

**DEKALB COUNTY GOVERNMENT  
COUNTY BOARD MEETING**

**December 16, 2015**

**7:30 p.m.**

**AGENDA**

1. Roll Call
2. Pledge to the Flag
3. Approval of Minutes
4. Approval of Agenda
5. Communications and Referrals
  - a. Employee Service Awards
6. Persons to be Heard from the Floor
7. Proclamations – None
8. Appointments for this Month:
  - a. **DeKalb County Nursing Home Foundation Board:** Richard Graham, Gwen Fox, and Randy Moseley all reappointed for three-year terms beginning December 1, 2015 and expiring November 30, 2018.
  - b. **Emergency Telephone Systems Board (E911):** Eric Hicks (City of DeKalb), Gene Lowery (City of DeKalb), Pete Polarek (City of Sycamore) all reappointed and James Bianchi (City of Sandwich) newly appointed for four-year terms beginning January 1, 2016 and expiring December 31, 2019.
  - c. **Workforce Investment Act Board:** Dr. Joanne Kantner to be appointed immediately to fill the unexpired term of Dr. Tom Choice until September 30, 2016.
  - d. **Board of Health:** Keith Foster, Marilyn Stromborg, and Heather Breuer all appointed for three-year terms beginning January 1, 2016 and expiring December 31, 2018. Ruth Anne Tobias reappointed for a one year beginning January 1, 2016 until December 31, 2016.
  - e. **Community Mental Health Board 708:** Jerry Helland reappointed for a four-year term beginning January 1, 2016 and expiring December 31, 2019.
  - f. **DeKalb County Rehab & Nursing Center Operating Board:** Misty Haji-Sheikh, Greg Millburg, and Rita Nielsen all reappointed for two-year terms beginning January 1, 2016 and expiring December 31, 2017.
  - g. **Supportive Living Facility Board:** Misty Haji-Sheikh, Greg Millburg, and Rita Nielsen all reappointed for two-year terms beginning January 1, 2016 and expiring December 31, 2017.
  - h. **Victor-Adams Drainage District:** Brian Miller reappointed for a three-year term that began September 1, 2015 and expires August 31, 2018.
  - i. **Victor-Clinton Drainage District:** Richard Erickson reappointed for a three-year term that began September 1, 2015 and expires August 31, 2018.

9. Reports from Standing Committees & Ad Hoc Committees

**PLANNING & ZONING COMMITTEE**

- a. **Ordinance O2015-14:** Replacing Ordinance 2013-03 Establishing a Fee Schedule for Zoning Action Applications. *The DeKalb County Board hereby adopts the proposed amendments to the fee schedule for zoning actions as set forth in Exhibit A attached to the Ordinance.* **Committee Action: Moved by Mr. Jones seconded by Mr. Bagby and approved unanimously.**
- b. **Ordinance O2015-15:** Amending Chapter 14 of the DeKalb County Code. *The DeKalb County Board hereby adopts the proposed amendments, as outlined in the Ordinance, to Chapter 14 of the DeKalb County Code regarding fees for building permits.* **Committee Action: Moved by Mr. Jones seconded by Mr. Bagby and approved unanimously.**
- c. **Ordinance O2015-16:** Amending Ordinance 2010-19 and Ordinance 2013-04 Regarding Fees for Site Development Permits. *The DeKalb County Board hereby adopts the proposed amendments, as outlined in the Ordinance, regarding fees for Site Development Permits that are required by the Countywide Stormwater Management Ordinance for DeKalb County.* **Committee Action: Moved by Mr. Jones seconded by Mr. Bagby and approved unanimously.**

**COUNTY HIGHWAY COMMITTEE**

No Business

**ECONOMIC DEVELOPMENT COMMITTEE**

No Business

**HEALTH & HUMAN SERVICES COMMITTEE**

No Business

**LAW & JUSTICE COMMITTEE**

No Business

**FINANCE COMMITTEE**

- a. **Claims to be Paid in December 2015:** Move to approve the payment of claims for this month, and the off cycle claims paid during the previous month, in the amount of \$6,382,052.84.
- b. **Reports of County Officials:** Move to accept and place on file the following Reports of County Officials:
  - 1. Cash & Investments in County Banks – November 2015
  - 2. Public Defender’s Report – November 2015
  - 3. Adult & Juvenile Monthly Reports – November 2015
  - 4. Pretrial Report – November 2015
  - 5. Sheriff’s Jail Report – November 2015
  - 6. Planning & Zoning Building Permits & Construction Reports - November 2015

**EXECUTIVE COMMITTEE**

No Business

- 10. Old Business
- 11. New Business
- 12. Adjournment

# EMPLOYEE SERVICE AWARDS

*December*

**2015**

SUN

MON

TUE

WED

THU

FRI

SAT

**35 YEARS OF SERVICE**

None

**30 YEARS OF SERVICE**

None

**25 YEARS OF SERVICE**

None

**20 YEARS OF SERVICE**

None

**15 YEARS OF SERVICE**

Joshua Merchant  
Bradley Sorenson

12/20/2000  
12/26/2000

Highway Department  
Sheriff Department

**10 YEARS OF SERVICE**

Mary Johannings

12/07/2005

Sheriff Department

**5 YEARS OF SERVICE**

Robert J. Brown  
Jeff Whelan  
Thomas Brown

12/06/2010  
12/06/2010  
12/23/2010

County Board  
County Board  
Coroner's Office

For questions or corrections, please contact Lisa in the Administration Office at (815) 895-1639

STATE OF ILLINOIS     )  
                                  )SS  
COUNTY OF DEKALB    )

**ORDINANCE 2015-14**

**AN ORDINANCE REPLACING ORDINANCE 2013-03 ESTABLISHING  
A FEE SCHEDULE FOR  
ZONING ACTION APPLICATIONS**

WHEREAS, DeKalb County Ordinance 2013-03, adopted March 20, 2013, replaced prior County Board ordinances and established a fee schedule for the administration of zoning actions, pursuant to Section 10.05 of the DeKalb County Zoning Ordinance; and

WHEREAS, it is the policy of the DeKalb County Board that the cost of administering zoning actions should be borne by the applicant who necessitates such action; and

WHEREAS, the Planning and Zoning Committee of the DeKalb County Board has reviewed the fee schedule for zoning actions and, in consideration of the costs to the County of processing zoning actions and the fiscal condition of the County, has recommended that the fee schedule be amended as set forth below; and

WHEREAS, the DeKalb County Board has considered the recommendation of the Planning and Zoning Committee and finds that the proposed amendment to the fee schedule for zoning actions is appropriate and in the best interests of all citizens of DeKalb County;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF DEKALB COUNTY, ILLINOIS, as follows:

SECTION ONE: In consideration of the above, Ordinance 2013-03 is hereby replaced in its entirety, and the Zoning Application Fees attached hereto as Exhibit "A" are hereby adopted.

SECTION TWO: This Ordinance shall be in full force and effect upon its adoption by the County Board of DeKalb County, Illinois.

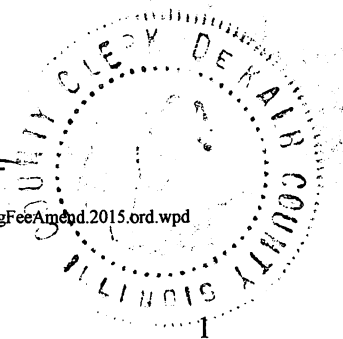
PASSED BY THE COUNTY BOARD THIS 16TH DAY OF DECEMBER, 2015, A.D.

  
\_\_\_\_\_  
Chairman, DeKalb County Board

ATTEST:

  
\_\_\_\_\_  
County Clerk

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**ZONING APPLICATION FEES**

The following schedule of fees for applications for zoning actions set forth in the DeKalb County Zoning Ordinance, Appendix A of the DeKalb County Code, are established by DeKalb County Board Ordinance 2015-14:

The following fees shall apply to applications for Appeals, Variations, Zoning Map Amendments, Zoning Text Amendments, Special Use Permits, Planned Developments, and Zoning Permits:

1. Subject to the determination of the Planning Director, one of the following fees for Planning, Zoning and Building Department review of the application shall apply:

<b><u>Level 1</u></b>	\$400	<b><u>Level 2</u></b>	\$1,600	<b><u>Level 3</u></b>	\$3,000
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In determining which Level above shall apply, the Planning Director shall estimate the anticipated amount of time the Department will devote to the application. The Planning Director shall make this fee determination within seven working days of a request by an applicant for said determination. This fee shall be payable at the time an application for zoning action is filed with the County. Further, the Planning Director may subsequently determine that the initial fee Level was inadequate to the work load actually required of staff, and may require that the balance of a higher Level fee is payable by the applicant. Failure to remit this fee shall render an application incomplete, and no further action on the application shall occur until the fee is paid;

2. In addition to the Department review fee, the applicant for any of the zoning actions set forth above shall reimburse the County for its real costs for: public notification, Hearing Officer (\$350 base fee for Variations, \$450 base fee for all other zoning applications, plus additional authorized costs incurred by Hearing Officer), production of transcripts, and any outside consultants retained by the County for review and evaluation of the application. Reimbursement of these costs to the County shall be made within 14 calendar days of the date of notification of said costs to the applicant from the County. Failure to reimburse the County for these costs shall result in action on the zoning application, or on any related required County permit, being suspended;
3. Any individual(s) or entity may request that a public hearing on a zoning application be re-opened after said public hearing as been concluded, provided such request is submitted in writing and received by the Planning, Zoning and Building Department along with the appropriate fee set forth below no later than 24 hours prior to the meeting at which the Committee of the County Board is scheduled to make a recommendation on the zoning application. Receipt of such a request and fee shall not guarantee that the hearing will be re-opened; it shall be the right of the Planning and Zoning Committee of the County Board, or the full County Board, to determine whether or not the public hearing should be re-opened for additional testimony and exhibits. If the hearing is not re-opened, or if it is determined by the Committee or County Board that the fee is not appropriate, the fee shall be reimbursed:

Variations \$450

Special Uses, Zoning Map Amendment,  
Zoning Text Amendment, planned  
development \$550

4. In the case of an application for a zoning action received from any unit of local government or school districts, the fees listed above shall be waived.
5. The fees set forth herein shall be double for any application for a zoning action that would have the effect of correcting a violation(s) of any provision of the DeKalb County Zoning Ordinance.
6. Zoning Permits (parking lots, home occupation, etc.) \$50

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STATE OF ILLINOIS        )  
  )SS  
COUNTY OF DEKALB        )

**ORDINANCE 2015-15**

**AN ORDINANCE AMENDING CHAPTER 14 OF THE DEKALB COUNTY CODE  
REGARDING FEES FOR  
BUILDING PERMIT FEES**

WHEREAS, Section 14-3 of the DeKalb County Code sets forth fees for building permit applications;

WHEREAS, it is the policy of the DeKalb County Board that the cost of administering building permit applications should be borne by the applicant who necessitates such action; and

WHEREAS, the Planning and Zoning Committee of the DeKalb County Board has reviewed the fee schedule for building permits and, in consideration of the costs to the County of processing such permits and the fiscal condition of the County, has recommended that the fee schedule be amended as set forth below; and

WHEREAS, the DeKalb County Board has considered the recommendation of the Planning and Zoning Committee and finds that the proposed amendments to the fee schedule for building permits are appropriate and in the best interests of all citizens of DeKalb County;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF DEKALB COUNTY, ILLINOIS, as follows:

SECTION ONE: The conclusions set forth above and the recommendation of the Planning and Zoning Committee are hereby adopted as the conclusions of the DeKalb County Board.

SECTION TWO: The DeKalb County Code, Chapter 14, Buildings and Building Regulations, Article 1, In General, Section 14-2, Permit procedure for development located in F-1 District, is hereby deleted in its entirety:

SECTION THREE: The DeKalb County Code, Chapter 14, Buildings and Building Regulations, Article 1, In General, Section 14-3, Building permit fees, is hereby re-codified as Section 14-2, and replaced in its entirety with the following:

**Sec. 14-2. Building permit fees.**

Any person desiring a building permit as required shall pay a fee according to the following schedule:

- (a) Residential (one- and two-family) principal structures:
  - (1) New:

a.	Floor area above-ground, per square foot	\$0.30
b.	Floor area below-ground, attached garage, per square foot	\$0.25
c.	Mobile homes	\$110.00
d.	Electric	\$150.00
e.	Plumbing	\$150.00
f.	Mechanical	\$150.00
g.	Temporary occupancy permit (\$250.00 will be refunded upon successful completion of final inspection and issuance of final occupancy permit)	\$500.00
(2)	Additions, remodeling, alterations:	
a.	Heated structures:	
1.	Floor area, per square foot	\$0.30
2.	Electrical	\$100.00
3.	Plumbing	\$100.00
4.	Mechanical	\$100.00
5.	Minimum fee	\$100.00
b.	Unheated structures:	
1.	Floor area, per square foot	\$0.25
2.	Electrical	\$100.00
3.	Minimum fee	\$100.00
c.	Independent revisions:	
1.	Electrical	\$50.00
2.	Plumbing	\$50.00
3.	Mechanical	\$50.00
4.	Re-roofing	\$100.00
(3)	Accessory structures:	
a.	Fences and permanent signs	\$50.00
b.	Other accessory structures and accessory buildings greater than 120 square feet in area and additions to such accessory buildings	\$100.00 or \$0.25 per square foot, whichever is greater
c.	Accessory structures and buildings 120 square feet or less and additions to such accessory buildings	\$50.00
d.	Independent electrical revision	\$50.00
e.	Independent plumbing revision	\$50.00
f.	Independent mechanical revision	\$50.00
g.	Deck	\$0.25 per square foot (\$80.00 minimum)
h.	Pool, above ground with electric	\$115.00
i.	Pool, in-ground with electric	\$150.00



j.	Pool fencing, if none exists	\$50.00
(4)	First “failed” inspection	No Charge
	Each additional “failed” inspection	\$50.00
(b)	Residential (multi-family) principal structures:	
(1)	New:	
a.	Floor area above-ground, per square foot	\$0.30
b.	Floor area below-ground, attached garage, per square foot	\$0.25
c.	Electrical, per dwelling unit under construction	\$150.00
d.	Plumbing, per dwelling unit under construction	\$150.00
e.	Mechanical, per dwelling unit under construction	\$150.00
f.	Temporary occupancy permit, per dwelling unit	\$50.00
(2)	Additions, remodeling, alterations:	
a.	Heated structures:	
(1)	Floor area , per square foot	\$0.30
(2)	Electrical, per dwelling under construction	\$75.00
(3)	Plumbing, per dwelling unit under construction	\$75.00
(4)	Mechanical, per dwelling under construction	\$75.00
(5)	Temporary occupancy permit, per dwelling unit	\$50.00
(6)	Minimum fee	\$100.00
b.	Unheated structures:	
(1)	Floor area, per square foot	\$0.25
(2)	Electrical, per dwelling unit under construction	\$75.00
(3)	Minimum fee	\$100.00
c.	Independent revisions:	
(1)	Electrical, per dwelling unit	\$75.00
(2)	Plumbing, per dwelling unit	\$75.00
(3)	Mechanical, per dwelling unit	\$75.00
(3)	Accessory structures (new, additions, alterations); except independent electrical, plumbing, and mechanical revisions:	
a.	Fences and permanent signs	\$50.00
b.	Other accessory structures and accessory buildings greater than 120 square feet in area and additions to such accessory buildings	\$100.00 or \$0.25 per square foot, whichever is greater
c.	Accessory structures and buildings 120 square feet or less and additions to such accessory buildings	\$50.00

d.	Independent electrical revision	\$50.00
e.	Independent plumbing revision	\$50.00
f.	Independent mechanical revision	\$50.00
g.	Deck	\$0.25 per square foot (\$80.00 minimum)
h.	Pool, above ground with electric	\$115.00
i.	Pool, in-ground with electric	\$150.00
j.	Pool fencing, if none exists	\$50.00
(4)	First “failed” inspection	No Charge
	Each additional “failed” inspection	\$50.00
(c)	Commercial, industrial, institutional:	
(1)	Principal structures - - New, additions, remodeling, alterations, except independent electrical, plumbing and mechanical revisions:	
a.	All floor areas, per square foot	\$0.30
b.	Electrical, First five fixtures	\$75.00
	Each additional fixture	\$10.00
c.	Plumbing, First five fixtures, openings	\$75.00
	Each additional fixture/opening	\$10.00
d.	Mechanical, first five openings	\$75.00
	Each additional opening	\$10.00
e.	Temporary occupancy permit (\$250.00 will be refunded upon successful completion of final inspection and issuance of final occupancy permit)	\$500.00
(2)	Accessory structures (new, additions, alterations); except independent electrical, plumbing, and mechanical revisions:	
a.	Structure storing machinery, goods, and merchandise only	\$150.00
b.	Structures having areas devoted to human uses (offices, bathrooms)	\$175.00
c.	Minimum fee	\$150.00
(3)	Independent revisions:	
a.	Electrical, first five fixtures	\$75.00
	Each additional fixture	\$10.00
b.	Plumbing, first five fixtures/openings	\$75.00
	Each additional fixture/opening	\$10.00
c.	Mechanical, first five openings	\$75.00
	Each additional opening	\$10.00

- |     |   |                      |
|-----|---|----------------------|
| (4) | Telecommunication towers and accessory structures including mechanical equipment buildings, fences, and electric meters | \$500                |
| (5) | Telecommunication tower co-locates and upgrades/improvements  | \$285                |
| (6) | Commercial wind towers and accessory structures   | \$650                |
| (7) | Small wind energy systems   | \$150.00             |
| (8) | First “failed” inspection<br>Each additional “failed” inspection  | No Charge<br>\$50.00 |
- (d) Fire safety:
- |     |  |                          |                                 |
|-----|--|--------------------------|---------------------------------|
| (1) | Sprinkler systems (includes plan reviews and field inspections): |                          |                                 |
|     | <i>Number of<br/>Sprinklers</i>                                  | <i>Pipe<br/>Schedule</i> | <i>Hydraulic<br/>Calculated</i> |
|     | 1 - 25   | \$50.00                  | \$100.00                        |
|     | 26 - 200   | \$250.00                 | \$500.00                        |
|     | 201 - 300  | \$300.00                 | \$575.00                        |
|     | 301 - 500  | \$400.00                 | \$775.00                        |
|     | Over 500   | \$450.00                 | \$850.00                        |
|     | Plus, for<br>each sprinkler<br>over 500                          | \$0.60/each              | \$0.95/each                     |
- |     |   |          |
|-----|---|----------|
| (2) | Standpipe, per standpipe riser  | \$175.00 |
| (3) | Specialized extinguisher agent (dry or other chemical agent), per 50# agent | \$150.00 |
| (4) | Hood and duct cooking extinguisher agent, flat rate per system              | \$150.00 |
- (e) Outside assistance: The County reserves the right to engage professional assistance other than the county staff in order to thoroughly and expeditiously review and inspect any project requiring a building permit in accordance with applicable regulations. The planning director may engage professional assistance other than county staff to provide such review and inspection services. The applicant for a building permit shall reimburse the county for costs associated with such professional review and inspection services.

- (f) Fee Waiver: In the case of an application for a building permit received from any unit of local government or school district, the fees listed herein shall be waived.
- (g) Penalty: In order to defray the additional costs incurred by the County when work for which a permit is required is started prior to obtaining a permit, the fees specified in the fee schedule above shall be doubled. The payment of such additional fee shall not relieve any person from fully complying with the requirements of this chapter, nor from any penalties described in this chapter.

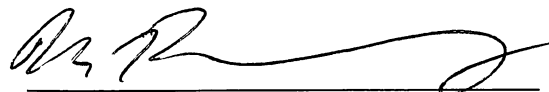
SECTION FOUR: A new section, Section 14-3, Building permit expiration, extension, renewal, is hereby adopted, as follows:

**Sec. 14-3. Building permit expiration, extension, renewal.**

- (a) Permit expiration: Construction shall begin within six months of the date of issue of a building permit. The permitted work shall thereafter be completed within 12 months of commencement. The permit shall expire if construction is stopped, suspended, or abandoned for a period of six (6) consecutive months. A minimum of one inspection of the work shall be required within each six-month period following commencement of work to ensure that progress is being made. If no inspections are performed during any six-month period following issuance of the permit, the project shall be considered suspended and abandoned, and the permit shall be considered expired.
- (b) Permit extension: A one-time, six-month extension may be granted, with no additional fee, for an unexpired permit if reasonable cause can be shown by the applicant as to why the work cannot commence within six months of the date the permit was issued, or cannot be completed within 12 months following commencement of work.
- (c) Permit renewal: A permit which has expired for six months or less may be renewed at one-half (1/2) of the original fee amount, provided no changes have been made to the original plans and specifications. Plans or specifications, which are altered or revised shall require a new plan review at additional cost to the permit applicant. Permits which have expired for more than six months shall require a new application and permit, at full permit fees.

SECTION FIVE: This Ordinance shall be in full force and effect upon its adoption by the County Board of DeKalb County, Illinois.

ADOPTED BY THE COUNTY BOARD THIS 16<sup>th</sup> DAY OF DECEMBER, 2015, A.D.



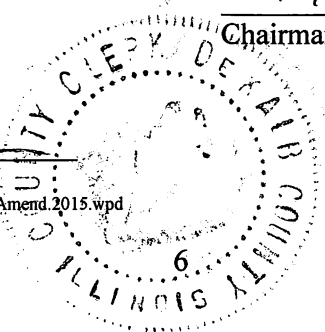
Chairman, DeKalb County Board

ATTEST:



County Clerk

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STATE OF ILLINOIS     )  
  )SS  
COUNTY OF DEKALB     )

**ORDINANCE 2015-16**

**AN ORDINANCE AMENDING ORDINANCE 2010-19  
AND ORDINANCE 2013-04 REGARDING  
FEES FOR A SITE DEVELOPMENT PERMIT AS REQUIRED IN  
BY THE COUNTYWIDE STORMWATER MANAGEMENT ORDINANCE  
FOR DEKALB COUNTY**

WHEREAS, the DeKalb County Board, on September 15, 2010, adopted Ordinance 2010-19, which amended the fees for Site Development Permits as set forth in the Stormwater Management Ordinance, Section 7, Site Development Permit, subparagraph 11, and amended said fee via Ordinance 2013-04, adopted on March 20, 2013; and

WHEREAS, the Planning and Zoning Committee of DeKalb County has reviewed the fee schedule for Site Development Permits and, in consideration of the costs to the County of processing said permits and the fiscal condition of the County, has recommended that the fee schedule be amended as set forth below; and

WHEREAS, the County Board of DeKalb County has considered the recommendation of the Planning and Zoning Committee and finds that the proposed amendment to the fee schedule for Site Development Permits is appropriate and in the best interests of all citizens of DeKalb County;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF DEKALB COUNTY, ILLINOIS, as follows:

SECTION ONE: The findings above and the recommendation of the Planning and Zoning Committee are hereby adopted as the findings and conclusions of the DeKalb County Board.

SECTION TWO: County Board Ordinance 2010-19, establishing fees for a Site Development Permit as required by the Countywide Stormwater Management Ordinance, and Ordinance 2013-04, Amending said fees, are hereby amended as follows:

1. Seven Hundred Dollars (\$700) for administration by the Planning, Zoning and Building Department of a Site Development Permit;
2. Three hundred dollars (\$300) for grading plan review by the County Engineer. This fee shall reimburse the County for performance by the County Engineer, or his designee, of the following:
  - a). Review of one version of the grading plan;

- b). Final field inspection and acceptance documentation; and
- c). County Engineer, or his designee, attendance at one meeting related to the project.

Any further meetings or additional plan reviews or field inspections beyond those listed above shall be invoiced at a cost to the developer of \$75 per hour.

- 3. A written request for waiver of all or portions of the otherwise required elements of a Site Development Permit application shall be accompanied by a fee of two hundred dollars (\$200). If such a waiver is granted, no further fees shall be required; if the waiver request is denied, the applicant shall be responsible for paying the balance of the required fee for a full Site Development Permit.

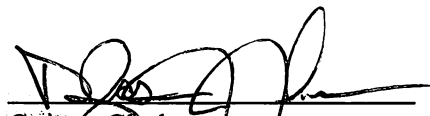
SECTION THREE: This Ordinance shall be in full force and effect upon its adoption by the County Board of DeKalb County, Illinois.

ADOPTED BY THE COUNTY BOARD THIS 16TH DAY OF DECEMBER, 2015, A.D.

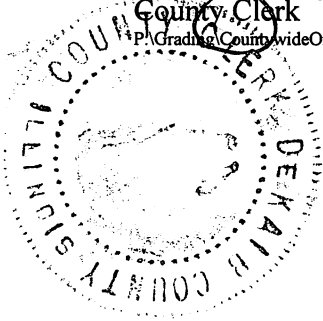


Chairman, DeKalb County Board

ATTEST:

  
County Clerk

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**DeKalb County  
Planning/Zoning/Building Department**

110 East Sycamore Street  
Sycamore, IL 60178  
(815) 895-7188  
Fax: (815) 895-1669

**STAFF REPORT**

**TO:** Planning and Zoning Committee  
**FROM:** Paul R. Miller, AICP  
DeKalb County Planning Director  
**DATE:** November 24, 2015  
**SUBJECT:** Permit Fees

The Planning and Zoning Committee, at its meeting of September 23 and October 28, 2015, discussed the possibility of amending the fee schedules for permits administered by the Planning, Zoning, and Building Department. The information below was presented at the October 28 meeting.

Over the past five years, the Department has issued an average of six permits for new single-family houses per year, along with 46 permits for residential alterations (new roofs, room additions, electrical upgrades, etc.), 49 permits for accessory structures (sheds, barns, decks, etc.), and 42 permits for commercial/industrial buildings/structures (new buildings, cell tower co-locates, etc.). The total fees generated from these Building Permits has averaged \$33,000 per year. During the same five-year period, the Department processed an average of 12 zoning actions per year (Special Uses, Variations, Text Amendments, etc.), which generated an average of \$7,087 per year in review and approval fees. Finally, from 2010 through 2014, the County issued 138 Site Development Permits for grading and stormwater management projects, an average of 28 Permits per year. These generated \$5,940 per year in fees on average.

Building Permits: The Building Permit fees for residential and commercial buildings were last adjusted in 2000. The current fees include:

1. \$0.20 per square-foot of heated (living) area;
2. \$0.15 per square-foot for unheated (attached garage);
3. \$100 each for plumbing, HVAC, and electrical for residential, \$50 each + \$5 for each additional opening after the first five for commercial.

A review of 10 recently-permitted single-family residences yields an average fee of approximately \$1,300. At a rate of six (non-farm) residences per year, this translates to \$7,800 in fees per year.

4. Accessory structures of 120 square feet in area or less, \$50, more than 120 square feet, \$100;
5. No fee is charged for a Zoning Permit for a parking lots.

The actual time devoted to building permits can vary; simple projects take relatively little time, while more complicated projects require more time. Problematic projects can require many hours of staff time, and the current fee schedule does not reflect these additional costs.

In order to better reflect the increases in costs of review and approval of building projects in the past 15 years, staff recommends the following changes:

1. \$0.30 per square-foot of heated area;
2. \$0.25 per square-foot of unheated;
3. \$150 each HVAC and electrical for residential (plumbing no longer has a fee), \$75 each + \$10 for each additional opening after the first five for commercial.

It is difficult to predict that total revenues that would be generated by this approach. Conservatively, a new 3,000 square foot single-family residence might typically result in total fees of \$1,500 to \$2,000. Smaller houses would be less costly, larger dwellings would require more staff time. Commercial development is even more unpredictable and sporadic (over the past 6½ years, commercial projects have generated an average of \$41,000 in fees per year. This average smooths out substantial variations from year to year).

4. Accessory structures of 120 square feet or less, \$50, of more than 120 square feet, \$100 or \$0.25 per square foot, whichever is greater;
5. Zoning Permit for parking lot, \$50.

Staff anticipates these changes would result in an increase in total Building Permit fee revenue of \$5,000 per year or more.

Zoning Applications: There is a considerable discrepancy between the cost of administering zoning applications and the fees collected for these voluntary actions. Beyond the review and approval process staff often spends many hours working with the petitioner on meeting conditions of approval. There is ample justification, then, for an update to the zoning application fees. The current fee schedule is as follows:

For Appeals, Variations, Zoning Map Amendments, Zoning Text Amendments, Special Use Permits, and Planned Developments, an initial fee is due of either \$200, \$800, or \$1,500, depending on the assessment of the Zoning Administrator on the likely complexity and amount of time staff will have



to devote to processing and reviewing the application. Additionally, the applicant pays the minimum due to the Hearing Officer, which is \$350 for Variations, and \$450 for the other actions. The majority of zoning applications are assessed the lowest of these fees, so that the initial fee is usually \$550 for Variation applications and \$650 for all other zoning actions. Later the applicant is charged for the actual costs of publishing the public notice in the newspaper, and the costs of mailing notices to the surrounding property owners. Any additional costs from the Hearing Officer, such as travel or reimbursement for hearings that last more than one hour, are also due prior to action on the application by the County Board.

Staff has analyzed the average amount of time spent by each member of staff on zoning actions, including everything from record-keeping to implementation, multiplied by the FY15 hourly salaries and benefits and then including overhead (materials and supplies), and estimates an average total cost to the County of \$2,000 per application (this is a rough estimate: some applications take comparatively little staff time, while others require hundreds of hours to oversee to completion). For comparison, the average total fee collected for zoning actions in FY 14 was \$966 (again, there is considerable variability, from a low of \$669 to a high of \$1,465).

On this analysis, staff recommends that the fees for zoning actions be increased to \$400, \$1,600, and \$3,000, depending on the anticipated level of complexity. This would not change the reimbursement to the Hearing Officer, nor would it artificially change the real costs of publication and notification. This change is anticipated to yield an additional \$2,400 per year in revenue on average.

Site Development Permits: As with zoning actions, the costs of administering Site Development Permits is considerably higher than the fees collected for such permits. The fee for a Site Development Permit (grading and stormwater management) is a flat fee of \$500. Of this, \$200 is for the processing of the permit by the Planning, Zoning, and Building Department, and \$300 is for the review, approval, and inspection by the County Engineer. It is important to note that the fees for many Site Development Permit applications are partially or entirely waived if the review is to be undertaken by a different agency (the NRCS or Soil and Water Conservation District) or if a full review is deemed unnecessary. These applications are only charged the \$200 application fee, and this policy is not proposed to be changed.

However, those Site Development Permits that do require a full review and processing by staff frequently cost substantially more in man-hours, by a significant factor, than is covered by the fee. The actual amount of time devoted to grading/stormwater management projects can vary wildly. Raising the flat fee to \$1,000 per Site Development Permit, with \$700 going to the PZ&B Department, would be a much more equitable fee and generate \$4,500 or more in additional revenue per year.

These changes to the fees for permits administered by the Planning, Zoning, and Building Department are conservatively estimated to increase revenues by \$11,900 per year.

The Committee is requested to review these proposed changes and recommend approval, approval with changes, or take no action. Approval or approval with changes would be in the form of an ordinance for consideration by the full County Board.

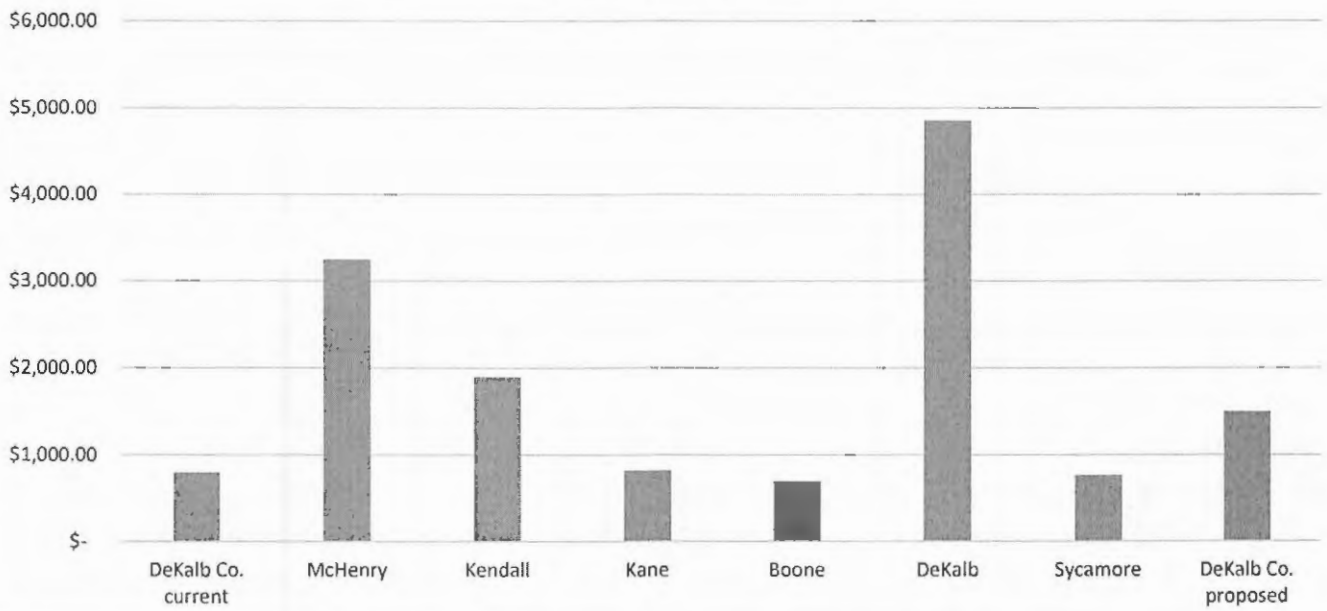
cc: Gary Hanson, DeKalb County Administrator

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	New SFD	Utilities	Other	Sample: 3000 sf home	
DeKalb County	.20/ft above-ground (\$100 min) +.15/ft basement & garage	\$100 ele \$100 mech		\$600 + \$200 = \$800	
McHenry	<2500 sf - \$2500 2500-4000 - \$3250 +4000 - \$4000			\$3,250	
Kendall	\$1,900			\$1,900	
Kane	\$25/ 100sf above ground & basement (\$200 min) \$10/sf crawl space (\$100 min)		Plan review - 10% of BP fee (\$8 min)	\$750 + \$75 = \$825	
Boone	first 1,000 sf or less \$200 +\$20 / additional 100 sf		Application fee based on value of construction \$35/\$55/\$75 Zoning review fee \$25	\$600 + \$75 + \$25 = \$700	
Sandwich	1800 sf or less - \$750 + \$.04/ additional sf			\$750 + \$48 = \$798	
St. Charles	\$125 + \$.27/sf			\$125 + \$810 = \$935	
DeKalb	Uses table baesd on total sf + extra if house goes beyond certain limits	Additional if goes beyond standard included in main fee	Plan review fee - \$300 Inspection \$60 each	\$4558 + \$300 = \$4858	
Sycamore	\$.15/sf	New Ele service \$75 Water Service Tap \$100 (in)/\$150 (out)	plan review, 1 story \$100 plan review, 2 story \$150	\$450 + 75 + 100 + 150 = \$775	

Cost for 3000 sf house



**DEKALB COUNTY  
FOREST PRESERVE DISTRICT  
December 16, 2015**

**AGENDA**

1. Roll Call
2. Approval of Minutes
3. Approval of Agenda
4. Persons to be Heard from the Floor
5. Standing Committee Reports:
  - a. **Resolution FP-R2015-08:** Park District Risk Management Agency (PDRMA) Safety Manual. *The DeKalb County Forest Preserve District Commissioners do hereby approve the Safety and Risk Management Manual for the DeKalb County Forest Preserve District.* **Committee Action: It was moved by Mrs. Haji-Sheikh, seconded by Mr. Bagby and approved unanimously.**
  - f. **Claims to be Paid in December 2015:** Move to approve the payment of claims for this month, and the off cycle claims paid during the previous month, in the amount of \$104,129.95.
6. Old Business
7. New Business
8. Adjournment

# DeKalb County Forest Preserve District



## RESOLUTION FP - R2015 - 08

WHEREAS, the DeKalb County Forest Preserve District (herein known as "District") is intent on developing, implementing and administering a comprehensive risk management and loss prevention program. The District maintains that the public and its employees are its greatest assets and foremost responsibility, and that the health and safety of all are of the utmost consideration in all assignments and activities.

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

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

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

WHEREAS, It is the responsibility of a service provider to use ordinary and reasonable care to keep forest preserve areas reasonably safe for the visitor and warn the visitor of any danger. A good risk management plan should be designed first and foremost to allow participants a quality experience in a safe surrounding. The plan should also include provisions to protect the service providers from undue risk.

WHEREAS, the Park District Risk Management Agency (PDRMA) is an intergovernmental risk pool offering self-insured Property/Casualty and health coverage to park districts, special recreation associations, and forest preserve/conservation districts throughout Illinois.

WHEREAS, formed in 1984 in response to a volatile commercial insurance market, PDRMA provides risk financing and risk management programs tailored to the unique needs of park and recreation agencies - and remains a respected leader in risk management more than 25 years later. Our members partner with us to govern the Property/Casualty and health programs, sharing responsibility for direction and continued growth.

WHEREAS, in return, PDMA supports members with a variety of services:

- **Risk management** - Our expert staff provides consultation to help members develop Property/Casualty programs customized to each agency's size, operations, and facilities. Our health program manages member's risks with a variety of wellness initiatives, including an annual, comprehensive, onsite Health Risk Assessment and semiannual Healthy Habits for Life programs.
- **Education and training** - Our annual Risk Management Institute, Human Resources and Employment Liability Program, Workshops for Benefit Coordinators, and regional and online training programs provide education across all member departments and all PDRMA coverages.
- **Legal services** - Our staff attorneys offer legal consultation at no additional cost.
- **Claims administration** - Our in-house claims team expertly handles Property/Casualty claims on members' behalf.
- **Web-based resources** - Our loss-control and health-information resources, training programs, health forms, and model policies put risk management information at members' fingertips.

WHEREAS, we understand the Forest Preserve District mission to preserve land and offer passive recreation and environmental education to the public. Our strategic plan reflects PDRMA's commitment to provide stable member-contribution rates, to deliver superior member services, and to help members control their losses through smart risk management.


NOW, THEREFORE, BE IT RESOLVED, by the DeKalb County Forest Preserve District Commissioners do hereby approve the Safety and Risk Management Manual for the DeKalb County Forest Preserve District.

APPROVED THIS 16<sup>th</sup> DAY OF DECEMBER, 2015 A.D.

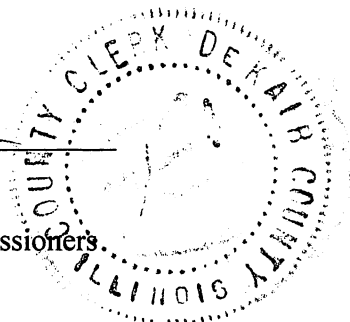


Mark Pietrowski, President  
DeKalb County  
Forest Preserve District Commissioners

ATTEST:



Douglas J. Johnson, Secretary  
DeKalb County  
Forest Preserve District Commissioners



# DEKALB COUNTY FOREST PRESERVE DISTRICT



## SAFETY MANUAL

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**Approved By Forest Preserve Commissioners**

**December 16, 2015**



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## **FOREWORD & ACKNOWLEDGEMENTS**

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

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

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

The DeKalb County Forest Preserve District thanks Park District Risk Management Agency (PDRMA) who furnished material and information for this manual:

The DeKalb County Forest Preserve District also wishes to acknowledge the following documents used in preparing this manual:

“Risk Management” by James A. Peterson and Bruce B. Hronek

“Risk Management for Public Entities” by George L. Head and Kwok-Sze Richard Wong

## **SAFETY STATEMENT OF POSITION**

The DeKalb County Forest Preserve District (herein known as “District”) is intent on developing, implementing and administering a comprehensive risk management and loss prevention program. The District maintains that the public and its employees are its greatest assets and foremost responsibility, and that the health and safety of all are of the utmost consideration in all assignments and activities.

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

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

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

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

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

\_\_\_\_\_  
Risk Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent / Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Board of Commissioners

\_\_\_\_\_  
Date

# SAFETY PROGRAM

## Section 1.1 Safety Policy

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

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

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

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs (including Medical Marijuana) or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required. Please refer to the County Personnel Policy Manual and review the Alcohol and Drug Policy in Section 2.8 of the Safety Manual.
4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.

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

**Staff that does not comply with safety policies will be given verbal safety information, written warning or dismissal of position depending on severity. Repeated failure to follow policies will result in a written reprimand, followed by suspension without pay and possible dismissal.**

## **Section 1.2            Safety Program/Committee Objectives**

The District Safety Committee is intended to assist District employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each department. The Safety Committee makes safety inspections of District facilities, organizes employee-training sessions, manages Safety Awareness, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held monthly, and visitors can attend. The Safety Committee shall:

1.     Establish and meet specific short-term and long-term safety and loss control program goals and objectives.
2.     Review all District injuries, accidents and incidents and develop countermeasures for Prevention.
3.     Discuss existing safety policies. Make recommendations for modification/upgrading and advertise or utilize policies in the preparation of educational materials.
4.     Oversee the completion of, and review all inspections and coordinate a self-inspection program schedule.
5.     Develop recommendations and target dates (time lines) for loss control program improvement.

### **Section 1.3                    Administrative Management & Responsibility**

The District Superintendent (herein known as Superintendent or Director) has the following responsibilities:

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



## **Section 1.4**

### **Risk Manager**

The District is dedicated to coordinate risk management programs. The Risk Manager is responsible for the following:

Formulate, implement and monitor procedural policies as they relate to loss prevention, insurance issues, safety, accident investigation, claims and the claims representative for PDRMA.

Formulate risk management programs, activities, policy and philosophy.

Develop and present safety and risk management training programs.

Develop and implement effective facility and equipment inspection programs and analyze potential loss situations.

Conduct accident investigations, work with insurance carriers to report losses and assist in the adjustment of claims. Analyzes loss data from accident reports, PDRMA Loss Control Department and by other means.

Work closely with the Park District Risk Management Agency (PDRMA).

Will document safety meetings with an agenda of safety topics and trainings

Prepare summaries of accidents, development of existing claims cases and trends in losses.

Keeps agencies informed of law and regulation changes impacting risk management programs.

Work independently to investigate accidents at all hours, help coordinate onsite disaster response, conduct unannounced safety compliance audits and attend meetings and training sessions at various locations and times.

Participates in the orientation and safety training of supervisors and staff.

Provides forest preserve staff with regular information on safety, loss control, PDRMA newsletters, etc.

Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices.

Maintains files on loss control and safety program components.

Provides coordination in preparing for the PDRMA Loss Control Program Evaluation meeting and participates in the meeting.

## Section 1.5

### Department Head Forest and Preserve Staff Responsibility

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

#### **Supervisory personnel shall:**

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

## **Section 1.6 Employee Responsibility**

Employees shall:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions to the supervisor. Refer to section 4.7.
3. Cooperate and assist in the investigation of accidents.
4. Attend all required safety program and in-service education meetings.
5. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
6. Pay strict attention to housekeeping of work area(s) and general facility.

## **Section 1.7 Volunteer Responsibility**

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

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

### **WARNING OF RISK**

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

### **WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

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

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

**Please review volunteer waiver**

## **Section 1.8**

### **Safety Incentive Program**

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

### **Employee Recognition**

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

## Section 1.9

## Safety Violation Procedures

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

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

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

1. Failure to adhere to District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Leaving job during working hours without permission.
4. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
5. Inability or unwillingness to take orders from supervisor(s).
6. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s) , the Board, co-workers or members of the public or threatening or striking any person who is in or on District property or participating in District activities.
7. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
8. Failure to follow any federal, state, local or District law, rule or regulation or engaging in criminal activity while on duty or while in or on District property.
9. Being under the influence or possession of intoxicants or illegal drugs (Including Medical Marijuana) while on duty or on District property or failing to notify the District that you are taking legal drugs when such notice is required.
10. Harassment of other employees or members of the public.
11. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the District in its sole discretion not to be in its best interests.
12. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
13. Be wasteful of or the willful destruction of District supplies, materials, vehicles, equipment, tools, working time or other District property.
14. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.

15. Failing to report an accident or known hazardous conditions to your immediate supervisor.
16. Gambling or fighting while on duty.
17. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
18. Possession of weapons in or on District property or while on duty.
19. Felony conviction.
20. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
21. Failure to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
22. Smoking where no smoking is posted
23. Dishonesty; lying to District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
24. Unauthorized possession, use or copying of any records that are the property of the District.
25. Sleeping on duty.

### REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

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

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

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

### REVIEW OF DISMISSAL

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

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

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

The District's failure to strictly adhere to the time limits or the procedure in this section 8-4 shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the District's sole discretion, practicable. The District reserves the right to proceed directly to the Director's or the designee's review of an employee's dismissal.

## **EMPLOYEE'S RESPONSE**

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

## **GRIEVANCE PROCESS AND PROCEDURE**

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

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

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

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



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

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions, which may be reviewed in accordance respectively of the Personnel Policy Manual.

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

# **EMPLOYEE ORIENTATION & TRAINING**

## **Section 2.1 New Employee Orientation**

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

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

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

## Section 2.2 **New Employee Checklist**

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

# New Employee Safety Orientation Checklist

Employee \_\_\_\_\_ Date Hired \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_ Physical Examination: Y or N

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

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

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

Person Responsible

Initial & Date

**II. Site Specific Instruction**

1. Vehicle Orientation & Road Checks

Vehicle \_\_\_\_\_

Vehicle \_\_\_\_\_

Vehicle \_\_\_\_\_

2. List Personal Protective Equipment Used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Location of First Aid Kit

4. Location of Fire Extinguishers, etc.

5. Location of MSD Sheets

6. Machinery, Equipment, Tools Used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Hazardous Job Instruction

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

	<b>Person Responsible</b>	<b>Initial &amp; Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Risk Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

## New Employee Orientation Worksheet

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

Department/Facility \_\_\_\_\_ Supervisor \_\_\_\_\_

### Safety Program Additions:

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### Site Specific Instruction Additions:

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

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

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

- a. \_\_\_\_\_ e. \_\_\_\_\_
- b. \_\_\_\_\_ f. \_\_\_\_\_
- c. \_\_\_\_\_ g. \_\_\_\_\_
- d. \_\_\_\_\_ h. \_\_\_\_\_

**Hazardous Job Tasks Conducted:**

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

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**Group Safety Orientation Form**

Agency Name: \_\_\_\_\_

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Orientation Supervisor: \_\_\_\_\_

Speakers: \_\_\_\_\_  
\_\_\_\_\_

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

**NAMES:**

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

## **Section 2.3            Safety Orientation Guidelines**

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

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

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

## **Section 2.4            Employee Documents**

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

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

## **Section 2.5            Use of District Equipment**

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

## Section 2.6 First Aid Equipment

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

AED equipment (if applicable) shall be inspected regularly to maintain power in event of an emergency. Additional supplies are highly recommended. Full AED inspections will be performed monthly. Visual inspections are performed daily.

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

### **First Aid Response Refer to Section 3 of the Safety Manual, Emergency Equipment and Supplies**

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

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

#### 1. Minor Injuries:

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

#### 2. Major Injuries:

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

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

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

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

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

- d. Always treat for shock, no matter what the injury. Keep the victims lying down to improve circulation and keep them covered just enough to prevent loss of body heat.
- e. Keep victim in position that is best for the injury.
  - (1) Do not move the victim or roll them over if neck or spine injuries are suspected.
  - (2) If there are severe injuries to the face or jaw, or if the person is unconscious, place the victim on their side to allow for drainage and avoid blockage of airway.
  - (3) If it is a head injury, make sure the head is not lower than the rest of the body.
  - (4) Most people recover from shock faster if their feet are raised. Change position to lying flat if raising feet causes difficulty in breathing or pain.
- f. While waiting for help to arrive, observe the victim and watch for:
  - (1) Signs of shock (pale, moist skin, weakness, faint, rapid pulse, quick breaths, etc.)
  - (2) Cessation of breathing.
  - (3) Recurrence of bleeding.
  - (4) Cessation of heartbeat.
  - (5) Blockage of air passageway by blood, vomit, tongue, etc.
- g. **TELEPHONE THE PARAMEDICS--dial 911. Other important phone numbers are: DEKALB COUNTY SHERIFF NON EMERGENCY # 815-895-2155 and the District office at 815-895-7191. Please note:**
  - (1) At a regular district phone, just dial 911.
  - (2) Find out to which hospital the victim is being transported.
  - (3) As soon as possible, a supervisor will notify the injured participant's parents or family.

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

### Emergency Situations

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

**INTRODUCTION**

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

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

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

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Superintendent or Director or a member of the Board of Commissioners.

**COMPLIANCE WITH DISTRICT POLICIES AND PROCEDURES**

You are required to comply with all policies established by the Forest Preserve Commissioners and procedures established by the Commissioners.

**COMPLIANCE WITH SUPERVISORY DIRECTIVE**

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

**For Further Information please see the DeKalb County and Forest Preserve District Personnel Policy Manual**



**SOBRIETY AND SUBSTANCE ABUSE**

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

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

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

**PROCEDURE FOR REPORTING POSSESSION OF USE OF ALCOHOL OR ILLEGAL DRUGS**

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

If your issue involves either your immediate supervisor or the Director, you may report your questions, problems, complaints, or reports to a Department Head or the President of the Forest Preserve Commissioners.

## Section 2.9

## Proper Dress and Appearance

The personal appearance of employees conveys to the public a general impression of the District. Your attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the duties being performed. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair so that it does not hang below the ears.

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

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

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

It is your responsibility to wear appropriate work clothes /or uniform while on duty if one has been provided to you. Please remember that uniforms, nametags, keys, and other District property are and remain the property of the District and must be returned upon termination of your employment. Also please remember that uniforms, nametags, and other identifying items identify you as a District employee while you are on duty. They are not to be worn when you are not on duty.

## **Section 2.10            General Safety Rules**

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

### **Reporting of Injuries**

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

### **Alcohol and Drugs**

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

### **Smoking**

It is the policy of the District to promote a smoke free environment and good health among employees as well as a safe working environment. Pursuant to the Smoke Free Illinois Act and the policy of the District, no employee shall smoke in or on any District building, facility, or vehicle. This includes the use of all tobacco products, medical marijuana and E-cigarettes.

### **Operation of Company Vehicles/Mobile Equipment**

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

### **Improper Activity / Behavior**

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

### **Personal Protective Equipment**

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

### **Reporting of Unsafe Conditions**

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

advise the Risk Manager and the Safety Committee and explain the reason for dissatisfaction. Any follow-up that may be required should be reported to the Safety Committee.

Potential hazards may include, but are not limited to:

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

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

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

## Section 2.11      **Specific Safety Rules**

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

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the person is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe NO Smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers and/or pull stations.
- Keep storage at least three foot from electrical panels, hot water tanks, furnaces and any other heat source. Keep storage at least 18 inches below sprinkler heads.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- **HELP TO PREVENT ACCIDENTS.**
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

**Section 2.12****Housekeeping**

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

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

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

A list of some tips for lifting safely follows:

- Have you checked the object before you try to lift it?
- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Is the load you want to lift packed correctly?
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced.
- Is it easy to grip this load?
- Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- Is it easy to reach this load?
- You can be injured if you arch your back when lifting a load over your head.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- What's the best way to pick up an object?
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight.
- Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles.
- How can I avoid back injuries?
- Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- Don't overdo it--don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy.
- Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load.
- Avoid walking on slippery, uneven surfaces while carrying something.
- Don't rely on a back-belt to protect you. It hasn't been proven that back belts can protect you from back injury.
- Get help before you try to lift a heavy load. Use a dolly or a forklift if you can.

## **Ergonomics**

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

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

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

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

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

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

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

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

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

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



# GENERAL ERGONOMIC RISK FACTORS AND ASSESSMENT CHECKLIST

## RISK FACTORS

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

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

### *Lifting:*

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

### *Push/Pull:*

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

### *Carrying:*

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

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

### *Awkward Postures:*

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

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

### *Contact Stress:*

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects
- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

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

### *Repetition:*

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

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

### *General:*

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

# ERGONOMIC ASSESSMENT CHECKLIST

Agency \_\_\_\_\_  
 Job Task: \_\_\_\_\_  
 Completed by: \_\_\_\_\_

Department: \_\_\_\_\_  
 Job Location: \_\_\_\_\_  
 Date: \_\_\_\_\_

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
<b>FORCEFUL EXERTIONS</b>		
<b>LIFTING</b> (if no lifting is required, proceed to push/pull)	<b>Y</b>	<b>N</b>
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?		
<b>PUSH/PULL</b> (if no pushing or pulling is required, proceed to awkward postures)	<b>Y</b>	<b>N</b>
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?		
<b>CARRYING</b> (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?		
<b>POSTURES</b>		
<b>AWKWARD POSTURES</b> (if awkward postures are not common, proceed to contact stress)	<b>Y</b>	<b>N</b>
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?		
<b>CONTACT STRESS</b>		
(If contact stress is not common, proceed to repetition)		
Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

## ERGONOMIC ASSESSMENT CHECKLIST (Continued)

<b>REPETITION</b> <i>(If repetition is not involved, proceed to personal protective equipment)</i>	<b>Y</b>	<b>N</b>
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?		
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>		
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.

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

### Scaffolding

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

### Ladders

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

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

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

**YOU ARE RESPONSIBLE FOR YOUR ELECTRICAL SAFETY!!**

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

## **EMERGENCY PROCEDURES**

### **Section 3.1 Purpose**

Basic emergency procedures outlined in this manual are administered to protect lives and property through effective use of District and community resources. They apply to all personnel employed by and for all buildings, facilities and grounds owned and operated by Park District. Whenever an emergency affecting the District reaches proportions that **CANNOT BE HANDLED BY ROUTINE MEASURES**, contingency guidelines may be implemented. Two general types of emergencies may result in the implementation of this plan:

1. Large scale disorder
2. Large scale natural/man-made disaster

Because an emergency may occur without warning, these procedures are designed to be flexible to accommodate various occurrences and contingencies.

## Section 3.2 Goals & Objectives

### Emergency Response Goals by Priority

- 1 - Provide for the safety and health of all responders.
- 2 - Save lives.
- 3 - Reduce suffering.
- 4 - Protect public health.
- 5 - Protect government infrastructure.
- 6 - Protect property.
- 7 - Protect the environment.
- 8 - Reduce economic and social losses

### Emergency Response Objectives

An effective emergency response plan can ensure continued operation of the Park District under emergency conditions. The plan should provide for the following objectives:

- Elimination or minimization of adverse effects from emergency situations that affect the system
- Development of procedures for proper response to emergencies
- Instructions for system personnel to ensure that they understand their responsibilities
- Elimination or minimization of adverse effects from emergency situations that affect the system
- Development of procedures for proper response to emergencies
- Instructions for system personnel to ensure that they understand their responsibilities during emergency situations
- Inventories of emergency equipment
- Development of a list of priorities for response to the emergency, such as that given below:
- Analyze the emergency to determine the proper course of action
- Implement protective measures where applicable
- Dispatch trained crews where applicable
- Check spare parts inventory before ordering parts
- Take any process out of operation only as a last resort
- Keep down-time to a minimum
- Critique the response time

### Section 3.3 General Procedures

#### INTRODUCTION

This Emergency Action Plan (EAP) is in place to ensure employee and guest safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees and guests in case of a workplace emergency.

We have designated the following persons as our Plan coordinators:

<b>Coordinator Type</b>	<b>Name or Title</b>	<b>Cell Phone #</b>	<b>Home Phone #</b>
<b>Plan Coordinator</b>	.....		
<b>Alternate Plan Coordinator</b>			

The Plan Coordinator has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health or District assets. It's imperative that this position is filled during an emergency. In the absence of the Plan Coordinator and Alternate Coordinator, this position will be filled by the senior supervisor on duty. In the absence of any supervisors, it will be filled by the senior employee on duty. Depending on the degree of seriousness, the following potential emergencies might reasonably be expected and thus call for the implementation of this EAP. This listing does not cover all the incidents or events that can happen.

- |                         |                     |                          |                       |
|-------------------------|---------------------|--------------------------|-----------------------|
| <i>Fire</i>             | <i>Flash Flood</i>  | <i>Bomb Threat</i>       | <i>Missing Person</i> |
| <i>Explosion</i>        | <i>Heat Wave</i>    | <i>Terrorism</i>         |                       |
| <i>Chemical Release</i> | <i>Extreme Cold</i> | <i>Civil Disturbance</i> |                       |
| <i>Tornado</i>          | <i>Blizzard</i>     | <i>Robbery</i>           |                       |
| <i>Lightning</i>        | <i>Power Outage</i> | <i>Violence</i>          |                       |

Once the Plan Coordinator activates this plan and outside agencies respond to mitigate the event, the Plan Coordinator must coordinate all District operations thru the lead governmental agency prior to taking any additional action following the National Incident Management System. During a major event the Lead Agency could have full control over all actions and participation by District Staff while on their property.

Other key management personnel home phone numbers are kept in a safe place at building front desk reception areas for immediate use in the event of an emergency. These phone numbers include:

<b>Managers</b>	<b>Name or Title</b>	<b>Work Cell Phone #</b>	<b>Home Phone #</b>
	Director		
	Maintenance		

#### **General Emergency Procedure**

- Protect and warn others as much as possible. Notify everyone around you of the emergency situation.
- Consider your own safety.
- Call 911.
- Be sure to call 911, even if you are not sure if the situation is an emergency. The dispatcher can determine if it is necessary to send emergency personnel.
- If you are calling from a park district facility, contact a staff person or immediate supervisor.
- If the incident involves chemicals, biological materials, or radioactive materials, you should also contact the agency Risk Manager if it is during business hours.



- Be sure to tell the dispatcher of your location, give address and location of emergency and your phone number and clearly describe the emergency (fire, medical, crime, etc.).
- Administer First Aid, if necessary.
- Evacuate the area, if necessary.

## **Section 3.5 Emergency Equipment & Supplies**

### **First Aid Kits**

For most patrons and employees, an injury doesn't mean a trip to the emergency room. It usually means a trip to the first aid kit with a skinned knee, bump, bruise, cut or a scratch. The attending agency employee might apply an ice pack or a band aid, and the appreciative patron or employee then goes back to play or work. However, in some situations providing first aid goes beyond applying an ice pack. It could mean controlling severe bleeding, or even dealing with a potential life or death situation.

In all first aid and emergency situations, CPR and first aid trained employees should not attempt any medical treatment that exceeds their training level. The local fire department should be contacted if there are any doubts about a person's health or injuries.

A first aid kit is a valued piece of park and recreation equipment and consideration should be given to its placement, contents, and use. At a minimum, each building or facility should have a designated location for a well-stocked highly visible first aid kit. Supplemental kits could be developed for a particular location (fixed or portable), person, activity or use, be it a pool, day camp, bus, camping trip, maintenance garage, or special event. The size and contents of the first aid kits depend on the intended use and the type of injuries that are anticipated. The kits may vary in size from a lifeguard or day camp counselor fanny pack to a large comprehensive first aid box at a special event. Consideration should be given to storing the first aid kit in places that are out of the reach of children, but easily accessible for adults.

Providing first aid is the first step in emergency care and everyone and everything needs to be prepared, including the first aid kit. Maintaining quantities of materials in the first-aid kit is easier if each kit contains a list showing the original quantities needed and expiration dates.

First aid kits in facilities should be checked as part of a monthly building inspection. Vehicle first aid kits should be checked by the mechanic during scheduled maintenance. Fanny pack kits should be checked and replenished at the end of the day, trip, or related activity.

Each first aid kit should contain items that may be needed for a particular location or activity. The following is a listing of contents to consider in purchasing first aid kits:

## **First Aid Kit Contents**

Quick Reference to CPR

A contents list and expiration dates

A variety of bandages for minor cuts and abrasions

A variety of gauze pads (2"x2", 3"x3", 4"x4")

At least one large trauma dressing (8"x24")

Rolled gauze (2 or 3 rolls, 3")

Medical tape (2 rolls, 1" and 2")

Antibiotic ointment

Alcohol swabs and pads

Medicine swabs (for bee stings)

Scissors

Tweezers

Eyewash bottle – Reference Locations and Expiration Dates

Protective gloves (at least 6 pair)

Emergency blanket

Ice packs

Disposal bag

## **Bloodborne Pathogens/Body Fluid Protection**

CPR barrier shield (at least 2 in kit)

Protective gloves or other non-permeable barriers (at least 6 pair)

Face mask (at least 2)

Foot protection (at least 2 pair)

## **Forms/Reports**

Accident/Incident Report Forms

Pens

## **Emergency Back Packs contents:**

1 - Clear Back Pack

1 – Water Proof Tarp

2 – Safety Light Sticks (12 Hour)

1 – Emergency Rain Poncho

1 – Safety Vest

2 – Emergency Thermal Blankets

6 – 16.5 OZ Bottles of Water

12 – Non Allergenic 2400 Calorie Food Bars

1 – Red Pen

1 – Black Pen

2 – Pencils

2 – Highlighter Markers

1 – Black Permanent Marking Pen

1 – Pad of Paper (8 ½ X 11)

1 – Clipboard

- 1 – Whistle with Lanyard
- 1 – First Aid Kit (64 Piece)
- 1 – Roll of Toilet Paper
- 1 – Hand Crank LED Flashlight
- 2 – Zip Lock Bags
- 30 – Paper Cups (3oz.)



### **Section 3.7 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, and until a formal investigation can be completed it is of the utmost importance not to presume or admit guilt or fault of any kind at that time. Employees should never speculate on the cause(s) of the accident or injury and only discuss any facts of the accident/incident with authorized District personnel and/or investigating authorities. Employees should cooperate with investigating authorities and with any investigation conducted by or on behalf of the District. The purpose of adhering to this policy is to ensure that a thorough and accurate investigation or assessment of an accident is completed without prematurely making any conclusions. Any and all questions relating to an accident involving agency property and/or personnel should be promptly directed to the Safety Coordinator, the Superintendent or the Director, as appropriate.

Make sure you promptly report all accidents to your Supervisor or Manager.

### **Section 3.8 Media Relations Plan**

Through direction of the Superintendent or Director and legal counsel, the spokesperson will coordinate all interaction with the media and any outside requests for information. In general, it is beneficial to initiate contact with the media after basic information is received and verified. This decision as to the time, place and means of sharing information with the media and/or responding to media requests should be made by the crisis team, with advice by legal counsel. However, and as earlier noted, 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 Superintendent or Director may designate other individuals to be interviewed, as appropriate, and will coordinate these interviews and be present for difficult questions. The agency's legal counsel or **PDRMA's Counsel** may also be available to prepare the agency and/or assist in answering certain questions and generally responding to the media.

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. Media should be made relatively comfortable and consideration should be given to providing access to electrical power, a comfortable indoor waiting area, 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 your 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. You should consider posting the press release on your website.

### Section 3.9 Role of Employees in Dealing with the News Media

All employees must recognize their role (or lack of) in a crisis. Employee must understand that it is the agency's policy and expectation that all information should be released on behalf of the agency through the Director or Spokesperson. Employees should promptly be advised as to the name and number of this individual.

Employees who were directly or indirectly involved in the crisis must recognize and appreciate that they may be approached by reporters and other third parties. The same holds true for employees participating in the investigative process and/or information flow. Reinforce the District media-response plan with these employees during interviews and crisis debriefing so they know the appropriate responses to questions

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

1. If you are questioned by a reporter or any person, **you are not required to give an interview**, and we ask that you direct the person to our Director /Spokesperson. Therefore, you can say, *"I'm sorry; I'm not the best person to answer that question. You should contact the Director, and I am confident he/she 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 Director or Spokesperson.
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 agency's Director.
4. Never 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 unintentionally. You should direct your inquiry to the Director or Spokesperson, (provide name and number of designated 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. There is no such thing as an "off-the-record" comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.



## **LOSS PREVENTION METHODS**

### **Section 4.1                    Prevention & Reduction Program Overview**

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

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

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

## Section 4.2            Basic Tools of Risk Management

There are four basic tools of risk management:

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

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

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

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

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

### Section 4.3

### Managing Loss Control

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

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

#### The Six Ws

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

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

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

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

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

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

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

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

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

## **Section 4.4            Loss Prevention & Reduction Tools**

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

### **Written Safety Programs**

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

### **Safety Training**

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

### **Hazard Analysis**

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

### **Regular Equipment Inspections**

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

### **Signage & Barriers**

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

### **Work Orders/Requests for Action**

Work orders and requests are submitted for the repair or replacement of defective, worn-out parts or safety concerns of the park facilities and/or equipment. Forms ensure that issues are addressed in a timely manner and documented.

### **Risk Manager**

The agency Risk Manager is responsible for jobsite and employee safety compliance. This includes new employee orientation, jobsite inspections, and adherence to company safety standards that require the use of general safety equipment such as glasses, hard hats, and earplugs.

## Section 4.5

### Written Safety Programs

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

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

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

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

## **Section 4.6            Safety Training**

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

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

- The specific policies and procedures contained in your written workplace safety/health program.
- The specific training requirements of any applicable regulation or statute.
- Districts general safety rules and Personnel Policy Manual.

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

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

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

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

## **Section 4.7 Hazard Recognition**

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

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

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

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

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

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

### **HAZARD CONTROL METHODS**

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

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

In-put and suggestions are welcome from all employees.

## **Engineering Controls**

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

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

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

## **Administrative Controls**

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

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

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

## **Work Practice Controls**

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

Examples of work practice controls are hand washing immediately after wearing protective gloves or handling chemicals. Each department must have written work practice controls specific to the job tasks performed by employees.

## **Personal Protective Equipment**

Management enforcement and training on proper use of Personal Protective Equipment (PPE) is extremely important in the risk management of various hazards. Examples of PPE include safety glasses, goggles, face shields or masks; aprons or gowns; gloves; hard hats; hearing protection; respirators and dust masks; and rubber boots. When selecting PPE, ANSI standards are used as acceptable performance guidelines. Personal protective equipment must be provided in the appropriate size and fit. Employees in the district and park areas are responsible to make sure that the equipment is properly maintained, repaired, cleaned and replaced. More information is provided in the Personal Protective Program in Chapter 5 of the IDOL/OSHA Compliance Manual.

## **30-Second Site Safety Walk-Through Policy**

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



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

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

**Before beginning a job:**

***Pause before you approach:***

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

***Observe your surroundings:***

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

***Observe the traffic in or around the worksite:***

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

***Protect yourself!***

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

***Consider the unknown:***

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

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

**Develop an Effective Scanning Pattern**

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

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

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

## **360 Walk Around**

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

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

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

## **3-Points of Contact Policy**

Improperly entering and exiting of vehicles, using ladders and stairways and other activities may have the potential for injury. To reduce or eliminate the risk of injury, staff are to exercise the 3 Points of Contact method when entering or exiting vehicles, using ladders and stairways, or walking on slippery surfaces. The purpose of this policy is to identify job tasks that require the use of a 3 Points of Contact Procedure and to establish protocols for implementing a safe 3 Points of Contact method.

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

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

## **Job Tasks Required to Use 3 Points of Contact**

Areas where 3 Points of Contact will be required include, but are not limited to, the following activities and work areas:

- *Exiting and entering a vehicle*
- *Mounting or dismounting any type of equipment*
- *Using a ladder or scaffolding*
- *Using stairways*

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

The 3 Points Contact method is maintaining contact with on hand and two feet or two hands and one foot at all times when entering or exiting a vehicle or using ladders or stairways.

## **Footwear Policy**

### **Introduction**

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

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

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

### **Footwear Policy**

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

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

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

### **Types of Footwear**

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

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

### ***Required Shoes as Footwear***

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

- Camp Counselors and Supervisors
- Recreation Program and Sports Instructors/Professionals
- Concessions Staff
- Maintenance Staff\*
- Preserve and natural resource management Staff\*

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

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

#### **Foot Protection\***

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

**Forest Preserve District  
Hazard Recognition Form**

Preserve and/or Site: \_\_\_\_\_ Date: \_\_\_\_\_

Facility and/or Specific Area: \_\_\_\_\_ Time: \_\_\_\_\_

Observed By: \_\_\_\_\_ Title: \_\_\_\_\_

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

Risk Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Copies: Observer, Risk Manager, Follow-up Source*

Adopted: \_\_\_\_\_  
Updated: \_\_\_\_\_

## Section 4.8

## Job Safety Analysis

Job Safety Analysis (JSA) is a method that can be used to identify, analyze and record:

- The steps involved in performing a specific job.
- The existing or potential safety and health hazards associated with each step.
- The recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

### **Hazard Types:**

The following hazards should be considered when completing a JSA:

- The existing or potential safety and health hazards associated with each step.
- Impact with a falling or flying object.
- Penetration of sharp objects.
- Caught in or between a stationary/moving object.
- Falls from an elevated work platform, ladders or stairs.
- Excessive lifting, twisting, pushing, pulling, reaching, or bending.
- Exposure to vibrating power tools, excessive noise, cold or heat, or harmful levels of gases, vapors, liquids, fumes, or dusts.
- Repetitive motion.
- Electrical hazard.
- Light (optical) radiation (i.e., welding operations, laser surveying, etc.).
- Water (potential for drowning or fungal infections caused by wetness).

### **Conducting the Analysis:**

- Select jobs with the highest risk for a workplace injury or illness.
- Select an experienced employee who is willing to be observed. Involve the employee and his/her immediate supervisor in the process.
- Identify and record each step necessary to accomplish the task. Use an action verb (i.e. pick up, turn on) to describe each step.
- Identify all actual or potential safety and health hazards associated with each task.
- Determine and record the recommended action(s) or procedure(s) for performing each step that will eliminate or reduce the hazard (i.e. engineering changes, job rotation, PPE, etc.).

Some type of risk analysis should be performed before every job. Some tasks are routine and the hazards and controls well understood. For routine tasks consider using a Standard Operating Procedure, a set of standing orders that control the known hazards. For tasks that are complex, unusual, difficult, require the interaction of many people or systems or involve new tools or methods, a JSA should be performed.

It is vitally important that workers understand that it is not the JSA form that will keep them safe on the job, but rather the process it represents. It is of little value to identify hazards and devise controls if the controls are not put in place.

Workers should never be tempted to "sign on" the bottom of a JSA without first reading and understanding it. JSAs are quasi-legal documents, and are often used in incident investigations, contractual disputes, and court cases.

Everybody in the workforce should be involved in creating the JSA. The more minds, the more years of experience applied to analyzing the hazards in a job, the more successful the work group will be in controlling them.

## **Section 4.9**

## **Inspections**

One of the most important aspects of any effective safety program is the implementation of a comprehensive self-inspection program. Periodic and random inspections of buildings, grounds, equipment and procedures help identify and correct hazards before an incident or injury occurs. In addition, documented self-inspection reports verify our commitment to the safety of program participants, volunteers and employees. A good self-inspection program is essential to an ongoing loss prevention program.

The Inspection Program is intended to be flexible and will be reviewed annually to refocus it on areas of greatest loss and exposure. Substantial emphasis will continue to be placed on inspection categories to ensure that the basis for an effective loss control program will not be lost. However, more focus will be placed on individual goals than in the past. In other words, now that a strong loss control foundation has been built, it is appropriate to begin focusing on other portions of the program.

### **Self-Inspection Format**

Each building, park or area should be divided into small, manageable zones based on structural units, fire zones, activity areas or other criteria within a facility. The breakdown into smaller areas should facilitate a staggered building inspection schedule by staff during convenient times. The self-inspections should be conducted by two-member teams to improve inspection efficiency and to help ensure that obvious hazards are identified, documented and corrected.

### **Documentation**

A self-inspection checklist/report should be utilized to document the inspection process. The report should include a short checklist section of safety concerns common to each building, park or area. Another section should be provided for a list of specific hazards identified during the inspection process. This section will typically include those hazards that occur infrequently such as a cracked or broken window, a crumbling or cracked sidewalk or a missing or loose part. The hazards cited in each section should be described in detail and clearly indicate the exact location of the hazard for prompt follow-up and correction.

Self-inspection forms may be developed for specific areas to help improve inspection efficiency. Hazards common to a maintenance shop area, for example, vary considerably from safety concerns at a controlled prairie burn. Supervisors and instructors in high risk areas can help identify common safety concerns that could be used to develop a self-inspection form for a specific area.

It is vitally important that each report is filled out completely and should contain the time and a signature of the person conducting the inspection.

### **Inspection Follow-Up**

After the inspection is completed, a list of recommendations should be developed for each building, park or area. Each recommendation should contain a reference to the year, month and number of the related hazard on the inspection report. The list of recommendations should be forwarded to the appropriate supervisor or maintenance personnel for necessary follow-up and repair/replacement. The list should also be used as a guideline during the next inspection to help ensure that the listed hazards have been corrected. The recommendations that have not been corrected by the next inspection should be re-enlisted with the original reference number as “pending” or “outstanding” recommendations.

## **Inspection Frequency**

Frequency of inspection will be determined by several factors including building, forest preserve or area size, layout, past accident history, and any special concerns or hazards at that facility or area. Smaller operations often rely on a quarterly schedule by the administrator and maintenance supervisor. However, larger operations may expose participants and employees to a wider variety of hazards. As a result, many areas may require monthly, weekly and even daily inspections. High use areas should be inspected more frequently when in use.

## Section 4.10 Signage

Many things make up a proper sign. Was the sign legible? Was it positioned properly? Did it have the correct letter size, graphics, etc.? Were there too many warnings? Having signs that are technically incorrect can cause more harm than good. But not putting one up can provide a plaintiff's attorney with a field day. Most importantly, someone could get hurt.

Safety signs must be more than just legible. Safety signs must effectively get the public's attention, identify the hazard and the severity of the hazard, inform the public of what actions are necessary to avoid the hazard, and inform the public of the probable consequences of not avoiding the hazard.

Each year thousands of people die or are injured in safety-related accidents. Many more are injured needlessly. The tragedy is that many of these accidents could have been prevented with better signs, tags and labels. Whether the hazard is electrical or toxic chemical or other hazard, the best way to prevent injury, death, property damage and litigation is to eliminate the hazard. Since eliminating the hazard is often not possible, the second best method is to place physical barriers between the public and the hazard and to install effective safety signs to alert the public of the hazard.

The purpose of the signal word panel is to get the public's attention and to identify the severity of the hazard. The four signal words are **DANGER**, **WARNING**, **CAUTION** and **NOTICE**. The severity of the hazard is very different for each signal word.

**DANGER**, in white lettering on a safety red background, always preceded by the safety alert symbol (the exclamation point inside a triangle), "indicates an immediate hazardous situation, which if not avoided will result in death or serious injury." For example, **DANGER** should be used on a safety sign located inside a switchgear compartment containing parts energized at high voltage. The person reading the sign is in immediate danger.

**WARNING**, in black lettering on a safety orange background, always preceded by the safety alert symbol, "indicates a potentially hazardous situation which if not avoided could result in death or serious injury." **WARNING** should only be used when the hazard is deadly but not immediate. For example, **WARNING** should be used on a safety sign located on the outside of the door to a switchgear compartment containing parts energized at high voltage. At the point when the person is reading the sign, the person is not in immediate danger.

**CAUTION**, in safety yellow letters on a black background, preceded by the safety alert symbol, "indicates a potentially hazardous situation which if not avoided may result in minor or moderate injury." The hazard may be immediate but the impact is minor or moderate. For example, **CAUTION** with the safety alert symbol should be used on a safety sign to alert people of a wet floor or hot exhaust pipe.

**CAUTION**, in safety yellow letters on a black background, without the safety alert symbol, indicates a potentially hazardous situation which if not avoided may result in property damage. The hazard may be immediate but the impact is only to property damage. For example, **CAUTION** without the safety alert symbol should be used on a safety sign to alert drivers that there are tire spikes in the pavement to prevent backing up.

**NOTICE**, in white lettering on a safety blue background, "indicates a statement of company policy that relates to safety of personnel or protection of property." For example, **NOTICE** should be used on a safety sign reminding employees of a company policy to wear hardhats in a particular area.



The symbol panel is particularly important in signs displayed in areas where a high percentage of the public does not read English. The ideal symbol is one that alerts the reader of the hazard without reading the signal word or message panel. The symbol "may represent a hazard, a hazardous situation or precaution to avoid a hazard." In some cases, a safety sign consisting of only a symbol panel may be just as effective as a three-panel sign.

"Failure to warn" has become a hot topic. It is the basis of many lawsuits, and sometimes may prevent many injuries on the playground. Many owner/operators fail to understand the importance of placing warning signs on their facilities and park sites.

### **Safety Sign Training**

Employers are required to conduct training to ensure workers understand the various types and meanings of signs in their facilities. The best time to train is during new hire safety orientation and during annual safety refreshers. Showing and explaining safety signs and their meanings in company newsletter and on employee bulletin boards will also help improve employees' awareness of hazard signs. Effective employee training includes showing every type of sign, tag and label used. You should also provide an explanation of each purpose, meaning and what you expect employees to do when they encounter specific signs, labels or tags. Take special care to fully show and explain your hazard communication - chemical safety labeling program, which is also required by OSHA.

### **Sign Placement**

Place hazard signs as close to the hazard as possible to create a definite link between the message and the hazard. Placing a group of hazard signs on a door, entryway or wall is asking for confusion. Let's take a look at a typical plant maintenance shop. Every bench mounted tool should have hazard signs posted that require the use of eye protection and any other operation hazard that is applicable to the specific tool. These signs should be placed so that they are highly visible to the tool operator.

*How you treat your signs sends a message.* Over time signs become faded, damaged and totally useless for the intended hazard message. Outdated, faded or damaged signs send a negative message about your emphasis on safety. To show employees that the hazard sign messages are important, replace them (the signs not the employees) as soon as they have any wear or damage. Have replacement signs available - stock enough replacement signs so there is no wait when a sign needs to be replaced.

### **Sign Language Barrier**

Being able to employ a diverse language workforce is essential in some industries. Using pictogram type safety signs to convey a hazard message can break reading or language barriers. To ensure that non-English speaking employees understand, some companies are employing translators to accompany trainers on facility tours with new employees to explain specific signs and their meanings. The food industry, which employs many non-English speaking Hispanic workers has seen the importance of bilingual signs. While bilingual signs are helpful, experience has shown that, as an example, not all "Hispanic" peoples speak or read the Spanish language the same - many words have entirely different meanings to various groups of peoples classified as "Hispanic". The same is true for many other ethnic groups.

### **Temporary Signs**

Certain operations may require the use of temporary visual warning. One of the most familiar is the "wet floor" sign placed by custodians. Others include those placed at boundaries of electrical work areas, confined space entry operations, temporary containment for asbestos removal or chemical spill cleanup. OSHA also requires that if work exposes energized or moving parts that are normally protected, danger signs must be displayed and barricades erected, to warn other people in the area.

### **Employee protection in public work areas**

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

Signs are there to serve as a reminder or a warning to keep us on our toes in keeping us and our families safe. Signs guide us on things that we should or we should avoid so we can be vigilant about the possible dangers that we might have in our way. And it is important that we make use of signs to be seen by anyone, even by those with poor eyesight, these signs have to be recognizable even with just a glance. Signs should have the ability to speak to all walks of life because, we may not be aware but signs save lives every day.

Therefore, signs should be made with the use of the right frame shape and size, right colors, the right font size, and as much as possible, very direct to convey the importance and the urgency of such warning. So colors and words should appear in a very striking but in a subtle manner. After all, you do not want to cause any accidents due to panic because of the signage.

Among the usual sign boards that we see around are about fire-related signs like fire exits, alerts, hand protection, first aid givers, for driver's signs, and other useful signs placed both indoor and outdoor. These signs are very important and should not be taken for granted so the need to be designed strategically, in such a way that it can immediately catch attention and can be remembered right away.

## **Section 4.11 Work Orders/Requests**

Any safety hazards which are observed must be reported either to the immediate supervisor or to the Safety Committee verbally or in writing at the first opportunity. A work order should be sent to Maintenance / Management staff by the Supervisor and/or Director if appropriate.

Submission of a work request should take place when an employee of the district decides that services are needed. All work requests are submitted through one's supervisor and through the appropriate channels. Work requests should be categorized as follows: (1) Work Order; (2) Emergency Requests; (3) Environmental Safety and Health Request; (4) Facilities Committee Request; or (5) Special Events Request

### **Work Orders/Requests**

Work orders are submitted for the repair or replacement of defective or worn-out parts of the facilities and equipment, such as lights, restroom fixtures, walls, floors, ceilings, heating, ventilation and air conditioning systems, roofs, doors and windows. Work required for completion of work orders is scheduled in accordance with employee scheduling.

Once a work order is approved, the department head delivers it to the maintenance supervisor who assigns work to maintenance staff.

Upon receiving a work order, maintenance staff investigates the problem. If they are able to correct the problem, the work is performed and the work order is "**Completed**". If parts are required to fix the problem, the work order will be assigned the status "**Delayed**". If, for some other reason the work cannot be completed right away, the work order is assigned the status "**Hold**". Some examples of why work orders may be put on hold are the following: delay due to weather, scheduling of labor or obtaining outside contractors to perform the work. When parts are received and work is ready to be resumed, the status is changed from "**Delayed**" or "**Hold**" to "**Incomplete**". The work is then performed and when finished is assigned the status "**Completed**".

### **Emergency Work Request**

An emergency work request is made in response to an unanticipated facility condition that a supervisor perceives to be the CAUSE of damage to persons, property, equipment or the environment; or in response to an unanticipated facility condition that IMPEDES programming, delivery of services, or workforce productivity.

Action on emergency work requests is immediate, without regard to the physical work scheduling. Emergency work requests should generally be made over the telephone and should not be input into a work order system. Staff will input the work order after the call is received stating that an emergency condition exists.

The person reporting the emergency should state that the call is being made in response to an emergency, and should be prepared to provide information pertaining to location, date and time.

### **Environmental Safety/Health Work Request**

An environmental safety and health work request is made in response to a serious condition that the supervisor perceives MAY POTENTIALLY pose a threat to people, property or the environment. While considered (A) priority requests, safety and health work requests are not handled as emergencies.

Environmental safety/health work requests are reviewed, upon receipt with the agency Risk Manager. Should it be determined that the problem does in fact pose a THREAT to people, property or the environment, the request is designated an (A) priority.

## **Special Events Work Request**

Work requests are considered Special Events Work Requests when used for set-ups such as special events, meetings, conferences, breakfast-lunch-dinner meetings, trade shows, job fairs, and outside recruitments. Although maintenance staff plays an important role in most set-ups, the facility or program supervisor has responsibility for coordination of the full range of services that are required for a set-up.

When planning for a special event, the requester is instructed to submit a Special Events Work Request - a document which is separate and distinct from a regular work request.

The Special Events Work Request requires that the requester provide the following information in a reasonable amount of time prior to the day of the event.

- Date, time and location of the event
- Description of the event
- Floor plan
- Need for peripheral services
- Other relevant information

All Special Events Work Requests require the knowledge and signature of the department supervisor. All submitted without appropriate approvals will be returned to the requester. Should the requester need to submit a Special Events Work Request without reasonable knowledge the request must be signed by the Director.

## **WORK REQUEST PRIORITIES**

All work requests are designated either priority A, B, or C as defined below. The purpose of the prioritization is to permit efficient work request scheduling.

### **PRIORITY (A): EMERGENCY/SAFETY/PRESERVE**

First allocation of materials and human resources. As soon as materials, if needed, are available and scheduling permits, resources will be deployed. Such requests may be received either in writing or over the telephone.

### **PRIORITY (B): MAINTAIN/ENHANCE**

As soon as materials, if needed, are available and physical plant scheduling permits, resources will be deployed. A minimum cost may be assigned to control expenses.

### **PRIORITY (C): DEVELOP/CONSTRUCT**

A work request for which no commitment as to completion date will be made.

# ACCIDENT/INCIDENT & LOSS CONTROL

## Section 5.1 Purpose

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

### 1. Accident Reporting

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

### 2. Accident Investigation

You will need to explain your accident investigation procedures:

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

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

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

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

### 3. Corrective Action

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

## **Section 5.2 Goals & Objectives**

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

Establish loss control analysis procedures for the identification of accidents occurring on park and district properties.

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

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

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

### **Section 5.3 Accident/Incident Reporting Procedure:**

Accident/Incident Reporting including the following but not limited to:

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

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

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

#### **Section 5.4 Property Damage Reporting Procedure:**

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

If a non- District owned property is damaged or stolen, an Accident/Incident Report form is to be used for reporting purposes. For example: Two Patrons get into a car accident outside of one of our facilities. We would fill out two Accident Incident Report forms, one for each vehicle/driver involved.

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



## **Section 5.5 Vehicle Accident Report Procedure:**

- a. General instructions for vehicle accidents:
- b. Stop vehicle in a safe place and shut off the engine, turn on hazard flashers.
- c. If safe, extinguish small fires. Do not allow smoking in the area.
- d. Get assistance quickly and warn oncoming traffic with reflectors, flags, etc.
- e. Call 911 and then call the District's administration office.
- f. Identify witnesses. Record names, addresses, and telephone numbers.
- g. BE COURTEOUS. Willingly show your driver's license and proof of insurance to police and other drivers.
- h. Recollect the time just before the accident and note your speed, your lane, weather conditions, etc.
- i. NEVER ADMIT GUILT. Do not argue about the accident and NEVER ADMIT GUILT. However, record any admission of guilt by occupants of other vehicle.
- j. If the accident involves an unattended vehicle, call the police and have an accident report completed. Report the accident to your supervisor.

## **Section 5.6 First Aid Treatment**

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

**Section 5.7 District Medicine Distribution Policy..... N/A**

## Section 5.8 Accident/Incident Investigation Procedure

The following steps should be taken when investigating an accident:

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

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

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

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

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

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

### Remember:

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

# Accident Incident Investigation Report

Person Completing the Report: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## SUPERVISOR'S INVESTIGATION AND RECOMMENDATIONS:

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

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

Yes  No If yes, what was it?

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

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

Are bills attached?  Yes  No

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

6. Please attach: \_\_\_\_\_ Pictures\* \_\_\_\_\_ Written statements

\*Be sure to write the date(s) the photos were taken along with the name of the photographer on the back.

Signature of Department Head

Date

Signature of Agency Risk Manager

Date

Signature of Agency Executive Director

Date

## **Section 5.9 Employee Incident**

### **Occupational Injury Report**

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

Occupational Injury Forms (Form 45) are available at all facilities and must be completed for all accidents and incidents involving employees. Occupational Injury Reports must be completed immediately following the accident/incident or as soon as possible thereafter, but in all cases within 24 hours by the direct supervisor of the injured employee.

Any injury to an employee while on duty no matter how small or severe must fill out a form 45 within 24 hours and be reported to direct supervisor immediately. PDRMA must be notified within 24 hours of injury.

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

- Supervisor
- Director
- PDRMA (ASAP)

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

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

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

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

The employee shall provide the supervisor with the name and location of the medical assistance they will be using.

The above medical supplier will bill the District directly for any workers' compensation medical costs incurred.

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

Any employee seeking medical attention as a result of a work injury is entitled to receive the Handbook on Workers' Compensation and Occupational Diseases.

The Administrator may also require an Incident/Accident Report to be filled out.

A serious injury that requires hospitalization or inability to work the next day should be reported to the Risk Manager immediately by telephone.

## **Section 5.10**

### **Modified Duty**

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

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

## **Section 5.11            Return to Work Policy**

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

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



## **Section 5.12            Record Keeping**

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

# OSHA & IDOL COMPLIANCE PROGRAMS

## Section 6.1 IDOL Inspections

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

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

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

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

Each member agency of the District should have designed set procedures for the possibility of such an inspection.

### **IDOL Inspection Dos & Don'ts**

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

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

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

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

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

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

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

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

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

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

## Section 6.2 IDOL Inspection Procedure

1. The Illinois Department of Labor inspector(s) may or may not call to schedule an appointment. He/she may likely arrive unannounced.

The Agency Risk Manager or a trained designee is the person designated to meet with the IDOL inspector(s). The Director or other designated staff may also be directly involved.

2. In all probability the inspector(s) will not reschedule the visit and has the complete authority to conduct the inspection regardless if District staff is available or not.

A chain of personnel designated to meet the inspector(s) shall be as follows: Director, Forest Preserve Manager.

3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.

Front desk and office personnel shall be instructed as to who the inspector(s) is to meet with. Credentials should be checked immediately verifying the authenticity of the inspector(s). If the inspector(s) refuses to show his/her credentials, take the necessary security precautions dictated by agency policy. The inspector(s) should abide by the same policies and procedures as any visitor.

4. The opening conference will most likely include a reason for the visit, a check-list and the inspector(s) will outline what records will be reviewed. A copy of the complaint is given if one is involved. Handouts of OSHA pamphlets are usually made available by the inspector(s).

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

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

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

5. The inspection will then begin.

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

The following OSHA standards may apply to the inspection: machine guarding, walking and working surfaces, housekeeping, aisles and passageways, means of egress, electrical safe work practices, flammable and combustible liquids/gases, hazardous waste operations, noise exposure, air contaminants, fire extinguishers and inspections, powered industrial vehicles, compressed air, hand and power tools, and welding and cutting operations.

6. The inspector(s) may solicit employee input at any time during the inspection and this may be done in private.

Employees are encouraged to participate when requested and should not “volunteer” information. Never give estimates if you do not have accurate information. You may be providing false information which is a criminal offense. What you say can and will be held against you.

7. Minor violations shall be corrected if possible during the course of the inspection (housekeeping) etc.
8. A closing conference will then be held to review any violations or conditions noted by the inspector. This is an opportunity for the designated staff person(s) to obtain further information and to bring those minor violations corrected during the inspection to the inspector’s attention and reduce the list of violations.

The District’s view of the situation and an abatement period should be thoroughly discussed.

9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. A procedure and timeline to correct noted violations will be established. Violations may be classified as an Other Than Serious Citation, Serious Violation, Willful Violation and a Repeat Violation.

An “Other than Serious Citation” is for violations that are not a threat to cause death or serious harm.

A “Serious Violation” is when death or a serious physical harm could result, and the District knew or should have known about the hazard.

A “Willful Violation” is when the agency intentionally or knowingly commits a violation.

A “Repeat Violation” is where a previous violation citation has not been corrected.

### **Section 6.3 State of Illinois Required Postings**

The following is a listing of safety postings that are required for each building where workers are present.

#### **Notice to Employers and Employees**

This poster includes the information needed for Payment of Wages, Child Labor Law, Minimum Wage Law and the One Day Rest in Seven Act. It is required for all Illinois employers.

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

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

#### **Employee Classification Act of 2008**

Provides that individuals performing services for construction contractors on or after January 1, 2008 are presumed to be employees of the contractor unless they meet certain criteria. A construction contractor for whom one or more individuals perform services who are not classified as employees under Section 10 of this Act shall post and keep posted, in a conspicuous place on each job site where those individuals perform services and in each of its offices, a notice in English, Spanish, and Polish, prepared by the Department, summarizing the requirements of this Act. The Department shall furnish copies of summaries without charge to entities upon request.

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

Illinois Department of Labor  
Equal Opportunity Workforce Division  
One West Old State Capitol Plaza  
Room 300  
Springfield, IL 62701  
217-782-1710

#### **Equal Pay Act of 2003**

The Equal Pay Act of 2003 prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

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

Illinois Department of Labor  
Equal Opportunity Workforce Division  
160 N. LaSalle Street, Suite C-1300  
Chicago, IL 60601  
866-EPA-IDOL (866-372-4365)

## **Victims' Economic Security and Safety Act (VESSA)**

The Victims' Economic Security and Safety Act (VESSA) provides that employers (defined as the State or any agency of the State; any unit of local government or school district; or any person that employs at least 50 employees) may not discharge or discriminate against an employee who is a victim of domestic violence or who has a family or household member who is a victim of domestic violence, for taking up to a total of 12 workweeks of leave from work during any 12-month period to address the domestic violence.

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

Illinois Department of Labor  
Equal Opportunity Workforce Division  
160 N. LaSalle Street, Suite C-1300  
Chicago, IL 60601  
312-793-6797

## **Day and Temporary Labor Service Act**

The Day and Temporary Labor Services Act (820 ILCS 175/1 et seq) provides for the regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law and requires third party clients that contract with day or temporary labor agencies to verify that they are registered with the Department of Labor or face monetary penalties. Every agency located in or transacting business in Illinois must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings.

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

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

## **Right-To-Know (Toxic Substances Disclosure)**

This poster explains employee rights and employer responsibilities under the Illinois "Right To Know Act". It is required of public sector employees only. It is NOT required of private employers.

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

Illinois Department of Labor  
Safety Inspection & Education Division  
One West Old State Capitol Plaza, 3rd Floor  
Springfield, IL 62701-1217  
217-782-9386

## **Workers' Compensation Notice**

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

You may download this notice, or order by phone or mail. This poster is available from:

Illinois Workers' Compensation Commission  
100 W. Randolph Street Suite 8-200  
Chicago, IL 60601  
312-814-6611  
Toll-free 866/352-3033 (within Illinois only)  
[www.iwcc.il.gov](http://www.iwcc.il.gov)

## **Notice To Workers About Unemployment Insurance Benefits**

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

Illinois Department of Employment Security  
401 South State Street, 4th Floor North  
Chicago, IL 60605  
312-793-4880 or 800-247-4984.

## **Emergency Care For Choking**

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

Illinois Department of Public Health  
Division of Emergency Medical Services and Highway Safety  
525 West Jefferson, 3RD Floor  
Springfield, IL 62761  
217-785-2080

## **FEDERAL POSTERS**

### **Equal Employment**

This poster cautions against discrimination based on age, race, color, sex, religion, disabilities and national origin. All employers with 15 or more employees must display it. The poster is available from:

United States Equal Employment Opportunity Commission  
Publications Information Center  
P. O. Box 12549  
Cincinnati, Ohio 45212  
800-669-3362.



**Minimum Wage - Overtime - Child Labor (#WH 1088)**

A poster entitled "Your rights Under the Fair Labor Standards Act, Federal Minimum Wage" is required of all employers covered under the Fair Labor Standards Act. This poster is available for the United States Department of Labor (see address below).

**Employee Polygraph Protection Act (#WH 1462)**

This poster explains the prohibitions, exemptions, examinee's rights, and enforcement for the law. This poster is available for the United States Department of Labor (see address below).

**Family Medical Leave Act (WH# 1420)**

This poster must be posted by employers required to give leave for certain family and medical reasons. This poster is available for the United States Department of Labor (see address below).

**Federal Government Contracts (#WH 1313)**

This poster must be posted by contractors and sub-contractors with contracts that exceed \$10, 000 under the Walsh-Healey Public Contracts Act or contracts in excess of \$2,500 under the Service Contract Act. This poster is available for the United States Department of Labor (see address below).

**Federally Financed Construction (#WH 1321)**

This poster must be posted at the job site if the company is engaged in work covered by the Davis-Bacon Act or one of the federal laws applicable to federal or federally assisted construction This poster is available for the United States Department of Labor (see address below).

The five United States Department of Labor posters are available from:

***GREATER CHICAGO & NORTHERN ILLINOIS***

United States Department of Labor  
Wage and Hour Division  
230 South Dearborn Street, Room 412  
Chicago, Illinois 60604  
312-596-7230

***FOR THE REMAINDER OF ILLINOIS***

United States Department of Labor  
Wage and Hour Division  
3161 W. White Oaks, Dr., Suite 203  
Springfield, IL 62704  
217-793-5028

**Occupational Safety & Health Act (#OSHA 2203)**

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

The poster is available from:

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

**Veterans' Employment and Training Service (VETS)**

The (VETS) poster explains the requirements of the Act.

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

## **Illinois Right to Know**

The Occupational and Safety Health Administration (OSHA) requires employers to provide employees with information on all chemicals used in each facility. Any employee wishing to gain additional information regarding which chemicals are used may contact the building maintenance supervisor. In addition, a "Right to Know" poster and book containing Safety Data Sheets (SDS) is located in each facility. Right to Know training will be held annually for staff working with chemicals.

Please see the LPD IDOL/OSHA Compliance Manual Section 2 Hazard Communication Program for more information.

# TOXIC?

## YOU HAVE THE Right-to-Know about toxic substances in your work area.

The Illinois Right-to-Know law requires your employer to provide you with the following:

### **SAFETY DATA SHEETS**

SDS describe the characteristics, safe handling, and hazards of toxic substances. SDS should be readily available in the work area. You, your representative, or your physician may request copies of SDS for toxic substances in your work area.

### **LABELING**

Toxic substances in your work area should be labeled with the chemical or product name and a hazard warning.

### **TRAINING**

Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the SDS and labels.

The law protects your right to obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: 217/782-9386 (Downstate) or 312/793-1964 (Chicago area)

Illinois Department of Labor  
Safety Inspection and Education Division  
1 W. Old State Capitol Plaza, Room 300  
Springfield, IL 62701

**DeKalb County Forest Preserve District**

**EMPLOYEE GENERAL SAFETY MANUAL ACKNOWLEDGEMENT FORM**

I acknowledge having received and read a copy of this District's General Safety Manual and I agree to become familiar with its contents. I further understand that I will contact my immediate supervisor if I have any questions or do not understand the contents of any part of this Manual. I understand that the Manual may have to be changed from time to time, and that updates will be available to me.

Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_