

Section 9.00 - Training

Each department has responsibility for providing on-the-job training to each employee about how to do their jobs safely and efficiently. Training shall include:

1. Orientation to departmental and overall District safety and health rules.
2. Procedures for reporting on the job injuries, processing hospital/medical bills related to job related injuries and Worker's Compensation claims.
3. Accident Report forms and procedures including accident investigation.
4. Requirements for the use of vehicles.
5. Reporting of unsafe conditions.
6. Safety Manual and all safety policies.
7. Review of the Park Districts Personnel Policy Manual.

In addition, specialized training should be offered in other areas as it relates to specific job activities. OSHA and IDOL have training and operational guidelines that in some cases **must** be followed. Training must also be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as prolong its usable life and to prevent accidents. All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.