each week while installed in parks, 20 fields

Football Field Inspections:

3 times each year by Risk Manager, 4 fields

Baseball Field Inspections:

3 times each year by Risk Manager, 20 fields

Soccer Field Inspections:

3 times each year by Risk Manager, 20 fields

Tennis/Pickle Ball Court Inspections:

3 times each year by Risk Manager, 2 locations

Basket Ball Court Inspections:

3 times each year by Risk Manager, 20 locations

Bridge Inspections:

2 times each year by Risk Manager, 11 bridges

Canoe Access Inspections:

2 times each year by Risk Manager, 4 locations

Fishing Pier Inspections:

2 times each year by Risk Manager, 3 locations

Trail Inspections:

2 times each year by Risk Manager, 26 locations

Vehicle Safety Inspections:

2 times each year by Risk Manager, 28 vehicles

Sled Hill Inspections:

Daily during the winter season, by Maintenance Staff, 3 locations

Safety Harness Inspections:

Annually by Facilities Division Manager, 3 harnesses

Field Observations and Job Safety Analysis (JSA):

As staff are completing tasks



Park Playground Repairs

Date	Type of Repair	Cost
1-4-23	Replace swing hangers Greywall	\$908.45
1-20-23	Broken slide brace Canterbury	\$691.03
4-27-23	Replace missing pipe caps Wheatland	\$120.65
6-6-23	Replace cracked slide Heritage Lakes	Warranty
6-19-23	Replace peeling deck steps Darcy	\$1,635.83
6-21-23	Replace broken spring Greg Bott platform	\$161.49
7-11-23	Replace cracked tube section Tamrack	\$780.01
7-31-23	Replace wobble board broken spring with fixed section	Warranty
8-8-23	Replace worn tot swings (4)	\$1,739.00
8-18-23	Replace broken spring toy seat Gene Coldwater	\$333.65
8-22-23	Replace timing buttons Greg Bott	\$285.85
9-27-23	Replace cracked slide Darcy	\$1,225.36
9-29-23	Replace cracked/cut tube section Quail Run	\$1004.78
10-25-23	Replace cracked slide Tamrack	\$1,238.48
12-1-23	Replace net climber Heritage Lakes	Warranty
12-11-23	Replace cracked tube section Village Green	\$785.01
	Total	\$10,909.59
		2022 \$2,789.86
		2021 \$6,534.33
		2020 \$2,975.13
		2019 \$5,891.20



2023 PDRMA Loss Control

In 2023 we worked with PDRMA on a goal to increase our Injury Prevention Training. Looking at our injury statistics and where we need to focus on training, our Parks staff completed the training in June. The training was recorded and the Equestrian staff completed it in August. We also wanted to focus on vehicle safety and had staff signed up for Truck & Trailer training but it was cancelled in the fall. We do conduct our in-house trailer training in the spring with Parks Staff and send staff out for further training. Working with PDRMA on the Slip Trip & Fall assessments for each facility, we found a new section on spill clean-up training for staff. This will be added to our trainings in 2024.

In 2023 with PDRMA's In2Vate software we completed Slip, Trip & Fall Assessments on all of the district facilities. One of the main things noted was the spill clean up training and materials at some facilities that

needed to be added or updated. The assessment covered everything from entryways, stairways, flooring material & lighting.

We did have an updated Infa-red inspection of the electrical panel at the Normantown Equestrian Center & everything was good. The last inspection was in 2000 and there were some issues that we had corrected.

In May we hosted a two-day chainsaw safety course with PDRMA. It was held at our river property at Renwick Road & the DuPage River. The class cut down 10 dead trees that we later removed and chipped.

In 2023 we received a \$500 grant award from PDRMA for purchasing a new 12ft. platform ladder. We also received a \$1,500 cash incentive for our loss prevention efforts and meeting the 2023 criteria for the Risk Management Review. This time it was broken into

3/\$500 checks. The first section was completing our initial review in February, the second step was setting our Injury Prevention training goal & the last step was completing the goal and submitting our completed goal checklist.

In 2024 we will continue to focus on our Injury Prevention training along with our added spill prevention & clean-up training. We will work with PDRMA on a new Smart Goal focusing on Injury Prevention and Ergonomics.

