



# SAFETY MANUAL

Homewood-Flossmoor  
Park District

2018

## Safety Committee Members

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**Deb Stanfield** - Irons Oaks  
**Dave Ward** - Golf  
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- Parks

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## Section 1: Safety Policy Statement

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

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

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is responsible for work being performed in a safe manner, inspections being conducted on a regular basis, hazards and dangers being confronted and accidents being investigated. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Park District's capital and personnel.

Every employee is charged with the responsibility of supporting and cooperation with the loss prevention program outlined in this manual. All employees are expected, as a condition of employment, to adopt the concept that the safest way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure with supervisory and employee evaluations at the Park District. Non-compliance with safety policy is considered very serious and could lead to suspension without pay or dismissal.

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Steve Johnson  
President, Board of Park Commissioners

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Deborah Kopas  
Executive Director

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Sharon Dangles  
Safety Coordinator

Revised 9/1997, 4/2000, 9/2003, 8/2006, 7/2009, 3/2011, 9/2011, 7/2012, 10/2013, 10/2014, 3/2015, 11/2016, 8/2017

## **Section 2: Safety Philosophy**

### **2.1 Objectives of the Safety Committee**

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

A Safety Committee has been established as an on-going committee to initiate and to implement a safety program as follows:

1. Conduction regularly scheduled committee meetings for the purpose of discussing accident prevention methods, safety promotions, items noted on facility and park inspections, injury records and other pertinent subjects.
2. Assisting with inspections of facilities and parks for the purpose of discovering potential hazards to both employee and public health and safety.
3. Investigating accidents for the purpose of recommending improved preventive measures.
4. Recommending proper protective equipment and devices and their proper use.
5. Developing safety rules and guidelines to comply with the District's current and anticipated loss reduction needs.
6. Promoting safety and first aid training for all employees, intended to develop safety awareness and reduce the occurrence and severity of accidents.

### **2.2 Assignment of Responsibility**

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Each employee will be directly responsible for adherence to the safety rules and procedures in his manual as well as those presented in In-Service Training programs.

Responsibility for enforcement of these safety procedures and for on-going instruction and training of employees in safety begins with a commitment by the Park Board and Park District Director and extends down to each Supervisor.

Employees who do not comply with safety policies will be given verbal reprimand. Repeated failure to follow policies will result in a written reprimand, followed by suspension without pay and possible dismissal.

Listed below are general responsibilities:

## **Governing Board**

1. Has full responsibility for safety.
2. Authorizes necessary expenditures to provide safe work and leisure conditions.
3. Approves safety policies.

## **Park District Administrator**

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

## **Department Heads**

1. Work in harmony with the Safety Coordinator 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 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.

## **Supervisory Personnel**

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 Safety Coordinator in making sure all memos, training records, 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.

### **Employee Responsibilities**

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions (i.e., Hazard Hunter) to the supervisor.
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.

### **Safety Coordinator Responsibilities**

1. Formulating, directing and coordinating all safety activities throughout the District.
2. Acts as chairperson of the Safety Committee.
3. Analyzes loss data from accident reports and PDRMA's Loss Control Department.
4. Receives and reviews staff training rosters.
5. Participates in the orientation and safety training of supervisors and staff.
6. Provides Director and Department Heads with regular information on safety, loss control, PDRMA newsletters, etc.
7. Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices.
8. Develops and maintains a loss prevention program for the district.
9. Provides coordination in preparing for the PDRMA Loss Control Program Evaluation meeting and participates in the meeting.
10. Acts as district liaison to PDRMA.
11. Acts as primary claims coordinator responsible for filing and sending claims to PDRMA.
12. Make specific budget allocations for the purchase of safety related items.

### **Safety Committee Responsibilities**

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 (near misses) 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.
6. Concentrate heavily on needs and concerns that arise during the summer seasonal (busy) months.
7. Prepare for and participate in the PDRMA Loss Control Program Review meetings.

## 2.3 Safety Incentive Program

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1. Each year the Homewood-Flossmoor Park District will host a Safety Recognition event honoring staff who have maintained high safety records throughout the previous year. Said high safety standards make the environment safer for staff members as well as program participants and residents. In addition, these high safety standards have saved the Park District and the resident's resources which would have been spent on higher premiums, medical costs, litigation costs, liability costs, and property damage repair costs. Thus, the Homewood-Flossmoor Park District is showing its appreciation to those staff members responsible for the high safety records through its hosting of an Annual Safety Recognition Event.
2. The Park District Awards Committee will consider award nominations for employees who submit or make recommendations to improve the district's safety program.



### **Section 3: Park District Risk Management Agency (PDRMA)**

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The Homewood-Flossmoor Park District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and worker's compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services.

Cooperation with PDRMA staff and implementation of PDRMA recommendations benefits the Park District by utilizing their vast experience and expertise. One of PDRMA's roles is to assist the Park District in providing a safe environment for employees and the public participating in parks, programs and facilities. All employees are expected to fully cooperate with PDRMA staff.

## **Section 4: General Safety Policies and Rules**

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

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

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

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs 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 judgement, 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 comprehensive Alcohol and Drug Abuse Policy 1.16 in the Personnel Policy 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 will 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.

## **Section 5: Enforcement of Standards**

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All Park District employees and volunteers shall adhere to all safety standards adopted by the Homewood-Flossmoor Park District. Each Supervisor is responsible for enforcement and compliance. Written notice of a violation shall be submitted to the Department Head and the Safety Coordinator for review. Failure to comply with adopted safety policies may lead to disciplinary action up to and including reprimand, suspension or dismissal. Any employee who is disciplined has a right to appeal through the Park District's established grievance procedure.

## **Section 6: Safety Training Program**

### **6.1 Training Overview**

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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. The Department Head is responsible for documentation of all training, including topics, date and attendees (a sample form located in Appendix).

Regular meetings should be held by each department for Full-Time and Part-Time staff to keep them constantly aware of the safety program, discuss potential hazards, review safety programs and make recommendations for revisions to safety guidelines.

### **6.2 Training Frequency**

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The following topics are to be reviewed with all employees annually:

- Statements of admission
- Bloodborne Pathogens/Communicable disease
- Emergency operations plans
- Hazard Communication/Right-to-know training
- Fall Protection-Three Points of Contact
- Lifting/back safety
- Fire Extinguisher
- Food service safety (if applicable)
- Alcohol server training (if applicable)
- Hearing protection (if applicable)
- High Risk Equipment (if applicable)

The following topics are to be reviewed with all employees every 2 years:

- CPR/AED & First Aid Training
- Chainsaw Safety (if applicable)
- Forklift use (if applicable)
- Vehicle check rides (if applicable)

The following topics are to be reviewed with all employees every 3 years:

- Confined space awareness
- Harassment/Behavior Management
- Illinois Department of Labor Inspection Protocols
- Lockout/Tagout awareness
- Defensive driving (if applicable)
- Personal protective equipment (if applicable)
- Respirator use (if applicable)

## **Section 7: Statement of Admission**

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After an accident, many questions may be asked of the agency, such as: “Who will pay for the damage?” “Who was at fault?” “What could or should the agency or employee have done to prevent the accident?” Also, employees who have just witnessed an injury to a patron may naturally feel sympathetic and will often feel and express guilt, even if the employees did nothing wrong. Employees who make statements about fault, causation, guilt, etc. will be placing the agency at risk of loss, either financially or through reputation. Moreover, employees in such stressful situations invariably provide inaccurate, incomplete, or misleading information or misrepresent the position of the agency or the law. Such comments and statements unnecessarily expose the agency to potential liability and/or unfounded public scrutiny.

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

## Section 8: Accident Reporting Procedures

Employees must immediately report to their Supervisor any injuries, accidents, or property damage caused by or to employees or visitors. Completed Accident/Incident reports should be sent to the Department Head for review and signature. The Department Head should immediately send the report to the Safety Coordinator. Reports of serious accidents or incidents must be reported to PDRMA within 24 hours of the accident or incident. All completed reports shall be reviewed by the Safety Committee and kept on file.

### 8.1 Accident/Incident Reports – Participants/Public/Property

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#### 1. Personal Injury to Participants:

- 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.
- b. If the victim is a minor, notify the parents or legal guardian as soon as possible so that any necessary medical treatment can be authorized.
- c. Accident/Incident Report- Form 01 are available on-line or at all facilities and must be completed for all accidents and incidents involving participants (Appendix includes sample form). Any life threatening injury or injury requiring admittance to a hospital should be reported to the Safety Coordinator immediately. Accident/Incident Reports must be completed immediately following the accident/incident or as soon as possible thereafter, but in all cases within 24 hours.
- d. Extremely minor injuries may be documented on an 'Ice Pack and Band-Aid Log'.
- e. Accident/Incident Reports must be filled out in their entirety and signed by the staff member who completed the form. Note that patrons are **NOT** to fill out Accident Reports. The form is then routed as follows:
  - Supervisor
  - Department Superintendent
  - Director
  - Safety Coordinator
- f. Staff is not to discuss any aspect of the accident/incident with any member of the public an employee are not to admit fault. Any questions regarding the accident/incident should be directed to the Safety Coordinator or Park District Director.

## **2. Employee Accidents, Injuries or Illnesses:**

- a. When a work-related accident, injury or illness occurs, the employee must immediately notify their supervisor.
- b. Employees who have been injured on the job shall be taken to Ingalls Urgent Aid at 19550 Governor's Highway, Flossmoor for treatment whenever possible (708-799-8400). If time permits, a Medical Authorization Form should be completed by the Safety Coordinator and sent with the employee.
- c. Employees shall provide all information relative to the accident/injury in order to complete the necessary forms. If additional follow-up medical care is necessary, the employee must inform the supervisor of appointment dates and times. The employee shall report the results of the visit to the Supervisor immediately following treatment. Failure to follow this procedure may result in disciplinary action.
- d. Any doctor, hospital or prescription bills resulting from a work-related injury or illness shall be immediately forwarded to the Safety Coordinator for submission to PDRMA.
- e. Any employee or volunteer who seeks medical attention for a work related injury/illness must submit a return to work notice from the physician.
- f. Employee Injury Report Form 04 must be filled out for any employee or volunteer who is injured. The form is available on-line in the General/Forms file (Appendix includes sample form) or from the Safety Coordinator and must be submitted to PDRMA within 24 hours of the accident/injury.
- g. Any employee seeking medical attention as a result of a work related injury is entitled to receive the *Handbook on Workers' Compensation and Occupational Diseases*.
- h. A serious injury that requires hospitalization or inability to work the next day should be reported to the Safety Coordinator immediately by telephone.

## **3. Serious Medical Emergency, follow the following guidelines:**

- a. Give necessary first aid immediately
- b. Activate emergency medical system by dialing 9-1-1
- c. Be sure to give the following information:
  - Location of the accident
  - Injury—nature and extent
  - First Aid administered
  - Equipment needed
- d. Send a person to escort the ambulance to the victim's location
- e. Comfort and reassure the victim
- f. Notify parents or guardians, do not diagnose the injury over the phone



#### 4. Property Damage Including Vehicles:

- a. Accident reports for property damage should be routed and reviewed in the same manner as personal injury reports. For property loss use Loss Report-Property-Form 03 and for vehicles use Vehicle Accident Report-Form 02 (samples in Appendix). Police must be called immediately for any vehicle accident with the exception of a park district vehicle damaging district property; in that case, the Superintendent must be notified immediately. Procedures to be followed in the event of an accident will be placed in the glove compartment of each vehicle.
- b. General instructions for vehicle accidents:
  - Stop vehicle in a safe place and shut off the engine, turn on hazard flashers.
  - If safe, extinguish small fires. Do not allow smoking in the area.
  - Get assistance quickly and warn oncoming traffic with reflectors, flags, etc.
  - Call 911 and then call the administration office at 957-0300.
  - Identify witnesses. Record their names, addresses, and telephone numbers.
  - BE COURTEOUS. Willingly show your driver's license and proof of insurance to police and other drivers.
  - Recollect the time just before the accident and note your speed, your lane, weather conditions, etc.
  - Take photos of scene and damages to include with report.
  - NEVER ADMIT GUILT. Do not argue about the accident and NEVER ADMIT GUILT. However, record any admission of guilt by occupants of other vehicle.
  - If the accident involves an unattended vehicle, call the police and have an accident report completed.
  - Report the accident to your supervisor.

#### 8.2 Accident Investigation Procedure

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The following steps should be taken when investigating an accident:

1. 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:

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

3. Analyze the cause - use cause and effect sequence, make a causal factor outline, examine the immediate causes, examine the basic causes.
4. Develop and take action - for immediate causes fix immediately. For basic causes redesign the process, revise training procedures, get different materials, and 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 accident, refer all questions to Superintendent of Finance or Director.

### **8.3 Accident Investigation Policy**

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#### Purpose

To better assist the district in reducing accidents and injuries, this policy is established to provide supervisors, staff and the Safety Coordinator means for identifying causes of accidents.

#### Accident Investigation Form

A form has been developed as a tool for recording information about an accident and the loss prevention action necessary. The immediate supervisor of the injured person or in charge of the area which sustains property damage must immediately conduct an accident investigation and complete the investigation form. The form must be completed for all accidents, injuries, property damage, and near misses that have the potential for severe loss.

#### Photographs

Whenever possible, it is strongly recommended that pictures of the affected areas be taken as close to the time of the accident as possible.

#### Follow-up

Once an accident form is completed, forward it to the department supervisor and then the Safety Coordinator. Each will initial the report once they have reviewed it. The reports are maintained by the Safety Coordinator.

#### Preventive Action

Some form of immediate follow-up will be implemented after an accident, injury or near miss. The supervisor will be responsible for informing the employees of the immediate/temporary action taken to prevent any accidents. The department head and the Safety Coordinator will be responsible for implementing the permanent action.

#### Review

On a regular basis, the Safety Committee will review the accident report to identify trends.

## 8.4 Return to Work

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

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

## Section 9: First Aid and Emergency Procedures

### 9.1 First Aid Kit

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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.

First aid kits will include at least Band-Aids and ice packs. Contents of the kit should be checked on a regular basis.

The following is a listing of contents to consider in purchasing first aid kits:

#### **Sample First Aid Kit Contents:**

- First-aid manual
- An emergency telephone list
- A contents list and expiration dates
- A variety of bandages for minor cuts and abrasions
- Elastic bandage
- 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
- Pen light & extra batteries
- Thermometer
- Tweezers
- Eyewash bottle
- Latex gloves (at least 6 pair)
- Emergency blanket
- Ice packs
- Disposal bag
- Oral Thermometer (no mercury/non-glass)

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

- CPR barrier shield
- Face mask
- Foot protection

### **Optional Emergency Response Equipment if Required by Lifeguard Training Agency**

- Oxygen cylinder and accessories
- Bag valve mask (infant and adult)
- Fluid removal device (for use in mouth)
- Automated external defibrillator (AED)

### **Forms/Reports**

- Accident Report Forms
- Exposure to Body Fluid Report
- Pens

## **9.2 Administering First Aid**

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Program areas should be inspected for hazards. Program equipment should be checked before being issued to participants.

It is recommended that anyone in charge of youth or adult activities should be prepared with emergency, first aid and CPR training.

Unless first aid is specific to a job description (i.e., Park Police, lifeguard, health club supervisor) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

### **1. Minor Injuries:**

- a. Use Band-Aid's, 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. Record all injuries on an 'Ice Pack and Band-Aid Log' for documentation.

### **2. Major Injuries:**

- a. Remain in charge and stay with the victim. Calmly survey the situation and decide what steps need to be taken. Do not move an injured person unless it is necessary to prevent further injury. Re-assure the victim by letting them know that you are in control and that help is on the way.
- b. If possible, send two people to phone for help and make sure they return to the accident scene. Make sure that they know how to describe your location, the situation, and the injury.
- c. If applicable, send someone to retrieve the AED.
- d. When it is a life-threatening situation and you know the correct treatment, perform necessary First Aid. 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.

- e. Always treat for shock, no matter what the injury. Keep the victim lying down to improve circulation and keep them covered just enough to prevent loss of body heat.
- f. 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. If raising feet causes difficulty in breathing, or pain, change position to lying flat.
- g. 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.
- h. Find out to which hospital the victim is being transported. As soon as possible, notify the injured participant's parents or family.
- i. Other participants should be reassured that the victim is receiving proper care. You can then encourage them to continue their activity.
- j. Notify your supervisor as soon as possible. Make no statements to anyone else.
- k. Complete an Accident/Incident Report-Form 01 and submit it to your Supervisor as soon as possible (no longer than 24 hours after the accident.)
- l. 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 think of, etc., and turn it in with the Accident Report.

### 3. Other Emergency Situations:

Non-Breathing	Open airway, apply CPR as trained using AED if available.
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	Were they shocked? Look around for possible danger to yourself and others. Turn off power.
Burns	Very small areas, 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

#### **4. CPR/AED**

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.
3. Instructors should explain sanitary manikin practice. Each student should be provided their own micro shield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.

##### Mannequin Practice

- a. Mannequins should be sanitized prior to the practice session.
- b. New disposable head bags, airways, etc. should be inserted.
- c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
- d. Always rinse the items in clean water after disinfection and allow to dry before storing.
- e. Instructor trainees should be encouraged to immediately clean manikins following a first aid/CPR class they may teach.
- f. Mannequin clothing, accessories and carrying bag should be cleaned and disinfected as well.

### 9.3 Seizure Policy

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#### **Epilepsy: What You Should Know**

Epilepsy is characterized by seizures that are caused by a sudden discharge of electricity in the brain. The electrical discharge may cover the entire brain or just a portion of it, thus causing varying degrees of seizure activity.

**"Grand Mal"** - also known as "Tonic-Clonic" - The individual's entire body is engaged in intense shaking for two to five minutes. During the seizure, the individual is not in pain, nor is his/her life in danger. Tight clothing should be loosened and any sharp or harmful object moved away from the individual. Never attempt to force an object between the person's teeth; do not attempt to restrain the body movements. After a seizure, the individual will be tired and will not remember what happened.

**"Petit Mal"** - also known as "absence" - The individual loses awareness as if his/her mind has momentarily gone blank, or the person is "absent" for a few seconds. This type of seizure is usually observed in children. Most merely stare for a few seconds; in some, the eyelids flutter; there are usually no other accompanying external symptoms. The individual will recover after a few seconds without any knowledge of the lapse in awareness.

**"Psychomotor"** - also known as "partial complex" - The individual will appear confused, may feel dizzy, disoriented, or experience strange sensations. He/she may engage in purposeless motion such as lip smacking, swallowing, rubbing hands, repetitive or incoherent speech, aimless walking, twitching of a hand or arm, or may pick at clothing or an object. During a seizure there should be no attempt to restrain an individual unless his/her life is in danger. Individuals experiencing this type of seizure are sometimes mistaken for being drunk.

Individuals experiencing seizures of any kind are not in need of medical attention, unless they develop a condition known as "status epilepticus". A person is in "status epilepticus" when:

1. a single seizure lasts more than fifteen minutes; or when
2. an individual has a series of seizures in rapid succession without regaining full consciousness between seizures.

When "status epilepticus" occurs, the individual must receive medical attention immediately. At NO TIME should anything be forced into the mouth of a person having a seizure. Also, a person having a seizure should NOT be restrained.

Many myths and misunderstandings that surround epilepsy must be corrected to achieve a greater understanding of the condition:

- Epilepsy is a symptom of a disorder of the brain - it is not a disease.
- Epilepsy has no single "cause" but can be caused by any number of conditions that injure or affect the function of the brain. Many causes can be prevented, some can be cured.



- Epilepsy can affect anyone, at any age, at any time.
- Epilepsy has many forms, ranging from momentary lapses of attention to convulsions.
- Epilepsy is an episodic disability. Seizures, for most, are brief and infrequent. Between seizures, most people with epilepsy are perfectly normal and healthy.
- Epilepsy can be treated, thus permitting most individuals to lead normal lives.
- Epilepsy can carry with it a host of psychological and social problems - misunderstanding and rejection by family and friends, inability to get a job, insecurity, anger, frustration - that for most victims are more difficult to handle than the actual seizure itself.

People with epilepsy suffer because they know what it is to have it--don't make them suffer more because you don't! Learn about epilepsy.

#### HOW TO HANDLE A SEIZURE

##### a. PETIT MAL AND PSYCHOMOTOR

There is nothing you can do for "absence" or petit mal" seizures. "Partial" and psychomotor" seizures are mostly handled by keeping dangerous objects out of the way. Never catch hold or try to restrain the individual, unless of course, the individual is heading for an obvious hazard. He/she may struggle or lash out if restrained, but this is unconscious behavior that the individual will not even remember. Sometimes the person will follow directions if spoken to calmly, gently and with reassurance.

##### b. FIRST AID FOR GRAND MAL SEIZURES

- Keep calm. Ease the person to the floor and loosen his/her collar. You cannot stop the seizure. Let it run its course and do not try to revive the individual.
- Remember hard, sharp or hot objects which may injure the person should be moved out of the way, but do not interfere with the individual's movements.
- DO NOT force anything between the person's teeth.
- Turn the individual's head to one side for release of saliva, and place something under the individual's head.
- When a person regains consciousness, let him/her rest if desired.
- If the seizure lasts beyond a few minutes, or if the person seems to pass from one seizure to another without regaining consciousness, call the doctor for instructions. This rarely happens but should be treated immediately.

## 9.4 Disaster Plan

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The front desk staff at each facility is designated as the staff to notify fire/police of an emergency. Each facility shall have its own specific Disaster Plan for that building.

However, in general, during tornado, weather, fire or other disaster conditions, programs should be cancelled. Instructors are responsible for notifying parents either by phone or in person stating that the program is cancelled.

After an emergency situation has been identified, proceed as follows:

1. Notify the Park District Administration Office (957-0300).
2. The Office will notify the Director and All Department Heads.
3. The Office will implement the Crisis Management Plan.
4. The Office will notify other facilities.
5. Youth programs participants' parents will be notified.

## 9.5 Emergency Response Procedures

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### WHAT CONSTITUTES AN EMERGENCY?

#### **A. Weather**

1. Notification of Watch (thunderstorms or tornado watch) - Continue normal activity but watch for threatening conditions and listen to radio for latest weather service warnings.
2. Notification of Warning - Take immediate action to direct participants and staff to go to safe place. Follow specific plan for your facility.
3. Do NOT send participants who are minor's home at any time until contact is made with parents or guardians.
4. General Rules During Tornado Conditions:
  - a. The southwest corner of a structure is generally the worst place due to intensity of the winds.
  - b. Any object can become a deadly missile during a tornado.
  - c. Do not send children home on their own during a tornado warning.
  - d. Avoid glass areas; especially windows and doors on outside areas.
  - e. Avoid long halls; they tend to serve as wind tunnels.
  - f. Avoid long roof spans; such as in multi-purpose rooms.
  - g. Those in charge of a group must try to keep others as calm as possible.
  - h. It is recommended that someone who can make quick, reasonable decisions is designated as group leader.
  - i. People should be sitting with face to wall with head down, knees up and arms protecting body and head.

## **B. Fire - Basic Action**

1. Get people to safety.
2. Call Fire Department.
3. Be ready to assist Fire Department with information.

## **C. Utility Failure - Basic Action**

1. All facilities - staff will obtain emergency equipment box and use flashlights and battery radio.
2. Take steps to calm all participants and proceed with quiet activities.
3. If power failure is just in building, contact the office and then call parents of young participants and send adults home.
4. Call Northern Illinois Gas and Commonwealth Edison:
  - a. If gas or burning odor detected, evacuate the building immediately.
  - b. If power failure is area wide, continue quiet activities and contact parents of young participants.

## **D. Bomb Threat - Procedures**

1. Person taking telephone threat: (take them serious)
  - a. Get as much specific information as possible and write it down immediately.
  - b. Listen to the caller's voice, tone, background, and write down any specific informative clues.
  - c. Understand and respond to the caller.
  - d. Alert your immediate supervisor, then notify your Department Head and Director. Then call Homewood or Flossmoor Police.
2. Management Team: (at least one supervisor and administrator)
  - a. Will make the decision to evacuate or not. If any doubt, evacuate to protect employees and customers. At least 300' from building.
  - b. Select staff inspection team. This is totally voluntary and will not affect any employee's employment status. Criteria in forming the inspection team: (a) must be over 18 years of age; (b) full-time staff will be given preference over part-time staff.
  - c. Management team will work in conjunction with Homewood or Flossmoor Police.
  - d. Keep customers and staff posted as to progress.
3. Facility Inspection:
  - a. Divide facility into regions and assign groups to inspect each area.
  - b. Inspection teams report back to management team after their area has been inspected.
  - c. During the inspection, particular attention should be given to: something out of place or that does not belong in ceiling areas, restrooms, crawl spaces, electrical areas & boxes, plumbing areas & fixtures, utility rooms, closets, boiler rooms, office areas, stairway areas, fuel or gas valve areas, suspicious parcels or people. Look for anything out of the ordinary.
4. Suspicious parcel/item found:
  - a. DO NOT TOUCH!
  - b. Clear the area
  - c. Notify Management Team
  - d. Police Department Personnel and trained bomb team will take over at this point.

## **E. Facility Armed Robbery Safety Guidelines**

The handling of cash in park and recreation facilities is a very common occurrence. Security measures can greatly assist in reducing the likelihood of a robbery, but such measures can never fully prevent an incident from occurring. The education and awareness of staff is a critical element in both preventing an armed robbery and minimizing the potential injury to both staff and patrons.

The following practices and procedures can assist towards proactively addressing a potential armed robbery scenario:

### **Pre-Event Security Procedures:**

- Contact local police or security professionals to conduct an audit of your facility. Such an audit should include policy, procedures, and the physical site.
- Report to authorities' suspicious activity in and around facilities. Often, assailants will "case" or conduct surveillance prior to the holdup.
- Be familiar with the operation of panic alarms installed in facilities. Most panic alarms are silent and installed beneath the front desk.
- Count money out of public view and in a secure room.
- Install drop-safes and post signage stating that staff does not have access to safes. Safes should be secured so they cannot be moved. Money drops should be conducted frequently to assure large cash amounts do not accumulate in registers.
- Staff conducting bank drops should use extreme caution when made at night. Times of drops and routes should be varied to prevent establishing a noticeable pattern.
- When opening/closing facilities, check your surroundings for suspicious persons or vehicles.
- After/before hours, doors should be kept locked. In evenings, exits should be minimized to control access to main entrances.
- Park police or security can be utilized to "check-in" on a random basis. Times should vary as to not make a routine.
- Establish procedures in the event of a robbery attempt. Employees should never resist. They should turnover any monies or other valuables.
- Conduct training for all staff.

### **During an Armed Robbery:**

During an armed robbery, the goal is to first prevent physical harm to staff/patrons. Along with this, observations can assist police with apprehension.

*If your facility is held-up:*

- Stay calm, and make mental observations regarding physical description, voice, vehicle description, clothing, etc.
- Obey the robber's commands. Do not do any more or less.
- Use alarms only if it can be done without raising attention.
- Give the robber the money or merchandise he asks for.

- **Life is much more important than property.**
- **Do not try and be a hero.**
- **Your actions can make the difference between an unfortunate robbery or a robbery gone bad resulting in a murder.**

**Aftermath:**

- Immediately contact police. Inform them of your observations and what happened.
- Secure the area for police. Do not touch potential evidence. Do not let anyone else in or allow others to leave. Witness statements will be necessary.
- Write out your observations and description immediately. Rough notes will help you remember details.
- Do not discuss details with anyone but the police. Specific details known only by robbers can be incriminating evidence at an interrogation.
- Never chase robbers. Leave pursuit to the proper authorities.

**F. Intruder Procedure**

In the event of an intruder in a Park District facility be aware of your environment and possible dangers. Take note of the two nearest exits. Plan to evacuate or hide. Adopt a survival mind set.

Evacuate

- If there is an accessible escape path to an external exit, attempt to evacuate the premises.
- Leave your belongings behind.
- Dial 911 if possible to alert police to the intruder's location.

Hide - if evacuation is not possible find a place to hide.

- Lock the door or blockade with heavy furniture.
- Get out of sight from the door and stay low and quiet.
- Hide behind large items such as cabinets, desks, etc.
- Remain quiet. Silence your cell phone and any source of noise.
- Dial 911 if possible to alert police to the intruder's location.
- Once door is locked or secured do not open. Wait for the 'all clear' instruction from an emergency first responder.

If evacuation or hiding are not possible:

- Remain calm
- Dial 911 if possible to alert police to intruder's location. If you cannot speak, leave the line open and allow the dispatcher to listen.
- If you are trapped with the shooter, don't do anything to provoke them.
- If the situation escalates, you need to make a choice: stay still, run for an exit while zigzagging or attack the intruder.

## 9.6 Severe Weather and Lightning Policy

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Lightning is a violent act of nature and causes approximately 10 deaths per year in Illinois. In most instances, people injured by lightning are not directly hit. These non-direct hit injuries are caused by transients, currents that flow through people in the vicinity of lightning strikes to the ground. Lightning strikes occur most frequently during the spring and summer months when thunder storms are prevalent. It is the policy of the Park District that all persons supervising outdoor activities be aware that when lightning or thunder is observed or heard, outdoor programs should be suspended and everyone should seek appropriate shelter. Supervisors should adhere to the following procedures and guidelines.

### **Outdoor Programs:**

1. Instructors and supervisors should listen to current weather forecasts in the morning of any outdoor planned activities so that employees can be alert to potential changing weather conditions.
2. Monitor weather radios when possible.
3. Designate buildings that can be used when severe weather occurs.
4. Plan alternative indoor activities for camps and related groups.
5. **Whenever lightning is observed or thunder is audible, all outdoor activities must be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.**

### **When Outside:**

1. Avoid areas that are higher than the surrounding landscape.
2. Do not use a tree for shelter.
3. Keep away from metal objects, including bicycles, golf carts, umbrellas, etc.
4. Avoid standing near tall or metal objects such as fences, light poles or power lines.
5. Boaters and swimmers should immediately leave the water and find shelter.
6. If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself as small as possible a target and minimize your contact with the ground.

### **When Inside:**

1. When indoors, stand clear from doors and windows.
2. Do not use electrical equipment, including hair dryers, curling irons, computers, etc.
3. Do not attempt to unplug TVs, stereos or computers during a storm.
4. Avoid contact with sinks, faucets and related piping.
5. Do not use a corded telephone unless for emergency use. Use of a cell phone is ok.

## 9.7 Communicable Disease Procedures

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Because other infections in addition to the HIV virus, the Hepatitis B Virus and AIDS can be present in blood, non-intact skin, exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely.

### A. General

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. Where soap and water is not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves which are impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including e.g. van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities of bodily waste of fluids should be picked up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, Band-Aid's, bandage, etc. should be worn by all staff, volunteers or participants and provided by the Homewood-Flossmoor Park District. Staff and volunteers are responsible for providing protective coverings to participants who have

open lesions.

8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items, i.e., cups and utensils, should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Material Safety Data Sheets (MSDS) should be maintained for each disinfectant.
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

### **B. Cleaning up Blood or Other Body Fluid Spills**

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

### **C. Food Handling**

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

### **D. Laundry**

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow manufacturer's directions for detergent use.
5. If the material is bleachable, add 1/2 cup of household bleach to wash cycle.



6. If the material is not colorfast, add 1/2 cup non-chlorine bleach to wash cycle.
7. Use hot cycle on washer and dryer.
8. Clean laundry carts when soiled linen is washing before using for clean linen.

#### **E. Diapering**

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.
2. Wash hands in all cases of diapering.
3. Put on latex gloves.
4. Remove soiled diaper and place in appropriate receptacle. Disposable plastic bags should be removed once per day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag that is marked with child's name, secured and sent home at the end of the day.
6. Cleanse the genitals, perineum and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin prior to applying a clean diaper.
8. Wash the child's hands and then your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.
10. Report abnormal conditions (blood, etc.) to administration so that parents and health professionals can be properly notified.

#### **F. Cleaning of Equipment**

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

#### **G. Use of Microshields or Respirators for CPR**

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Homewood-Flossmoor Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard microshields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

## Section 10: Fleet Safety

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Drivers of vehicles that are owned, rented, or leased by the Park District will be required to follow defensive driving practices. 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 and physical health.

The basic defensive driving practice is to plan ahead and do everything that one could reasonably do to prevent an accident. The following guidelines should also be followed:

- a. Drivers must be at least 18 years of age and must possess a valid driver's license in order to operate a Park District vehicle. All drivers should be reviewed to see if their duties will involve the operation of vehicles that require a chauffeur's or special license, in accordance with the state laws. The license should be cited by supervisory or personnel staff at the time of hire. A driver's abstract request from the Secretary of State will be done on an annual basis for all agency drivers.
- b. New employees shall be pre-tested before being allowed to drive.
- c. Employees should have driver's license with them at all times when driving vehicles.
- d. 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.
- e. Employees are required to report any change in status on their license to their supervisor immediately. Any employee who loses their driving privileges from the State must notify the district of the loss immediately.
- f. The driver should be physically and mentally capable of driving the type of vehicle he/she is assigned to, whether that vehicle is a car, van, bus, or truck.
- g. The driver should show the ability to pass written tests on driving regulations and the actual on-the-road vehicle test and checkrides that are required by the state and Park District.
- h. All Park District drivers should be trained on safe driving skills through the use of recognized organizations that conduct driver training courses which cover defensive driving techniques such as two-vehicle collision prevention, backing accident prevention, safe following distance and passing skills, and intersection driving and turns. Drivers will train in defensive driving every three years.
- i. Only drivers or operators qualified to operate specific vehicles and equipment are allowed to operate them and must possess the appropriate driver's license in their possession. Employees must possess a valid "C" driver's license when required.

- j. Any employee having two tickets in a twelve month period may be subject to additional training, probation, suspension and/or additional check-rides at the discretion of the supervisor.
- k. Driver assignments should be tracked in order to have a record of damaged vehicles.
- l. All persons driving or riding as a passenger in a Park District vehicle must wear seat belts. There should be no more riders in a vehicle than there are seat belts.
- m. Riding in the back of trucks is not desirable and should be avoided if possible. If it is necessary to transport employees in the back of a truck, riders must be sitting down with their backs up against the cab. Volunteer workers should not be transported in the back of trucks.
- n. Unattended vehicles should not be left running.
- o. All trucks should be equipped with a gate which should be put up when transporting. When the gate must be down for wide or extra-long items vehicles must be properly flagged and four-way flashers on.
- p. Tractor buckets should always be in the lowered position prior to any turning.
- q. Each driver is responsible for reporting all accidents, vehicle damage and malfunctions to the immediate supervisor on a daily basis.
- r. Drivers must maintain the posted speed limits at all times and observe all other vehicle operation regulations. In pathways and parks vehicles should not exceed 10 mph and drivers should be alert if conditions warrant a slower speed. The traveling speed on residential streets should not exceed 25 mph unless posted otherwise.
- s. When operating a vehicle in a park, the existing paved access road should be used. Vehicles are not allowed on grass unless it is required for completion of the work project.
- t. Use of cell phones for making/receiving calls or texting is prohibited by state laws. Cellular phones are not to be used while driving park district vehicles. Employee should pull off to the side of the road and safely stop the vehicle before placing or accepting a call.
- u. Smoking (including E-cigarettes) is prohibited in all park district vehicles.
- v. Headphones/headphone radios are not to be used while driving.

## Section 11: Safety in the Workplace

### Section 11.1 BUILDINGS

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a. Exits

- At least 2 exits should be available from all floors.
- There should never be any obstructions in aisles or exits.
- All exits should be clearly lit and marked.

b. Fire Extinguishers

- Enough fire extinguishers of the proper type should be provided to meet minimum fire code regulations.
- Fire extinguishers should be placed within easy reach, be properly marked and OSHA color coded as to type.
- Fire extinguishers must be checked annually and proper levels maintained at all times.
- Smoking is prohibited in all Park District facilities and vehicles.
- A master plan of each building should be available indicating location of all fire extinguishers to better facilitate annual inspections.

c. Storage

- Materials and equipment should be stored in pre-designated areas.
- All stored materials should be neatly secured so as not to pose possible injury to by-standers.
- All refuse should be placed in proper containers and a sufficient number of receptacles should be emptied as needed, and again at building closing, they should never be allowed to be overfilled.
- All combustible materials must be marked and stored in a separate, proper fire container, i.e., flammable paint, paint thinner, varnish.
- All mop heads and oil rags must be stored in a self-closing fire resistant container.
- All toxic substances must be properly labeled with labels facing forward and stored in compliance with the Toxic Substance Disclosure Act.
- All full soft drink and CO2 cylinders in concessions areas must be chained or stored in an enclosed area

d. Floors, Stairways & Windows

- Substances spilled on floors should be cleaned up immediately.
- Floors should be maintained at an even level; repairs should be made to holes, depressions, broken floor surfaces, uncovered drains, loose or poorly fitted gratings, sagging or expanded floor supports.
- Broken glass in windows and doors should be replaced immediately.
- Curtains and drapes should be fire retardant.
- All stairways should be equipped with secure railing and should be well lit.

e. Lighting and Electrical:

- Emergency and security lighting should be installed in all buildings used by the public and checked monthly to insure proper operation.
- Broken lights should be replaced immediately.
- Electrical wiring should be properly encased and replaced when worn.
- Care should be taken not to over load circuits.
- All electrical cords should be 3-pronged, double insulated, and of proper wire size. All extension cords should be used on a short term basis only and should not be substituted for permanent approved wiring.
- Electrical cords and extension cords should not be run under carpeting, across aisles or be exposed, which may result in accidental falls.
- Heating elements on appliances should only be on when needed and should be turned off at closing.

f. General:

- All buildings should have emergency phone numbers located at the telephone as well as emergency procedures posted.
- All buildings should be equipped with sufficient First Aid supplies, which includes Band-Aid's and ice packs.
- Sidewalks, steps, parking lots, tennis courts and basketball courts should be repaired if shifting or cracking presents hazardous conditions.
- The Right To Know Law should be posted in a conspicuous location.

## **Section 11.2 Indoor Ice Rinks**

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Indoor Ice Facilities should develop their own set of maintenance and safety guidelines. At a minimum the following should be included.

- a. Signs should be posted at all ice surface entrances indicating that: "No street shoes allowed on ice!" and "No one allowed on the ice until the Ice Re-surfacer has exited the rink". These rules must be enforced at all times.
- b. Ice maintenance should be performed only when two staff persons are in the rink area.
- c. Slip on cleats must be worn when on ice. A separate Ice Cleat Policy is available from the Parks Department or the Ice Arena.
- d. Auger safety shields must be in place when operating Ice Re-surfacer.
- e. A safe distance should be maintained from all moving parts while machinery is operating (i.e. pulleys, belts, augers).
- f. When staff must walk on ice, knees must always be kept bent. Staff should be aware of wet spots on ice.

- g. Safety glasses must be worn when operating power grinders, saws and skate sharpeners.
- h. When welding, a welding permit must be issued, proper safety equipment must be worn and a welding screen used.
- i. Safety glasses or goggles and rubber gloves must be worn when handling glycol.
- j. A face shield and insulated gloves must be worn when changing propane tanks.
- k. Ice Resurfacer blade changing must be done only when two employees are present.
- l. All ice rink exit doors must be closed and secured whenever hockey is being played.
- m. All ice rink exit doors must be closed when the Ice Resurfacer is on the ice.
- n. All gasoline must be stored in a cabinet designed for flammable storage.

### **Section 11.3 Outdoor Ice Rinks**

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- a. Ice maintenance should be performed only when two staff persons are in the rink area.
- b. When staff must walk on ice, knees must always be kept bent. Staff should be aware of wet spots on ice.
- c. Slip on cleats must be worn when flooding or spraying new ice or when doing any repairs. A separate Ice Cleat Policy is available from the Parks Department or the Ice Arena.
- d. Proper clothing & protective equipment must be worn to prevent frostbite.

### **Section 11.4 Pools**

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Due to the highly specialized nature of the daily upkeep and maintenance of public pools, a separate manual has been developed. A copy of this manual must be kept on-site at each pool facility.

Lifeguards will enforce all rules and regulations of the Park District and the Illinois Department of Public Health. All lifeguards will be trained and certified by Starfish Aquatics and must follow all guidelines set forth in the Homewood-Flossmoor Park District Pool Manual.

## **Section 11.5 Parks**

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The Homewood-Flossmoor Park District is committed to providing quality parks. As part of this commitment, staff members and volunteers must work together to maintain the highest degree of safety in parks and facilities and the equipment located within them.

The Parks Department will maintain a separate Parks Department Manual addressing maintenance, repairs, equipment, inspections, uniforms and safety within the parks system. This manual will be issued to all employees in the Parks Department and will be available in the Service Center building.

## **Section 11.6 Motor Vehicle Safety**

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- a. All district owned vehicles will go through State inspection if required to do so.
- b. Vehicles for park operations should be inspected each day prior to usage for all fluid levels, lights and turn signals, brakes, tire wear and damage.
- c. Accurate records should be kept up-to-date on all repairs and maintenance for each vehicle.
- d. Roll bars should be installed on all tractors as required by OSHA Standards.
- e. Any new vehicles that are purchased should comply with OSHA Standards.
- f. Fire extinguishers, first aid kits and flares/triangles should be on hand in all vehicles.

## **Section 11.7 Equipment & Tools**

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- a. Proper training should be given prior to any use of equipment using the manufacturer's operating manual.
- b. All equipment and tools should be stored in a pre-designated area and should be kept clean and in good repair at all times.
- c. Operational instructions for all machinery should be in a written report and kept in a file for employee reference.
- d. All electrical cords and safety plugs should be checked before operating power tools, including floor machines, vacuum cleaners and/or cleaning equipment.
- e. Unplug any cleaning equipment, including vacuums, etc., when not using; and do not leave equipment unattended.

- f. All handles on hammers, axes, sledge hammers, pick axes, etc., should be checked for wear, cracks, breaks or loose heads prior to use.
- g. 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 (see Section 11.13 – Fall Protection for further information).
- h. Any mobile equipment or tools to be left unattended at a work site should be left in a locked, 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.
- i. Every cutting and welding operation must be approached with extreme caution. The cutting and welding permit must be used whenever the Homewood-Flossmoor Park District or other outside contractors perform welding and cutting in or on park district property. Refer to the Hot work/Burning Procedure in the Parks Department Manual.



## Section 11.8 Employee Personal Protective Equipment

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- a. The district will provide essential personal protective equipment (PPE) for all staff and will replace when necessary for each individual. If any PPE is lost or damaged by misuse the employee responsible shall pay for the replacement. At termination of employment, safety equipment will be returned to the district, with the exception of clothing, shoes, or other personal items.
- b. Hard hats will be worn whenever the possibility of head injury could be present. This includes, but is not limited to building repairs, construction projects, tree cutting and work performed in close quarter areas. Under some circumstances head protection may be required when operating equipment which has no cab protection. Helmet liners will be provided for cold weather use.
- c. Appropriate protective clothing, respirators and eye protection will be worn when working with hazardous chemicals.
- d. Appropriate ear protection, mufflers or ear plugs will be worn whenever working with or around loud machinery, equipment or in unusually noisy environments.
- e. Proper eye protection will be worn when working with or around any power tools or equipment and in areas where airborne particulate could present a hazard.
- f. Gym shoes will only be worn in areas where they are appropriate or required, for instance, pool decks, indoor courts and gym floors.
- g. A hard soled work boot should be worn for maintenance work.
- h. Shirts and long pants will be worn by all employees performing maintenance tasks unless specific exception is granted by the department head.
- i. When flooding or spraying ice rinks employees will be provided with and will wear shoe spikes.
- j. In an effort to locate any possible ill effects, all employees working with chemicals may be required to have a blood cholinesterase test performed twice a year at the Park District's expense.
- k. Headphone/headphone radios are not allowed while working.
- l. Back belts are available for lifting and should be used for any strenuous lifting. Employees with prior/ongoing back injuries must wear belt provided when lifting over 25 pounds.
- m. Staff who have been issued portable 2-way radios must carry them with their person to insure their immediate availability in emergency situations.

## Section 11.9 Hotwork/Burning Procedure

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a. Purpose

From time to time it may be necessary for cutting or welding to be performed in areas of buildings which such work would normally not occur. These situations increase the potential for fires, accidents and injuries. To decrease the possibility for such events, a Hotwork/Burning Procedure has been developed.

b. Training

All employees required to perform welding or cutting shall be properly trained on how to perform the work and the proper Hotwork procedures to follow when engaged in this work. The training shall be formal and documented.

c. Procedures

Before work may begin, the supervisor shall check to ensure:

1. The welding equipment is in proper working order.
2. The welder is wearing proper personal protective equipment:
  - a. Face shield with proper lens.
  - b. Leather gloves.
  - c. Leather apron, gauntlets.
  - d. Long sleeved shirt, pants, etc.
3. Sprinkler system is in service.
4. An operational fire extinguisher is provided.

d. Precautions Within 35 Feet of the Work Area

1. Floors are swept clean of combustibles.
2. Combustible floors are wet down, covered with damp sand and/or fire resistive sheets.
3. Flammable and combustible liquids are removed.
4. Explosive atmosphere in the area is eliminated.
5. Fire resistive tarpaulins are suspended beneath the work.

e. If Working on Walls or Ceilings

1. Construction is non-combustible and without combustible covering or insulation.
2. Combustible materials are moved away from the other side of the wall.

f. Work on Enclosed Equipment

Enclosed equipment shall be cleaned of all combustible or flammable liquids.

g. Fire Watch

A fire watch shall be performed for at least 30 minutes after welding or cutting work. The fire watch person(s) shall look for signs of heat, smoke, etc. which may occur around the hot work area. The fire watch person(s) should look for signs above or below ceilings and on both sides of walls.

A fire extinguisher shall be made available to the fire watch person. If a fire is found, the fire watch person shall activate the fire alarm. All employees and patrons shall

follow the Emergency Procedures for fire.

h. Cutting/Welding Permits

Before any hotwork/welding is performed, a permit shall be completed by the supervisor. The supervisor shall ensure (visual inspection) that all aspects of this program are met before signing the permit.

The front page of the permit shall be completed and placed on file. The card section shall be prominently displayed on the welding area by the welder.

When work has been completed, the welder shall conduct a fire check of the area and complete Section C of the card. This section shall be returned to the supervisor.

2-4 hours after the work is completed, a final area check shall be completed. Section B of the card shall be completed and returned to the supervisor.

All sections of the permit shall be kept on file.

## **Section 11.10 Confined Spaces Program**

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

A confined space is defined as:

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

In response to the above hazard recognition, the district has adopted a Confined Space Program. The Confined Space Program has a separate manual and is available from your supervisor and in the Parks Department.

All employees of the Park District should be aware of confined space signage and the general requirement not to enter any area defined and posted as a confined space.

## **Section 11.11 Hazard Communication**

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Homewood-Flossmoor Park District (the District) has developed a comprehensive Hazard Communication (Hazcom) program to ensure we communicate information about the hazards of chemicals used in our operations to our employees.

The Hazard Communication Standard requires the District to train its employees in the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified. A few examples of hazardous chemicals used in the District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

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

- Written Hazcom program.
- Inventory of hazardous chemical products.
- Inventory of Safety Data Sheets.
- Labeling procedure for hazardous material containers.
- Hazcom employee training program.

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

## **I. Definitions**

**Health Hazard** – A chemical classified as posing one of the following hazardous effects:

- Acute toxicity (any route of exposure).
- Skin corrosion or irritation.
- Serious eye damage or eye irritation.
- Respiratory or skin sensitization.
- Germ cell mutagenicity.
- Carcinogenicity.
- Reproductive toxicity.
- Specific-target organ toxicity (single or repeated exposure).
- Aspiration hazard.

*The criteria for determining whether a chemical is classified as a health hazard are listed in Appendix 1 of this document and in OSHA standard §1910.1200, Appendix A – Health Hazard Criteria.*

**Label** – An appropriate group of written, printed or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the

hazardous chemical or to the outside packaging.

**Safety Data Sheet (SDS)** – Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1900.1200(g).

**Physical Hazard** – A chemical classified as posing one of the following hazardous effects:

- Explosive.
- Flammable (gases, aerosols, liquids, or solids).
- Oxidizer (liquid, solid or gas).
- Self-reactive.
- Pyrophoric (liquid or solid).
- Self-heating.
- Organic peroxide.
- Corrosive to metal.
- Gas under pressure.
- In contact with water, emits flammable gas.

*The criteria for determining whether a chemical is classified as a physical hazard are listed in Appendix 1 of this document and in OSHA standard §1910.1200, Appendix B—Physical Hazard Criteria.*

**Substance** – Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent that may be separated without affecting the stability of the substance or changing its composition.

## **II. Written Hazcom Program**

Director

- Designates a Hazcom coordinator for the District operations.
- Approves the written Hazcom program.
- Ensures workplace compliance with the written Hazcom program.

Safety Coordinator (can also assume role as Hazcom Program Coordinator)

- Maintains an inventory of all hazardous substances used or stored in the workplace.
- Maintains an SDS file/binder for inventoried hazardous substances.
- Trains new employees on specific hazards and safety precautions for hazardous substances. Trains all employees on hazards of newly introduced chemical products. Examples of this specific training include:
  - Personal protective equipment to be worn.
  - Health and physical hazards of each chemical product.
  - Review of the District written Hazcom program.
- Maintains Hazcom training documentation.
- Ensures all chemical containers have proper labeling.

### Employees

- Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
- Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to management are encouraged.

### Hazcom Program Coordinator

- Coordinates Hazcom Standard compliance activities.
- Maintains an up-to-date hazardous substance inventory for all departments.
- Requests current SDS directly from chemical manufacturers and suppliers.
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.
- Ensures area managers and supervisors are aware of their Hazcom program functional responsibilities.
- Ensures managers and supervisors are aware of hazardous chemical container labeling requirements.
- Maintains a copy of the OSHA Hazard Communication Standard.

The following sections briefly highlight the policies and regulatory compliance program of the District concerning hazardous chemicals in the workplace:

#### Labeling

The District is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. This means labels must be maintained on chemicals in a manner that continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (i.e., fade, get washed off) or removed in any way. The District will re-label containers if labels are removed or defaced. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see Appendix 1 for further information on labeling requirements.

#### Safety Data Sheets (SDS)

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

Employees have the right to obtain SDS for each hazardous material in the work place. SDS must be available to employees and former employees for at least 10 years after the material is no longer used, produced, or stored on the work site. Please see Appendix 2 for further information on how to read and understand a SDS.

### Chemical Inventories

An inventory of chemical products used or stored is maintained by each area manager and supervisor and posted in each work area. The Hazcom Coordinator maintains a master inventory of all chemical products used or stored within the facility. All inventories are updated as new chemicals are introduced or old chemicals phased out. Updated inventories are posted and copies provided to the Hazcom Coordinator, noting new chemical additions.

### Employee Information and Training

Employees are trained during orientation when first hired and annually thereafter. Employees are also trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The District training focuses on the following subjects:

- Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Safety Data Sheets.

*Documentation:* Training records for all employees trained is retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

*Non-routine Tasks and Emergencies:* Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and SDS sheets

- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

### **Section 11.12 Lockout/Tagout**

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This program is used to help ensure that certain equipment, specifically energy isolating devices, are locked out or tagged out before employees conduct maintenance activities. The Park District has developed a separate manual for Lockout/Tagout Procedures. The general population of employees, however, must be aware of Lockout/Tagout in order to identify a piece of equipment that has been either locked out or tagged out and could pose a hazard to other employees or the public.

**Lockout** is the placement of a lockout device, such as a key lock, on an energy isolating device ensuring that the equipment being serviced cannot be operated until the lockout is removed.

**Tagout** is the use of a prominent warning device, such as a tag, that can be securely fastened to the energy isolating device.

Park District supervisors will provide periodic inspections to ensure employees are following lockout/tagout procedures, provide periodic training, develop new equipment procedures and manage outside contractors.

### **Section 11.13 Fall Protection**

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This program is used to help ensure that the hazards of all elevated falls over 4 feet, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees. This policy is intended to address the issues of;

- Evaluating potential fall hazards
- Communicating information concerning these hazards
- Establishing appropriate protective measures for employees

The District will review and evaluate this Fall Protection Policy on an annual basis, when changes occur to the OSHA fall protection standards, when facility operational changes occur that require a revision of this document, when there is an accident or close-call that relates to this area of safety, or when fall protection procedures fail.

In response to the above hazard recognition, the district has adopted a Fall Protection



Program. The Fall Protection Program has a separate manual and is available from your supervisor and in the Parks Department.

### **Section 11.14 Respiratory Program**

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This procedure establishes the minimum requirements for the respiratory protection program. The District will designate all areas where respiratory use is required by using the safety data sheets.

All employees are required to follow the restrictions and limitations imposed upon them during the use of the provided respirators. Employees who are trained to wear respirators are required to follow all aspects of this written program and manufacturer instructions.

All employees who use a respirator will undergo a medical evaluation to verify their ability to use a respirator safely. If any employee is experiencing difficulty during use, they should discontinue using the respirator.

### **Section 11.15 Hearing Conservation**

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The District's hearing conservation program consists of:

- Sound level monitoring
- Audiometric evaluation of new staff
- Hearing protection for employees
- Training for employees
- Record keeping

Noise monitoring is periodically conducted to determine if changes in the workplace noise levels have taken place. All employees whose position requires the use of hearing protection must have a baseline audiogram when they begin employment with the District.

**The use of hearing protective devices is mandatory for employees exposed to noise levels greater than or equal to 85 dBA Time-Weighted Average. An annual training will be conducted for all employees whose position requires the use of hearing protection and will cover the effects of noise, audiometric testing and types of hearing protectors.**

### **Section 11.16 Work Requests**

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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 Parks and Building Maintenance by the Supervisor if appropriate.

## Section 11.17 Ergonomic Policy

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Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for Homewood-Flossmoor Park District employees.

It is the intent of the District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Park District will work to incorporate the following elements of a proactive ergonomics program:

- Acknowledge ergonomic risk factors.
- Identify program goals
- Analyze ergonomic hazards
- Evaluate types of ergonomic solutions
- Provide necessary training

The District establishes this program to minimize the potential for injury to staff and to provide a safe and healthful workplace for all employees in all departments. Staff participation is essential to the success of the District's safety and health program, and is a condition of employment.

Approved: October 15, 2013

## Section 11.18 Stretching Policy

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Stretching is an important component of the Homewood-Flossmoor Park District's effort to reducing the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Homewood-Flossmoor Park District staff. It is the policy of the Homewood-Flossmoor Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees by educating and implementing an agency-wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

Homewood-Flossmoor Park District adopts the following Stretching Policy Guide utilizing the **voluntary** program design. This policy applies to all full-time, part-time and seasonal employees in all departments at the Homewood-Flossmoor Park District.

## Section 11.19 3 Points of Contact Policy

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

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

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

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

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

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

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas: trucks, mowers, Zamboni, lifeguard chairs, ladders and other maintenance equipment.

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

## **Section 12: Illinois Department of Labor Inspection Procedures**

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The Illinois Department of Labor (IDOL) may inspect Park District property at any time. Inspector may or may not call to schedule an appointment for an inspection. Most likely, he may arrive unannounced. The inspector has the complete authority to conduct the inspection regardless if agency staff is available or not.

Upon entering the workplace, the IDOL inspector will present his credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection. The Park District has designated the Superintendent of Parks to meet with the IDOL inspector. If the Supt. of Parks is not available, then the following individuals will be alternates, Director, Safety Coordinator, and Foreman. The Park District representative should accompany the Inspector at all times.

The Inspector will most likely request copies of the OSHA 200 LOG; these records are maintained in the Superintendent of Finance and Administration's office.

The inspector will outline what records will be reviewed and then the inspection begins. The inspector may solicit employee input at any time during the inspection and employees are allowed to participate when requested. Any minor violations that are discovered during the course of the inspection should be corrected during the course of the inspection and staff should present the Park District view of any situations that warrant a response.

A closing conference will then be held to review any violations noted by the inspector. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by IDOL within 30 days.

Immediately following the inspection the Park District must establish internal procedures and a timeline to correct noted violations.

## **Section 13: Employment Practices**

Employees should become familiar with the Employment Practices section of the Park District Personnel Policy Manual that is made available to all employees either in digital or paper format.

### **Section 13.1 Pre-Employment Physicals**

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- a. It is the policy of the Park District to require pre-placement physicals, including a drug test, after an offer of employment has been made for all new full-time employees and certain part-time positions requiring heavy or continuous lifting or other rigorous physical activities. The exam should take place prior to the first day of employment. The examining physician will have a copy of the physical requirements of the job prior to the examination.
- b. The Park District maintains a relationship with Ingall's Occupational Health Clinic 19550 Governor's Highway, Flossmoor to provide the examinations.

### **Section 13.2 Criminal Background Checks**

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All offers of employment will be contingent upon satisfactory result of a state police and FBI criminal background inquiry.

## **Section 14: Accident Investigation Policy**

### **Purpose**

To better assist the district in reducing accidents and injuries, this policy is established to provide supervisors, staff and the Safety Coordinator with a means for identifying causes of accidents.

### **Accident Investigation Form**

A form has been developed as a tool for recording information about an accident and the loss prevention action necessary. The immediate supervisor of the injured person or in charge of the area which sustains property damage must immediately conduct an accident investigation and complete the investigation form. The form must be completed for all accidents, injuries, property damage, and near misses that have the potential for severe loss.

### **Photographs**

Whenever possible, it is strongly recommended that pictures of the affected areas be taken as close to the time of the accident as possible.

### **Follow-up**

Once an accident form is completed, forward it to the department supervisor and then the Safety Coordinator. Each will initial the report once they have reviewed it. The reports are maintained by the safety coordinator.

### **Preventative Action**

Some form of immediate follow-up action will be implemented after an accident, injury or near miss. The supervisor will be responsible for informing employees of the immediate/temporary action taken to prevent any accidents. The department head and the Safety Coordinator will be responsible for implementing the permanent action.

### **Review**

On a regular basis, the Safety Committee will review the accident reports to identify trends.

## Employee's Report of Injury Form

**Instructions:** Employees shall use this form to report work-related injuries or illnesses – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

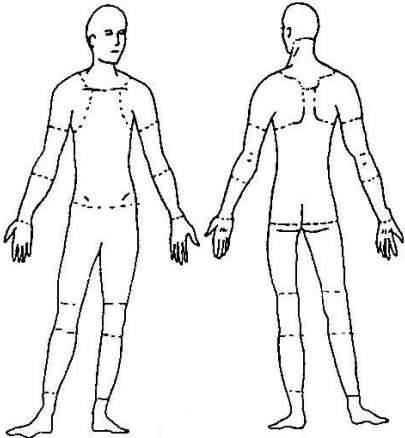
I am reporting a work related: <input type="radio"/> Injury <input type="radio"/> Illness <input type="radio"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury? <input type="radio"/> Yes <input type="radio"/> No	
Date of injury:	Time of injury:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury. (continue on the back if necessary):	
What could have been done to prevent this injury?	
What parts of your body were injured?	
Your signature:	Date:

# Accident Investigation Form

## Attorney/Client Privilege

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness.  
 (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="radio"/> Death <input type="radio"/> Lost Time <input type="radio"/> Dr. Visit Only <input type="radio"/> First Aid Only <input type="radio"/> Near Miss	
Date of incident:	This report is made by: <input type="radio"/> Employee <input type="radio"/> Supervisor <input type="radio"/> Team <input type="radio"/> Other_____

<b>Step 1: Injured employee (complete this part for each injured employee)</b>		
Name:	Sex: <input type="radio"/> Male <input type="radio"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)  	Nature of injury: (most serious one) <input type="radio"/> Abrasion, scrapes <input type="radio"/> Amputation <input type="radio"/> Broken bone <input type="radio"/> Bruise <input type="radio"/> Burn (heat) <input type="radio"/> Burn (chemical) <input type="radio"/> Concussion (to the head) <input type="radio"/> Crushing Injury <input type="radio"/> Cut, laceration, puncture <input type="radio"/> Hernia <input type="radio"/> Illness <input type="radio"/> Sprain, strain <input type="radio"/> Damage to a body system: <input type="radio"/> Other _____	This employee works: <input type="radio"/> Regular full time <input type="radio"/> Regular part time <input type="radio"/> Seasonal <input type="radio"/> Temporary
		Months with this employer
		Months doing this job:



**HOMEWOOD-FLOSSMOOR PARK DISTRICT  
EMPLOYEE ACKNOWLEDGEMENT FORM**

I hereby acknowledge receipt of a copy of the Homewood-Flossmoor Park District Safety Manual and I agree to become familiar with its contents. I further certify that I have received a brief explanation of the content of each manual received and that I will read and abide by these rules and procedures during the course of my employment with the Park District. I further understand that this Safety Manual is a general manual for the entire Park District and that additional Safety Policies, Procedures, Rules and Guidelines may be applicable depending on the facility in which I work and the duties that I perform in my job and that these will be made available to me by my supervisor. I am aware 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: \_\_\_\_\_