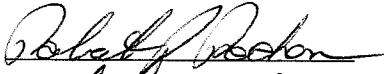


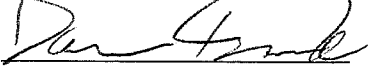
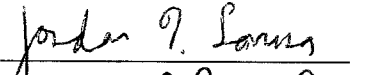
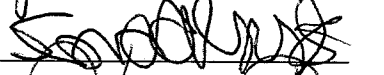

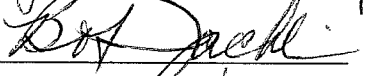

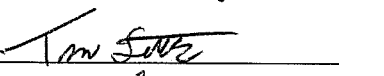

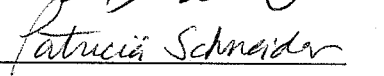
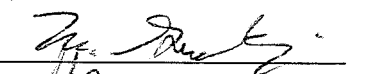
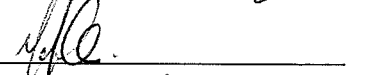
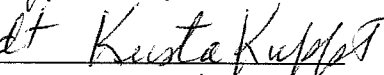




Ergonomics & Back Safety School for Parks Employees

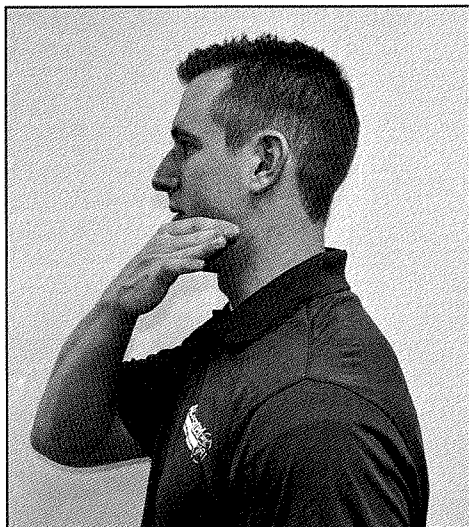
Oak Park - February 24, 2015

Please sign in the attended column below. Thank you.

Agency	Name (please PRINT)	Attendee's Signature	Email *required
MAINT	Robert Rochar		
MAINT.	Christine Bradley		
MAINT.	MIKE DIDENCO		
MAINT.	DAN TEMKIN		
maint.	Jordan Savusa		jts515@yahoo
Maint	Conrad Duffy		ConradDuffy@gmail.com
MAINT	Keith Phogor		
MAINT	BOB JACKLIN		rtjacklin@yahoo.com
Maint	Jean Durand		
PDOP maint	Travis Stephen		travis.stephen@pdop.org
PDOP Maint	Michael Rabitan		Mch.Rabitan@pdop.org
B+G	Patricia Schneider		Patricia.Schneider@pdop.org
Berg	Mr. Grady		
PDOP Conservatory	Mark Oni		Mark.oni@gmail.com
	Krista Kopperschmidt		krista.kopperschmidt@pdop.org
PDOP	MATT LEONARD		
PDOP	Chris Lindgren		chris.lindgren@pdop.org

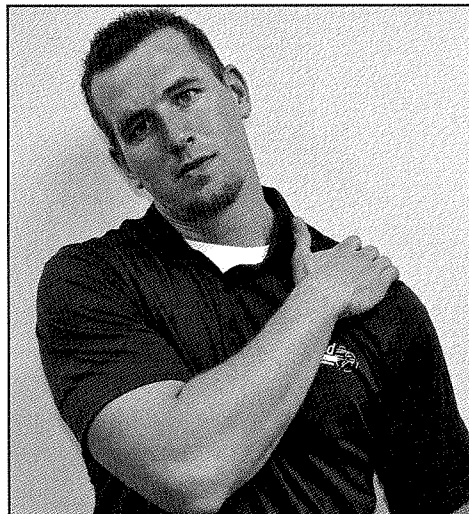


REVERSAL OF POSTURE EXERCISES



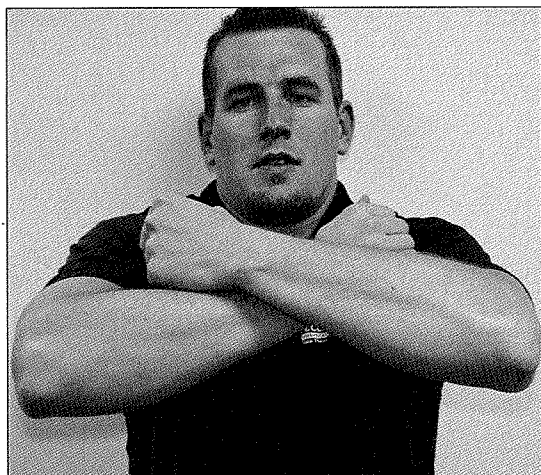
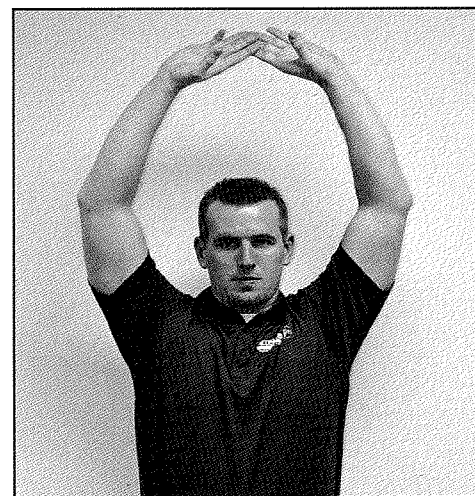
CHIN TUCK

Stand straight with head level. Place the web of your hand on your chin, gently pushing your head backwards. Attempt to make a "double chin." **Hold for 10 seconds.**



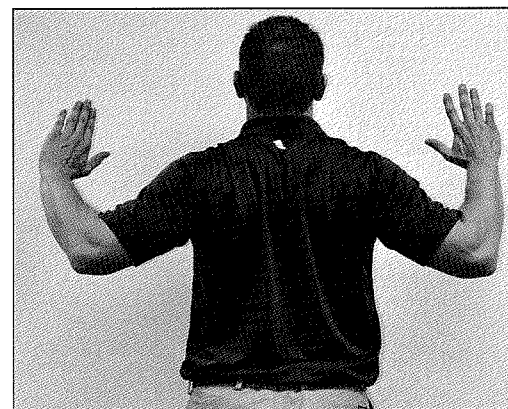
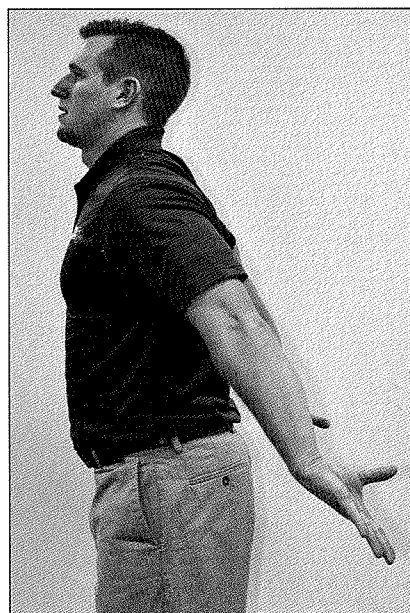
NECK SIDE-BEND

Place one hand on shoulder to stabilize it. Drop ear toward opposite shoulder. **Hold position for 5 seconds and repeat on opposite side.**



SHRUG-BREATH

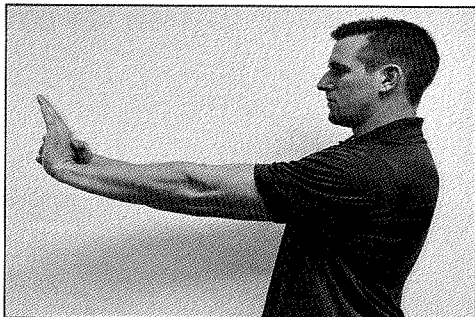
Inhale, cross arms, clench fists and shrug shoulders up toward the ceiling. Exhale slowly while pushing thumbs back and squeezing shoulder blades together. **Hold at the end for 5 seconds.**



OVERHEAD REACH

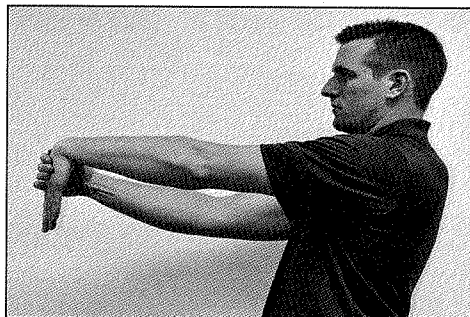
Lift arms overhead. Slowly pull your shoulder blades down and back, as if to put your elbows into your back pockets. **Hold for 5 seconds.**

ACCELERATE YOUR RECOVERY



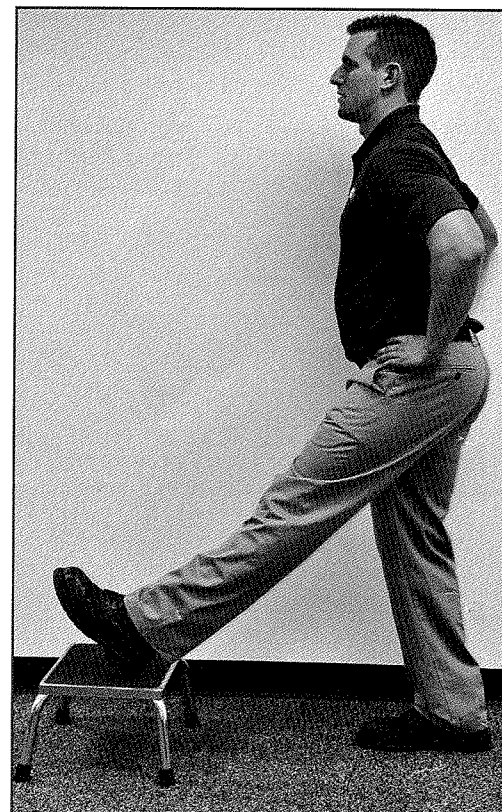
FOREARM EXTENSION

Start with arm straight out at chest level, fingertips up. Use the opposite hand to grab the back of the outstretched hand, pulling it back toward you. **Hold for 5 seconds and repeat on opposite side.**



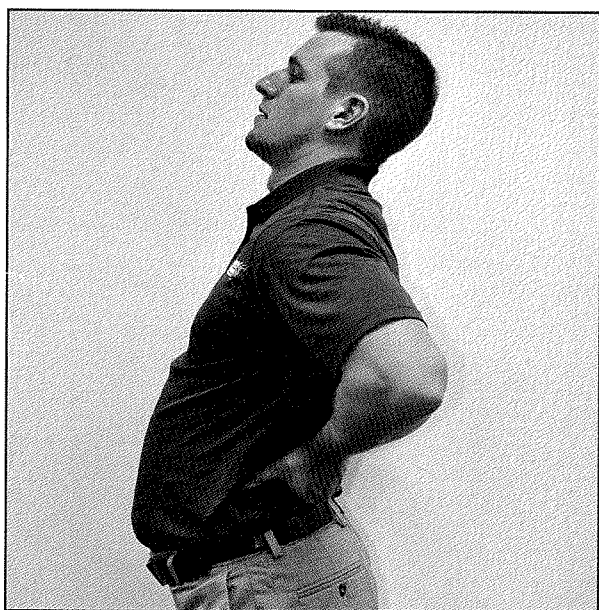
FOREARM EXTENSION

Start with arm straight out at chest level, fingertips down. Make a fist. Use opposite hand to pull your wrist toward you. **Hold for 5 seconds and repeat on the opposite side.**



HAMSTRING FLEXIBILITY

Place heel on elevated step. Keep your head and chest up, hips back and slightly lean forward. **Hold for 5 seconds and repeat for opposite leg.**



BACKWARD BEND

Place both hands toward the middle of the low back and push your hips forward, gently keeping the knees straight. Allow your back to arch and look up at the ceiling for **10 seconds.**

GENERAL RULES

1. If you are currently being treated for an injury, please check with your physician first.
2. Perform at the beginning of the work shift, at breaks, and at the end of the shift.
3. Each Reversal of Posture position should be held for 10 seconds each or 5 seconds for each extremity.
4. Remember to perform Reversal of Posture positions slowly.
5. The "holding time" is as important as the motion.





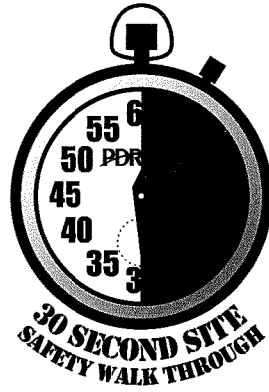
Every jobsite and job task has the potential for safety hazards. In addition, specific jobsite operations also provide unique challenges in preventing employee injury. To reduce and/or eliminate the risk of injury, all employees shall conduct a 30 Second Site Safety Walk Through prior to beginning a job.



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

Before Entering a Jobsite or Beginning the Job:

- **Pause before you approach:**
 - Are there any obvious potential safety hazards?
 - Generally, your first impression will be correct.
- **Observe your surroundings:**
 - What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?
- **Ask yourself about traffic:**
 - Will vehicle or pedestrian traffic cause a safety hazard or concern?
- **Protect yourself!**
 - Should you be wearing personal protective equipment?
 - Do you need a co-worker or equipment to assist in lifting?
- **Consider the unknown:**
 - What is unique about the site that may cause a safety concern?
 - Will the equipment, materials or job task introduce safety concerns?



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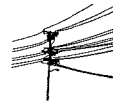
Traffic Hazards

- Where should I park my vehicle?
- Do I need barricades?
- Should I obtain authorization to close the road?
- Will I need signs or warnings?
- Should I wear a reflective vest?
- Will I need to re-direct pedestrian traffic?



Equipment and Machinery Hazards

- Is equipment in good repair and operating correctly?
- Do I have the right equipment for the job?
- Are machine guards in place?
- Do I have the proper personal protective equipment?



Underground and Overhead Hazards

- Are there wires or overhead hazards?
- Are there utilities or underground hazards?
- Am I in danger of being struck in the head by an object?
- Does the site pose a danger for potential cave-in?



Slip, Trip and Fall Hazards

- Are there potential tripping hazards?
- Is the ground/surface slippery or wet?
- Will I need to step over or around equipment?
- Should I use a 3 Point Contact?



Material Handling Hazards

- What are the proper body mechanics or lifting plan for the job?
- Should I have additional equipment to assist in lifting the materials or patron?
- Do need to get help?



Site Specific Hazards

- Are there job specific hazards to consider?
- Do chemicals, electricity, severe weather, animals, etc. pose a hazard?

CORE 6 REMEMBER THESE CONCEPTS:

EQUIPMENT

- Do you have the correct equipment?
- Will additional equipment make the job safer?

30 SECOND SITE SAFETY WALK THROUGH

- Have you conducted the Walk Through?
- Have you removed or corrected any safety hazards?

PERSONAL PROTECTIVE EQUIPMENT

- Are you wearing the necessary PPE?

3 POINTS OF CONTACT

- Are you using 3 Points of Contact when climbing on/off equipment?

REVERSAL OF POSTURE/STRETCHING

- Have you conducted warm-up stretches and/or stretched during breaks?

BEST PRACTICE LIFTING (WHEN LIFTING, ALWAYS REMEMBER TO:)

- Move straight up and down. Use your legs and limit bending your back.
- Keep your elbows close to your body. Try not to reach.
- Move your feet. Minimize twisting your body.

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CORE 6

THE **CORE 6** STRATEGY

BASIC SAFETY CONCEPTS FOR WORK AND HOME.

Incorporate the Core 6 into your daily routine to prevent injury and feel better at the end of the day.

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CORE 6