

November 27, 2013

Jan Arnold
Park District of Oak Park
218 Madison Street
Oak Park, IL 60302

Re: 2013 Loss Control Review Results

Dear Jan:

PDRMA appreciates your agency's cooperation and efforts throughout the 2013 Loss Control Review (LCR) process. As you know, the LCR is a comprehensive risk management assessment and education tool designed to measure the risk management programs of PDRMA members. Please share the enclosed information with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

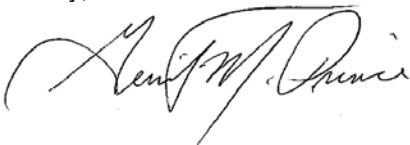
The Park District of Oak Park earned a total agency score of 98.34 percent.

Included are the Park District of Oak Park's 2013 Loss Control Review summary and detailed final results. Your agency's plan of action report, serving as your agency's short and long term plans to address areas of needed improvement in your risk management programs, will follow in the next 30 days. Additionally, the detailed final results may contain specific recommendations pertaining to questions that did not receive full credit. Please note there are not recommendations for every question that did not receive full point credit. Your agency's Safety Committee should review the enclosed results to make any necessary improvements to your loss control program.

Please advise if you identify any questions or discrepancies in your agency's LCR results. Each agency has five working days from receipt of this letter to submit any questions or discrepancies for consideration.

Again, thank you for your commitment to the risk management assessment process; PDRMA and all its members appreciate your efforts.

Sincerely,



Gerrit M. Prince CSP, ARM-P
Risk Management Consultant

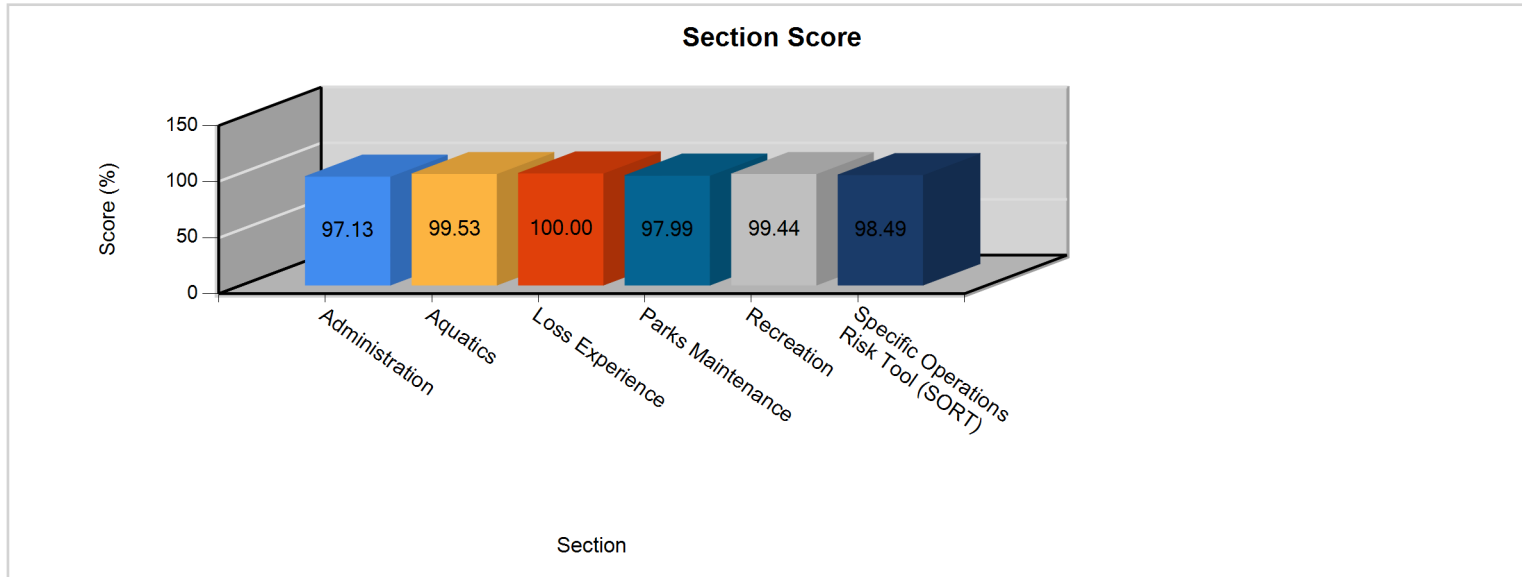
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PDRMA Agency Summary Report



Agency Name	Park District of Oak Park
Score	98.34
Auditor	Gerrit Prince



Sections	Sub Sections	Points Earned		
		Points Possible	Percent	
Administration Name: Ron, Paula Location: Oak Park Admin.	Employee Management	268.00	270.00	99.26
	Policies and Procedures	327.00	340.00	96.18
	Claims Management	90.00	110.00	81.82
	Environmental	23.00	25.00	92

Sections	Sub Sections			
		Points Earned	Points Possible	Percent
Administration Name:Ron, Paula Location:Oak Park Admin.	Fleet and Transportation Safety	65.00	65.00	100
	Accountability	275.00	275.00	100
	Training and Orientation	205.00	205.00	100
	Sub Total	1253.00	1290.00	97.13
Aquatics Name:Oak Park, Ron, Bill, Mike, Chris Location:Rehm Pool	Aquatics Risk Management	240.00	240.00	100
	Boating Operations	20.00	20.00	100
	Field Observations by PDRMA Risk Management Staff	30.00	30.00	100
	Property Management	311.00	315.00	98.73
	General Liability Management	45.00	45.00	100
	Training and Orientation	200.00	200.00	100
	Sub Total	846.00	850.00	99.53
Loss Experience Name:Ron Calloway Location:Oak Park	Workers' Compensation	100.00	100.00	100
	Sub Total	100.00	100.00	100.00
Parks Maintenance Name:Oak Park, met with Ron, Patricia, and John Location:Admin/B&G	Training and Orientation	258.00	260.00	99.23
	General Liability Management	75.00	75.00	100
	Field Observations by PDRMA Risk Management Staff	23.00	30.00	76.67
	Natural Resource Management / Restoration	30.00	30.00	100
	Parks Maintenance Risk Management	203.00	205.00	99.02
	Property Management	92.00	95.00	96.84
	Sub Total	681.00	695.00	97.99
Recreation Name:Oak Park, Ron, Chad, Shari Location:Admin. Bldg.	Recreation Risk Management	80.00	80.00	100
	General Liability Management	100.00	100.00	100
	Field Observations by PDRMA Risk Management Staff	8.00	10.00	80
	Training and Orientation	260.00	260.00	100

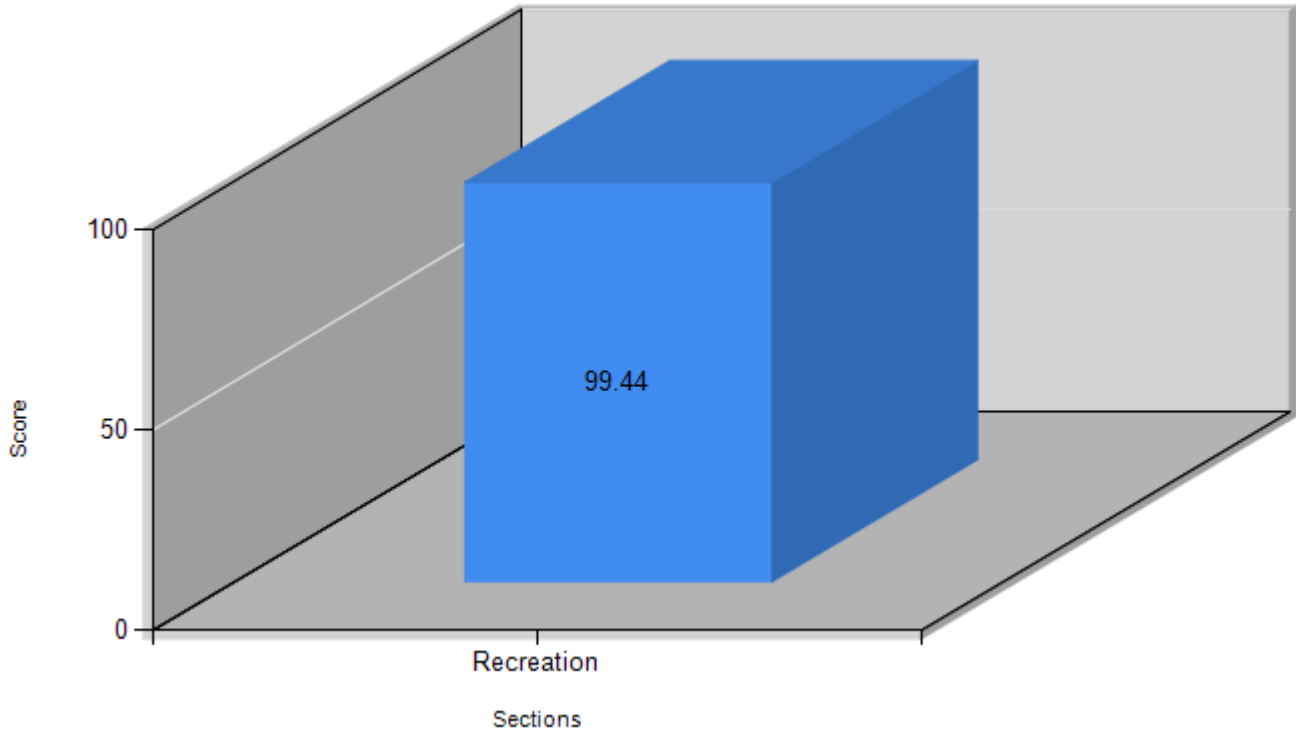
Sections	Sub Sections			
		Points Earned	Points Possible	Percent
Recreation Name:Oak Park, Ron, Chad, Shari Location:Admin. Bldg.	Property Management	89.00	90.00	98.89
	Sub Total	537.00	540.00	99.44
Specific Operations Risk Tool (SORT) Name:Park District of Oak Park Location:Pleasant Home and Chaney Mansion	General Liability Management	45.00	45.00	100
	Field Observations by PDRMA Risk Management Staff	6.00	10.00	60
	Training and Orientation	150.00	150.00	100
	Property Management	50.00	50.00	100
	General Risk Management	10.00	10.00	100
	Sub Total	261.00	265.00	98.49
Total		3678.00	3740.00	98.34



Loss Control Review Progress Report



Loss Control Progress Report



Agency Name	Park District of Oak Park
Consultant	Gerrit Prince
Review Year	2013
Form	Recreation Form 2013
Score	99.44

Seq#	Section Name
1	Recreation
1	Name, Location
	Name: Oak Park, Ron, Chad, Shari
	Location: Admin. Bldg.
1.1	Recreation Risk Management
1	Behavior management policy developed (5 Points)?
	Select Score: 5 Points
	Daycamp / Preschool: [x]
	Adult Sport Leagues: [x]
	Youth Sport Leagues: [x]
	Recreation Center General Use: [x]
	Consultant Comments: Captain's meeting, convey to players. All others provided in writing and sign off as read.
2	Have medical dispensing procedures that include a waiver been developed (5 Points)? Procedures include:
	Select Score: 5 Points
	Storage of Medicine: [x]
	Dispensing Log: [x]
	Staff Training: [x]
	Consultant Comments: Camp season and after school. Inhalers and epi-pens mostly.
3	Policy for seizure management includes (5 Points):
	Select Score: 5 Points
	Explanation of Seizure Types: [x]
	Description of SRA / Parent / Caregiver Roles: [x]
	Description of Staff Procedures (including Aquatic Settings): [x]
	Explanation of Policy Exception Procedure: [x]
	Consultants Comments: AHA policy. Trained consistent across agency.
4	Policy/procedures established outlining lifeguarding requirements and participant supervision at aquatic programs (10 points)?
	Select Score: 10 Points
	Certified lifeguards present and maintaining 10/20 protection: [x]
	Supervision ratios established for aquatic activities: [x]
	Consultants Comments: Field trips, Naperville Quarry and Cypress Cove. Check pool rules, check-in requirements, what certification agency, review rules with kids, swimmer and non-swimmer wrist bands.
5	Orientation held with host aquatic staff to review high risk patrons and supervision issues (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Good
6	Were customized safety inspection checklists utilized for special events? (20 points)
	Select Score: 20 Points

	Specify Special Event: 100th anniversary celebration.
	Consultant Comments: Do a pre and post inspection.
7	Were customized safety inspection checklists utilized for special events? (20 points)
	Select Score: 20 Points
	Specify Special Event: Egg Hunt
	Consultant Comments: Do a pre and post inspection.
8	Fireworks display areas meet current National Fire Protection Association (NFPA) standards (10 points)?
	Select Score: 10 Points
	Permit/letter obtained from local fire department: [x]
	Emergency plan developed: [x]
	Consultant Comments: Mad bomber- cert of ins. Named additional insured, okay. Part of emergency plan eliminated trash cans in park. Worked closely with police and fire department.
9	Historical and war reenactments and demonstrations met current Bureau of Alcohol, Tobacco, & Firearms standards for black powder (10 points)?
	Select Score: N/A
	Black powder restrictions specified on the special event checklist:
	Emergency plan developed:
	Consultant Comments:
10	Has an agency staff person been certificated by the Department of Public Health in food service sanitation (5 points)?
	Select Score: N/A
	Consultant Comments:
1.2	Training and Orientation
1	Day Camp Training Manual should contain (refer to LRN Resource Document #750 for manual outline) (10 Points):
	Select Score: 10 Points
	Table of Contents: [x]
	Specific Safety Rules: [x]
	Incident / Accident Reporting Procedures: [x]
	Emergency Response Plans: [x]
	Operations and facility specific policies and procedures: [x]
	Sample Forms:
	Consultant Comments: ACA binder has accident incident reports. All reviewed by Ron. Manual okay, training okay.
2	Volunteer Training Manual should contain (refer to LRN Resource Documents Sample Volunteer Manual outline) (10 Points):
	Select Score: 10 Points
	Table of Contents: [x]
	Specific Safety Rules: [x]
	Incident / Accident Reporting Procedures: [x]
	Emergency Response Plans: [x]

	Operations and facility specific policies and procedures: [x]
	Sample Forms:
	Consultant Comments: Volunteers- conservatory and sport coaches. Regular, otherwise one-time event volunteers only. Viewed sign-off sheet 9-12. Information emailed to volunteers and presented hard copy. Also provide badge that volunteer wears that has emergency numbers on it.
	3 Other Training Manual should contain (10 Points):
	Select Score: 10 Points
	Specify Other:
	Table of Contents: [x]
	Specific Safety Rules: [x]
	Incident / Accident Reporting Procedures: [x]
	Emergency Response Plans: [x]
	Operation and Facility Specific Policies and Procedures: [x]
	Sample Forms:
	Consulting Comments: Coaches manual
	4 Other Training Manual should contain (10 Points):
	Select Score: N/A
	Specify Other:
	Table of Contents:
	Specific Safety Rules:
	Incident / Accident Reporting Procedures:
	Emergency Response Plans:
	Operation and Facility Specific Policies and Procedures:
	Sample Forms:
	Consultants Comments:
	5 Full-Time Employee safety orientation included the following as applicable (20 Points):
	Select Score: 20 Points
	Reporting of hazardous conditions: [x]
	Coverage of safety rules: [x]
	Incident/accident reporting procedures: [x]
	Statement of admission: [x]
	Blood-borne pathogens: [x]
	Emergency response plan: [x]
	Hazard Communication: [x]
	Driving standards:
	Check ride for each vehicle:
	Harassment: [x]
	Child abuse reporting act: [x]
	Patron Behavior Management: [x]
	Lifting/material handling: [x]

Personal protective equipment: [x]
Training on high risk equipment:
Job specific responsibilities: [x]
Signature space for supervisor/department head: [x]
Signature space for employee: [x]
Consultant Comments: Kate, currently being done.
6 Part-Time and Seasonal Employee safety orientation included the following as applicable (20 Points):
Select Score: 20 Points
Reporting of hazardous conditions: [x]
Coverage of safety rules: [x]
Incident/accident reporting procedures: [x]
Statement of admission: [x]
Blood-borne pathogens: [x]
Emergency response plan: [x]
Hazard Communication: [x]
Driving standards:
Check ride for each vehicle:
Harassment: [x]
Child abuse reporting act: [x]
Patron Behavior Management: [x]
Lifting/material handling: [x]
Personal protective equipment: [x]
Training on high risk equipment:
Job specific responsibilities: [x]
Signature space for supervisor/department head: [x]
Signature space for employee: [x]
Consultant Comments: Paula and Ron assist. Viewed summer hires.
7 Volunteer safety orientation included the following as applicable (20 Points):
Select Score: 20 Points
Reporting of hazardous conditions: [x]
Coverage of safety rules: [x]
Incident/accident reporting procedures: [x]
Statement of admission: [x]
Blood-borne pathogens: [x]
Emergency response plan: [x]
Hazard Communication: [x]
Driving standards:
Check ride for each vehicle:
Harassment: [x]

	Child abuse reporting act: [x]
	Patron Behavior Management: [x]
	Lifting / material handling: [x]
	Personal protective equipment: [x]
	Training on high risk equipment:
	Job specific responsibilities: [x]
	Signature space for supervisor/department head: [x]
	Signature space for employee: [x]
	Consultant Comments: One-time event volunteers, reviewed.
	8 Bilingual Employee safety orientation included the following as applicable (20 Points):
	Select Score: N/A
	Reporting of hazardous conditions:
	Coverage of safety rules:
	Incident/accident reporting procedures:
	Statement of admission:
	Blood-borne pathogens:
	Emergency response plan:
	Hazard Communication:
	Driving standards:
	Check ride for each vehicle:
	Harassment:
	Child abuse reporting act:
	Patron Behavior Management:
	Lifting/material handling:
	Personal protective equipment:
	Training on high risk equipment:
	Job specific responsibilities:
	Signature space for supervisor/department head:
	Signature space for employee:
	Consultant Comments:
	9 Blood-borne Pathogens / Communicable Disease - Legally required annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Regular staff receives in-service training at department meetings.
	10 Fire extinguisher – education on use of (hands on not required) - Legally required annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments:
	11 Respirator Use - Legally required annual training (10 Points):
	Select Score: N/A
	Consultant Comments:

12	Hearing Protection Use - Legally required annual training (10 Points):
	Select Score: N/A
	Consultants Comments:
13	Statements of Admission - Recommended annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Training sessions and test.
14	Emergency Response Plans - Recommended annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Done
15	Hazard Communication - Recommended annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Cover topics each month.
16	Lifting/Material Handling - Recommended annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Done
17	Food Service - Recommended annual training (10 Points):
	Select Score: N/A
	Consultant Comments:
18	Alcohol Server Training - Recommended annual training (10 Points):
	Select Score: N/A
	Consultant Comments:
19	Reasonable Suspicion for Supervisors of CDL Drivers - Recommended Biennial Training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Every 2 years if driving.
20	Higher Risk Equipment - Recommended Biennial Training (10 Points):
	Select Score: N/A
	Consultant Comments:
21	Lockout / Tagout - Recommended Biennial Training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Awareness level training only.
22	Confined Space - Recommended Biennial Training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Awareness level training only.
23	Personal Protective Equipment - Recommended Biennial Training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Sun protection, gloves for first aid.
24	Fall Protection - Recommended Biennial Training (10 Points):
	Select Score: 10 Points
	Consultant Comments: 3 points of contact. Limited elevated work.

25 Behavior Management - Recommended Biennial Training (10 Points):
Select Score: 10 Points
Consultants Comments: Camp and preschool full-time staff attend orientation.
26 Fleet Safety - Recommended annual training: (10 Points):
Select Score: 10 Points
Pre-Trip Inspection: [x]
Trailerling:
Vehicle Check Ride: [x]
DDC (Defensive Driving):
Backing:
Load Securing:
Other (ex. Distracted Driving):
Vehicle Specific (ex. 15 Passenger Van):
Consultant Comments: 1 - 15 passenger bus. Transport passengers. Driving test required. Check ride with Ron. Pre-trip inspection prior to transporting. Age 21 for transporting passengers.
27 Harassment - Recommended Triennial Training (10 Points):
Select Score: 10 Points
Consultants Comments: Done
28 Is bilingual training needed or provided (10 Points)?
Select Score: N/A
Consultant Comments:
29 Other Training (10 Points):
Other Training Completed:
Select Score: N/A
Consultant Comments:
30 Other Training (10 Points):
Other Training Completed:
Select Score: N/A
Consultant Comments:
31 Is a staff person trained in CPR and AED on duty at all times when the fitness center is open (10 Points)?
Select Score: N/A
Consultant Comments:
32 Supervisors attended annual risk management training provided outside the agency (10 Points)?
Training Session Name: ACA conference - Shari
Select Score: 10 Points
Consultant Comments:
33 Supervisors attended annual risk management training provided outside the agency (10 Points)?
Training Session Name:
Select Score: N/A

	Consultant Comments:
34	Supervisors attended annual risk management training provided outside the agency - Attended PDRMA H.E.L.P. program (10 Points)?
	Specify PDRMA H.E.L.P. Program: Amanda and Chad attended HELP II
	Select Score: 10 Points
	Consultant Comments:
35	Has the member used PDRMA or other on-line training programs (10 Points)?
	Select Score: 10 Points
	Employee(s): Melissa as part of simulator training for van.
	Topic(s):
	Consultant Comments:
1.3	Property Management
1	Policy and safety procedures for employee after-hours use of facilities and/or equipment adopted (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Agency wide policy
2	Buildings (monthly) Inspections documented (20 Points):
	Select Score: 20 Points
	Consultant Comments: At each park, center recreation staff completes building inspection. All trained by Ron. Done monthly. Shipped to Ron.
3	Bleachers (monthly) Inspections documented (20 Points):
	Select Score: N/A
	Consultant Comments:
4	Gymnastics Equipment (Daily) Inspections documented (20 Points):
	Select Score: 19
	Consultant Comments: Jaimie does inspection and monthly gives to Ron. Inspected daily. Reviewed for May 2013. Recommend including a legend on inspection form.
	Recommendations: Recommend including a legend on inspection form. This denotes what an X or a check signifies as having been done.
5	Fitness Equipment (Daily) Inspections documented (20 Points):
	Select Score: 20 Points
	Consultant Comments: Reviewed for May, good.
6	Other Inspections documented (20 Points):
	Select Score: N/A
	Specify Other:
	Consultant Comments:
7	Other Inspections documented (20 Points):
	Select Score: N/A
	Specify Other:
8	Hotwork (cutting/welding) permits used (5 points)?
	Select Score: N/A

	Consultant Comments:
9 Physical Fitness Facility Medical Emergency Plan or Early Defibrillation Plan established (20 points)?	
	Select Score: N/A
	Written plan filed with IDPH:
	AED(s) located on premises:
	Staff training is current:
	Consultant Comments:
10 Spa patron regulations are posted, readable (pictorial) and bilingual where necessary (20 Points)?	
	Select Score: N/A
	Consultant Comments:
11 Spa user capacity regulations are posted, readable (pictorial) and bilingual where necessary (20 Points)?	
	Select Score: N/A
	Consultant Comments:
12 Other signs are posted, readable (pictorial) and bilingual where necessary (20 Points)?	
	Select Score: 20 Points
	Specify Other: Gymnastics Area
	Consultant Comments:
13 Property Recommendations - Flood Control (10 Points)?	
	Select Score: N/A
	Consultant Comments:
14 Property Recommendations - Security / Alarm Systems (10 Points)?	
	Select Score: N/A
	Consultant Comments:
15 Property Recommendations - Unoccupied Building Controls (10 Points)?	
	Select Score: N/A
	Consultant Comments:
16 Property Recommendations - Inventory and Cash Controls (10 Points)?	
	Select Score: N/A
	Consultant Comments:
17 Property Recommendations - Heat / Smoke Detection (10 Points)?	
	Select Score: N/A
	Consultant Comments:
18 Property Recommendations - Boiler Inspection (10 Points)?	
	Select Score: N/A
	Specify Other:
	Consultant Comments:
19 Property Recommendations - Vandalism Prevention (10 Points)?	
	Select Score: N/A
	Specify Other:
	Consultant Comments:

1.4	General Liability Management
1	General Program Registration Waivers (20 Points):
	Select Score: 20 Points
	Are found in members' program brochures: [x]
	Are found on registration forms: [x]
	Includes waiver language for fax, online, or touchtone:
	Allow for specific recreation programs to be listed: [x]
	Required for adult high risk activities: [x]
	Required for child high risk activities:
	Required for activities held off of public property:
	Required for programs that include transportation services:
	Are used for season pass holders:
2	Specific high risk program waivers are used by the member (10 points)?
	Select Score: 10 Points
	Consultant Comments: Gymnastics
3	Agency has created a comprehensive listing of all certificates of insurance obtained in support of contractual agreements (5 points)?
	Select Score: 5 Points
	Consultant Comments: Managed by each department head and filtered to Ron.
4	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Illinois Girls LaCrosse
5	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Magic of Gary Cantor
6	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Volleyball Professionals
7	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:
8	Vehicle inspection completed Monthly for all fleet vehicles (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Reviewed, okay.

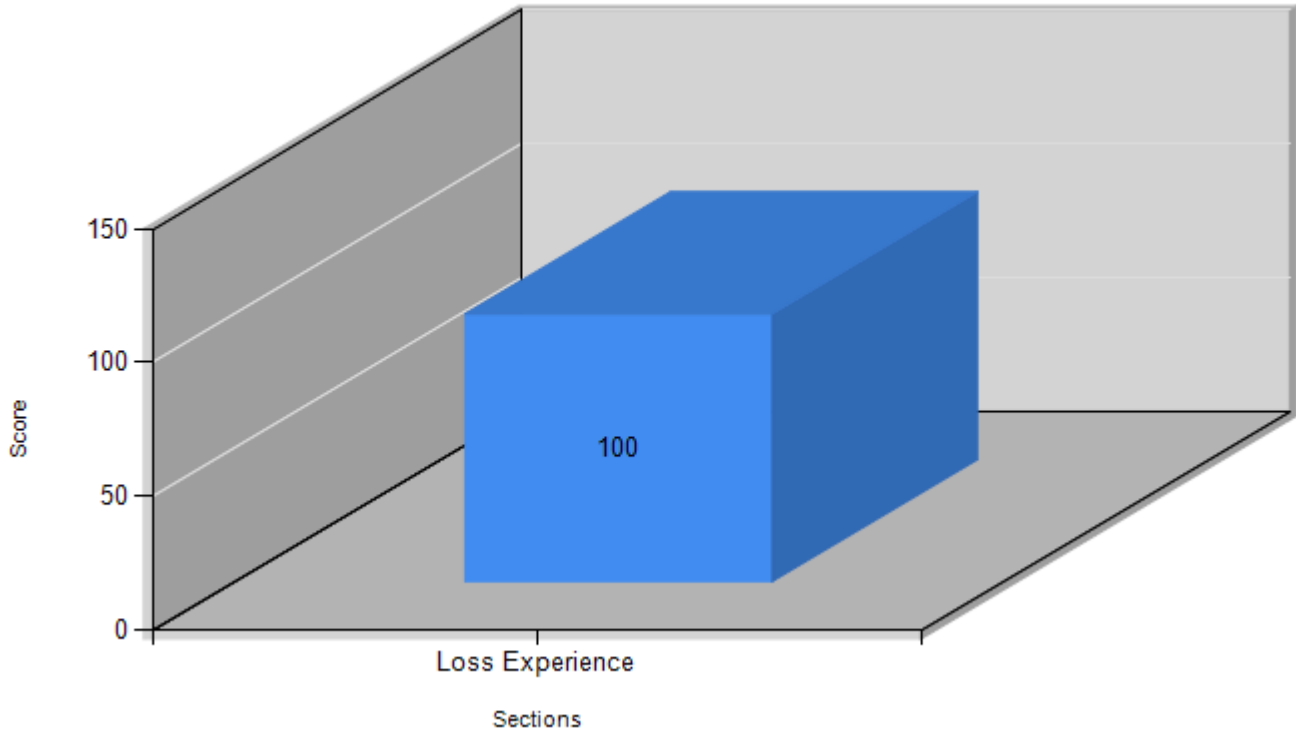
9	Vehicle inspection completed Daily before transporting passengers in a bus/van (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Kept in vehicles.
10	Is a system in place to verify soccer goals are securely anchored prior to field use (5 points)?
	Select Score: 5 Points
	Safety warning stickers affixed to all goals: [x]
	Consultant Comments:
11	If gymnastics rebound equipment (trampolines, mini-tramps, Tumbl Trak) is used, is it being used safely (10 points)?
	Select Score: 10 Points
	Equipment secured when not in use: [x]
	Equipment use supervised by trained staff: [x]
	USA Gymnastics Guidelines followed: [x]
	Consultant Comments: There will be trampoline units built into the floor for new gymnastics facility. Have coordinated with Bill Hamilton on the controls that will be needed going forward. All in agreement.
1.5	Field Observations by PDRMA Risk Management Staff
1	General field observations and recommendations (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Observed staff spotting tumbling. Good technique
2	General field observations and recommendations (5 Points)?
	Select Score: 3
	Consultant Comments: Observed staff spotting uneven bar. Suggest district review PDRMA gymnastics ergonomics resource with all staff.
	Staff observed standing on padded block on one side of bar. Suggest consider straddling bar to reduce fall potential for spotter and limit stresses of reaching across bar to assist and spot gymnast over the top of the bar.
3	General field observations and recommendation (10 Points)?
	Select Score: N/A
	Consultant Comments:
4	General field observations and recommendation (10 Points)?
	Select Score: N/A
	Consultant Comments:
5	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
6	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
7	General field observations and recommendations (0 Points)?
	Consultant Comments:



Loss Control Review Progress Report



Loss Control Progress Report



Agency Name	Park District of Oak Park
Consultant	Gerrit Prince
Review Year	2013
Form	Loss Experience & Prevention Form 2013
Score	100.00

Seq#	Section Name
1	Loss Experience
1	Name, Location
	Name: Ron Calloway
	Location: Oak Park
1.1	Workers' Compensation
1	The costs associated with workers' compensation are significant and result in many direct and indirect expenses including, but not limited to: medical payments, loss of productivity, poor morale, and lost time- temporary total disability benefits. Workers' compensation claims often pose complex challenges to agencies requiring the development and implementation of unique and customized countermeasures prior to and following an employee injury.
	Select Score: 100 Points
	Consultant Comments:
	Plan of Action: 30 Second Site Safety Survey Program: (#1510, 1450, 1451, 1454, 1463) Commit- Adopt an agency-wide 30 Second Site Safety Survey program using the PDRMA policy template. Identify- Focus on job tasks that involve working in environments that contain slip, trip and falls or other workplace injury hazards. Perform- Implement the 30 Second Site Safety Survey program through supervisor instruction, education and training utilizing PDRMA training guides, stickers and vignettes. Communicate- Promote, on an ongoing basis, a 30 Second Site Safety Survey program to sustain safe work practices with supervisors conducting documented observations and employees reinforcing peer-to-peer feedback through active observation. Status: Complete Plan of Action Comments: All departments need to complete these observations and document these events. Recorded Date: 5/13/2013 11:11:23 AM Due Date: 6/30/2014 11:59:59 PM
	Plan of Action: Three Points of Contact Program: (#1452, 1453, 1455, 1462, 1511, 1534) Commit- Adopt an agency-wide Three Points of Contact program using the PDRMA policy template. (Date) Identify- Focus on job tasks that involve entering and exiting vehicle/equipment and job tasks on elevated heights. Perform- Implement the Three Points of Contact program through supervisor instruction, education and training utilizing PDRMA training guides, stickers and vignettes. Communicate- Promote, on an ongoing basis, a Three Points of Contact program to sustain safe work practices with supervisors conducting documented observations and employees reinforcing peer-to-peer feedback through active observation. Status: Complete Plan of Action Comments: There has been some observation and coaching at the aquatics facility. Other departments need to complete these observations and document these events. Recorded Date: 5/13/2013 11:08:58 AM Due Date: 6/30/2014 11:59:59 PM
1.2	Employment Practices Liability (EPL)
1	An agency is exposed to employment practices liability resulting from employment decisions in connection with a variety of employment related issues such as terminations, discrimination, privacy, defamation, etc. The costs associated with employment practices claims are significant and include legal fees, judgments, decreased staff morale and diminished public image. Managers and staff must be properly equipped with the knowledge and skills to effectively deal with employment issue to prevent similar occurrences.
	Select Score: N/A
	Consultant Comments:

1.3	General Liability (GL)
1	An agency is exposed to general liability when it fails to exercise its legal duty under both statutory and/or common law. A range of general liability risks exist for agencies including premises liability, vehicle operation, failure to manage safe programs or services and public officials' errors and omissions. The costs associated with general liability claims can include legal fees, judgments, and negative public relations. GL claims may be a large one time occurrence or several small reoccurring events. General liability claims must be thoroughly reviewed for possible countermeasures.
	Select Score: N/A
	Consultant Comments:
1.4	Property
1	An agency is exposed to property losses when a variety of perils cause damage to agency property and/or interrupt business. The costs associated with property losses include physical damage, business interruption, loss of rental income and an overall decrease in property value. Property claims may reoccur if countermeasures are not implemented when possible.
	Select Score: N/A
	Consultant Comments:
1.5	Pollution
1	An agency is exposed to pollution losses from multiple sources including, but not limited to: chlorine gas release, leaking underground and aboveground storage tank, third party water or soil contamination, dumping and landfill exposures and land acquisition. The costs associated with remediation or managing the impacts of contamination can have a significant impact on a districts property value, buildings, ongoing occupancy, and financial resources. Pollution claims are more prone to occur where appropriate protections and preventive maintenance protocols not implemented when possible.
	Select Score: N/A
	Consultant Comments:
1.6	Member's Calculated Loss to Premium Ratio (For Most Recent Five Years)
1	Worker's Compensation (PDRMA's Current Loss-to-Premium Ratio is TBD%):
	Member's Current Loss-to-Premium Ratio: 169.74%
	Member's Calculated Loss-to-Premium Ratio: 112.17%
	PDRMA Average Loss-to-Premium Ratio: 80%
	Consultant Comments:
2	Employment Practices Liability (EPL) (PDRMA's Current Loss-to-Premium Ratio is TBD%):
	Member's Current Loss-to-Premium Ratio: 39.61%
	Member's Calculated Loss-to-Premium Ratio: 42.74%
	PDRMA Average Loss-to-Premium Ratio: 27.75%
	Consultant Comments:
3	Liability (General & Auto) (PDRMA's Current Loss-to-Premium Ratio is TBD%):
	Member's Current Loss-to-Premium Ratio: 21.66%
	Member's Calculated Loss-to-Premium Ratio: -4.68%
	PDRMA Average Loss-to-Premium Ratio: 22.72%
	Consultant Comments:
4	Property (Includes Auto Physical Damage) (PDRMA's Current Loss-to-Premium Ratio is TBD%):
	Member's Current Loss-to-Premium Ratio: 13.53%
	Member's Calculated Loss-to-Premium Ratio: -83.74%

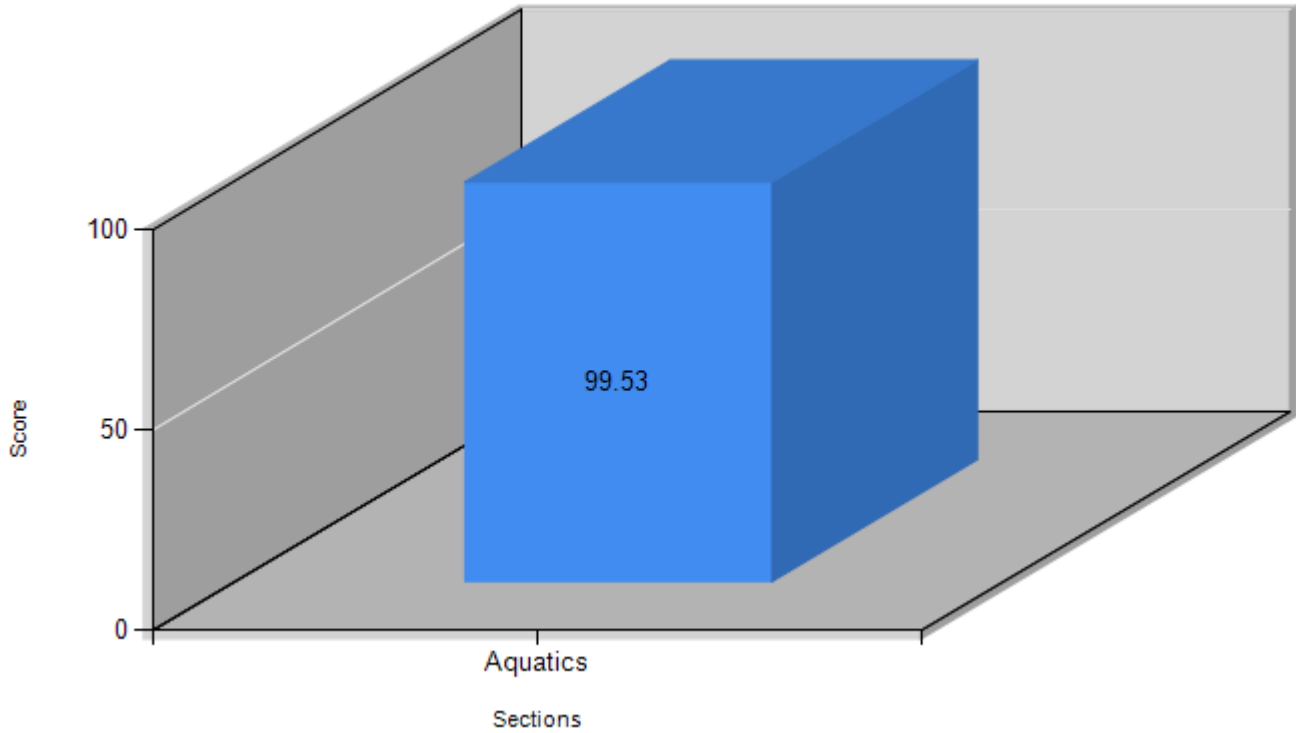
PDRMA Average Loss-to-Premium Ratio: 83.22%
Consultant Comments:
5 Pollution (PDRMA's Current Loss-to-Premium Ratio is TBD%):
Member's Current Loss-to-Premium Ratio: 52.57%
Member's Calculated Loss-to-Premium Ratio: 102.48%
PDRMA Average Loss-to-Premium Ratio: 25.96%
Consultant Comments:
6 All Lines of Coverage (PDRMA's Current Loss-to-Premium Ratio is TBD%):
Member's Current Loss-to-Premium Ratio: 71.15%
Member's Calculated Loss-to-Premium Ratio: 11.81%
PDRMA Average Loss-to-Premium Ratio: 65.43%
Consultant Comments:



Loss Control Review Progress Report



Loss Control Progress Report



Agency Name	Park District of Oak Park
Consultant	Gerrit Prince
Review Year	2013
Form	Aquatics Form 2013
Score	99.53

Seq#	Section Name
1	Aquatics
1	Name, Location
	Name: Oak Park, Ron, Bill, Mike, Chris
	Location: Rehm Pool
1.1	Aquatics Risk Management
1	Certified lifeguards present and maintaining 10/20 protection at all aquatic programs or 10/3 minute for open water operation (20 Points)?
	Select Score: 20 Points
	Includes Wading / Tot Pools: [x]
	Consultant Comments: Guards provided whenever guests are in the pool. E&A certification.
2	Did aquatics manager have an available copy of the current PDRMA Aquatics Safety Guidelines or Beach Guidelines and current Illinois Swimming Pool and Bathing Beach Code onsite for referencing (20 Points)?
	Select Score: 20 Points
	Have copies on-site in the pool office: [x]
	Have managers, lesson coordinators, facility supervisors reviewed copies: [x]
	Consultant Comments: Spoke with 2 managers and both familiar with the documents and their contents.
3	Was an independent aquatics audit performed at least once during the summer season? Has management reviewed the results and followed-up on deficiencies? (10 Points)?
	Select Score: 10 Points
	Consultant Comments: 6-21-13 lifeguard evaluation exceeds. Overall score meets.
4	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	Rescue Skills / Techniques: [x]
	Select Score: 10 Points
	Consultant Comments:
5	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	Pool Scanning Zone Locations: [x]
	Select Score: 10 Points
	Consultant Comments:
6	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	Rescue Equipment: [x]
	Select Score: 10 Points
	Consultant Comments:
7	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	Communication Systems: [x]
	Select Score: 10 Points
	Consultant Comments:

8	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	CPR First-Aid: [x]
	Select Score: 10 Points
	Consultant Comments:
9	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	Sun Protection: [x]
	Select Score: 10 Points
	Consultant Comments:
10	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	High-Risk Seizure Prone Swimmers: [x]
	Select Score: 10 Points
	Consultant Comments:
11	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points):
	Simulated Response Drill (Lightning, Severe Weather, Chemical Spill): [x]
	Select Score: 10 Points
	Consultant Comments:
12	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points)?
	Automated External Defibrillator: [x]
	Select Score: 10 Points
	Consultant Comments:
13	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points)?
	Oxygen: [x]
	Select Score: 10 Points
	Consultant Comments:
14	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included (10 Points)?
	Open Water Specific Training:
	Select Score: N/A
	Consultant Comments:
15	Pre-season lifeguard audits were conducted annually to verify skill proficiency? Facility specific lifeguard training included Other (10 Points)?
	Select Score: N/A
	Specify Other:
	Consultant Comments:
16	Pre-season lifeguard vision screening conducted annually to verify 20/30 vision (20 Points)?
	Select Score: 20 Points

	Consultant Comments: Completed.
17	Aquatic supervisor has met with group leaders to establish supervision responsibilities and identify high-risk patrons (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Coordinate with in-house camps on training in this regard. Outside groups managed similarly.
18	Policy for accommodating seizure prone swimmers includes (5 Points):
	Select Score: 5 Points
	Explanation of Seizure Types: [x]
	Out-of-Water Procedure: [x]
	In-Water Procedure: [x]
	SRA Programs: [x]
	Consultant Comments:
19	Agency staff certified as an Aquatics Facility Operator (AFO), Certified Pool Operator (CPO), or Illinois Department of Public Health Pool Operator? (5 Points)
	Select Score: 5 Points
	Consultant Comments: Several on staff. Very qualified.
20	Has an agency staff person been certificated by the Department of Public Health in food service sanitation (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Do have in-house operated concession. Staff certification verified.
21	Were customized safety inspection checklists utilized for special events (20 Points)?
	Select Score: 20 Points
	Specify Events: Flick and Float, okay.
	Consultant Comments:
22	Behavior management policy developed (5 Points)?
	Select Score: 5 Points
	Swim Teams:
	Groups: [x]
	Patrons: [x]
	Consultant Comments: Okay
23	Personal flotation device (PFD) policy and procedures developed (10 Points)?
	Select Score: 10 Points
	Written PFD policy: [x]
	Procedures established: [x]
	Consultant Comments:
1.2	Training and Orientation
1	Aquatic Operations Manual (refer to LRN Resource Document #155 for manual outline) should contain (10 Points):
	Select Score: 10 Points
	Table of Contents: [x]

Specific Safety Rules: [x]
Incident / Accident Reporting Procedures: [x]
Emergency Response Plans: [x]
Operations and Facility Specific Policies and Procedures: [x]
Consultant Comments: Good
2 Aquatic Maintenance Manual (10 Points):
Select Score: 10 Points
Table of Contents: [x]
Water Quality Standards and Testing Procedures: [x]
Standard Operating Procedures: [x]
Cleaning and Maintenance Schedules: [x]
Fecal Contamination Procedures: [x]
Specific Rules: [x]
Clearing Patrons from the Pool for any mechanical problems: [x]
Consultant Comments: Good
3 Other Manual should contain (10 Points):
Select Score: N/A
Specify Training Manual:
Table of Contents:
Specific Safety Rules:
Incident / Accident Reporting Procedures:
Emergency Response Plans:
Operations and facility specific policies and procedures:
Consultant Comments:
4 Full-Time Employee safety orientation included the following as applicable (20 Points):
Select Score: N/A
Reporting of hazardous conditions:
Coverage of safety rules:
Incident/accident reporting procedures:
Statement of admission:
Personnel policies:
Communicable disease:
Emergency response plan:
Hazard Communication:
Driving standards:
Check ride for each vehicle:
Harassment:
Child abuse reporting act:
Patron Behavior Management:

Lifting/material handling:
Personal protective equipment:
Training on high risk tasks or equipment:
Job specific responsibilities:
Signature space for supervisor/department head:
Signature space for employee:
Consultant Comments:
5 Part-Time and Seasonal Employee safety orientation included the following as applicable (20 Points):
Select Score: 20 Points
Reporting of hazardous conditions: [x]
Coverage of safety rules: [x]
Incident/accident reporting procedures: [x]
Statement of admission: [x]
Personnel policies: [x]
Blood-borne pathogens: [x]
Emergency response plan: [x]
Hazard Communication: [x]
Driving standards:
Check ride for each vehicle:
Harassment: [x]
Child abuse reporting act: [x]
Patron Behavior Management: [x]
Lifting/material handling: [x]
Personal protective equipment: [x]
Training on high risk tasks or equipment:
Job specific responsibilities: [x]
Signature space for supervisor/department head: [x]
Signature space for employee: [x]
Consultant Comments:
6 Volunteers safety orientation included the following as applicable (20 Points):
Select Score: N/A
Reporting of hazardous conditions:
Coverage of safety rules:
Incident/accident reporting procedures:
Statement of admission:
Personnel policies:
Blood-borne pathogens:
Emergency response plan:
Hazard Communication:

Driving standards:
Check ride for each vehicle:
Harassment:
Child abuse reporting act:
Patron Behavior Management:
Lifting/material handling:
Personal protective equipment:
Training on high risk tasks or equipment:
Job specific responsibilities:
Signature space for supervisor/department head:
Signature space for employee:
Consultant Comments:
7 Bilingual safety orientation included the following as applicable (20 Points):
Select Score: N/A
Reporting of hazardous conditions:
Coverage of safety rules:
Incident/accident reporting procedures:
Statement of admission:
Personnel policies:
Blood-borne pathogens:
Emergency response plan:
Hazard Communication:
Driving standards:
Check ride for each vehicle:
Harassment:
Child abuse reporting act:
Patron Behavior Management:
Lifting/material handling:
Personal protective equipment:
Training on high risk tasks or equipment:
Job specific responsibilities:
Signature space for supervisor/department head:
Signature space for employee:
Consultant Comments:
8 Blood-borne Pathogens / Communicable Disease - Legally required annual training (10 Points):
Blood-borne Pathogens / Communicable Disease: 10 Points
Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
9 Respirator Use - Legally required annual training (10 Points):
Select Score: N/A

	Respirator Use:
	Consultant Comments:
10	Hearing Protection Use - Legally required annual training (10 Points):
	Hearing Protection Use: Select Score: N/A
	Consultant Comments:
11	Fire extinguisher- Education on Use of (hands on not required) - Legally required annual training (10 Points):
	Fire extinguisher- Education on Use of (hands on not required): 10 Points
	Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
12	In-service safety training sessions: Recommended annual training- Statements of Admission (10 Points):
	Select Score: 10 Points
	Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
13	In-service safety training sessions: Recommended annual training- Emergency Response Plans (10 Points):
	Chemical Spills: [x]
	Chemical Release:
	Select Score: 10 Points
	Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
14	In-service safety training sessions: Recommended annual training- Hazard Communication (10 Points):
	Chemical Delivery:
	Chemical Storage: [x]
	Chemical Dispensing:
	Select Score: 10 Points
	Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
15	In-service safety training sessions: Recommended annual training- Lifting/Material Handling (10 Points):
	Select Score: 10 Points
	Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
16	Food Service - Recommended annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
17	Reasonable Suspicion for Supervisors of CDL Drivers - Recommended biennial training: (every 2 years) (10 Points):
	Reasonable Suspicion for Supervisors of CDL drivers: Select Score: N/A
	Consultant Comments:
18	Higher Risk Equipment - Recommended biennial training: (every 2 years) (10 Points):
	Higher Risk Equipment: Select Score: N/A
	Consultant Comments:

19 Lockout / Tagout - Recommended biennial training: (every 2 years) (10 Points):
Lockout/Tagout: 10 Points
Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
20 Confined Space - Recommended biennial training: (every 2 years) (10 Points):
Confined Space: 10 Points
Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
21 Personal Protective Equipment - Recommended biennial training: (every 2 years) (10 Points):
Personal Protective Equipment: 10 Points
Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
22 Fall Protection - Recommended biennial training: (every 2 years) (10 Points):
Fall Protection: 10 Points
Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation. Covered 3 points of contact.
23 Powered Industrial Trucks (Forklifts) - Recommended biennial training: (every 2 years) (10 Points):
Powered Industrial Trucks (Forklifts): Select Score: N/A
Consultant Comments:
24 Fleet Safety - Recommended annual training: (10 Points):
Select Score: N/A
Pre-Trip Inspection:
Trailerling:
Vehicle Check Ride:
DDC (Defensive Driving):
Backing:
Load Securing:
Other (ex. Distracted Driving):
Vehicle Specific (ex. 15 Passenger Van):
Consultant Comments:
25 Harassment - Recommended triennial training: (every 3 years) (10 Points):
Harassment: 10 Points
Consultant Comments: In-service for regular staff attained as attending seasonal staff orientation.
26 Is bilingual training needed or provided (10 Points)?
Select Score: N/A
Consultant Comments:
27 Other Training (10 Points):
Other Training Completed:
Select Score: N/A
Consultant Comments:
28 Other Training (10 Points):
Other Training Completed:

	Select Score: N/A
	Consultant Comments:
29 Supervisors attended annual risk management training provided outside the agency (10 Points)?	
	Training Session Name: IPRA conference - Mike
	Select Score: 10 Points
	Consultant Comments:
30 Supervisors attended annual risk management training provided outside the agency (10 Points)?	
	Training Session Name: IPRA conference - Chris
	Select Score: 10 Points
	Consultant Comments:
31 Supervisors attended annual risk management training provided outside the agency - Attended PDRMA H.E.L.P. program (10 Points)?	
	Specify PDRMA H.E.L.P. Program: All management staff have attended HELP program
	Select Score: 10 Points
	Consultant Comments:
32 Has the member used PDRMA or other online training programs (10 Points)?	
	Select Score: 10 Points
	Employee(s): Mike, Performance appraisals
	Topic(s):
	Consultant Comments:
1.3 Property Management	
1 Policy and safety procedures for employee after-hours use of facilities and/or equipment adopted (10 Points)?	
	Select Score: 10 Points
	Consultant Comments: Agency wide policy.
2 Inspections Documented (20 Points):	
	Buildings – chemical/pump rooms and storage areas (monthly): [x]
	Select Score: 20 Points
	Consultant Comments: Reviewed, okay.
3 Inspections Documented (20 Points):	
	Pool area and locker rooms (daily): [x]
	Select Score: 20 Points
	Consultant Comments: Reviewed, okay.
4 Inspections Documented (20 Points):	
	Water quality (daily): [x]
	Select Score: 20 Points
	Consultant Comments: Reviewed, okay.
5 Beach Areas (Daily) Inspections Documented (20 Points):	
	Select Score: N/A
	Consultant Comments:

6 Water Slide (Daily) Inspections Documented (20 Points):
Select Score: 20 Points
Consultant Comments: Part of opening facility inspection.
7 Playground (Daily) Inspections Documented (20 Points):
Select Score: 20 Points
Consultant Comments: Part of opening facility inspection.
8 Life Jacket Inspections / Personal Flotation Device (PFD) Documented (Weekly) (20 Points):
Select Score: 20 Points
Consultant Comments: Okay
9 Other Inspections Documented (20 Points):
Select Score: N/A
Specify Other:
Consultant Comments:
10 Hotwork (cutting/welding) permits used (5 points)?
Select Score: 5 Points
Consultant Comments: Are aware of program and would be followed if cutting or welding on site was performed.
11 Appropriate signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
Depth Markers (Every 25 Feet): [x]
Select Score: 20 Points
Consultant Comments:
12 Appropriate signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
Pool or Beach Rules / Patron Regulations (current pool code edition): [x]
Select Score: 20 Points
Consultant Comments:
13 Appropriate signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
No Diving (Shallow Water Areas / Less than 9'): [x]
Select Score: 20 Points
Consultant Comments:
14 Appropriate Bather Load signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
Select Score: 20 Points
Consultant Comments:
15 Appropriate No Lifeguard on Duty signs were posted (when appropriate), readable (pictorial) and bilingual where necessary (20 Points)?
Select Score: N/A
Consultant Comments:
16 Appropriate Waterslide signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
Select Score: 20 Points
Consultant Comments:

17	Appropriate Diving Board / Platform signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: 16
	Consultant Comments: Signage for diving tower in place. Need to add signage for 1 meter diving board.
	Recommendations: diving board signage needs to be provided for 1 meter diving board.
18	Appropriate Spa Patron Regulation signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: N/A
	Consultant Comments:
19	Appropriate Spa User Capacity signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: N/A
	Consultant Comments:
20	Appropriate Water Playground Area signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: 20 Points
	Consultant Comments:
21	Appropriate PFD Use Guideline signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: 20 Points
	Consultant Comments:
22	Appropriate Playground Area signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: 20 Points
	Consultant Comments:
23	Appropriate Other signs were posted, readable (pictorial) and bilingual where necessary (20 Points)?
	Select Score: N/A
	Specify Other:
	Consultant Comments:
24	Property Recommendations- Flood Control (10 Points)?
	Select Score: N/A
	Consultant Comments:
25	Property Recommendations- Security / Alarm System (10 Points)?
	Select Score: N/A
	Consultant Comments:
26	Property Recommendations- Unoccupied Building Control (10 Points)?
	Select Score: N/A
	Consultant Comments:
27	Property Recommendations- Inventory and Cash Control (10 Points)?
	Select Score: N/A
	Consultant Comments:

28	Property Recommendations - Heat / Smoke Detection (10 Points)?
	Select Score: N/A
	Consultant Comments:
29	Property Recommendations - Boiler Inspection (10 Points)?
	Select Score: N/A
	Consultant Comments:
30	Property Recommendations - Vandalism Prevention (10 Points)?
	Select Score: N/A
	Consultant Comments:
31	Property Recommendations - Other (10 Points)?
	Select Score: N/A
	Specify Other:
	Consultant Comments:
1.4	General Liability Management
1	General Program Registration Waivers (20 Points):
	Select Score: 20 Points
	Are found in members' program brochures:
	Are found on registration forms: [x]
	Includes waiver language for fax, online, or touchtone:
	Allow for specific recreation programs to be listed:
	Required for adult high risk activities:
	Required for child high risk activities:
	Required for activities held off of public property:
	Required for programs that include transportation services:
	Are used for season pass holders: [x]
	Consultant Comments:
2	Aquatic specific waivers are used by the member (10 points)?
	Select Score: 10 Points
	Consultant Comments: Lessons and season passes.
3	Agency has created a comprehensive listing of all certificates of insurance obtained in support of contractual agreements (5 Points):
	Select Score: 5 Points
	Consultant Comments: Well done. Managed through Ron's office.
4	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:

	5 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:
	6 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: All obtained for new building project at Ridgeland Commons.
	7 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:
	8 Vehicle inspection completed Monthly for all fleet vehicles (10 Points)?
	Select Score: N/A
	Consultant Comments:
	9 Vehicle inspection completed Daily before transporting passengers in a bus/van (10 Points)?
	Select Score: N/A
	Consultant Constants:
1.5	Boating Operations
	1 Sailboats Inspections (weekly) Documented (20 Points):
	Select Score: N/A
	Consultant Comments:
	2 Canoes / Kayaks Inspections (weekly) Documented (20 Points):
	Select Score: N/A
	Consultant Comments:
	3 Paddle Boats Inspections (weekly) Documented (20 Points):
	Select Score: N/A
	Consultant Comments:
	4 Personal Flotation Devices Inspections (weekly) Documented (20 Points):
	Select Score: 20 Points
	Consultant Comments:
	5 Boater Assistance Vessels Inspections (daily) Documented (20 Points):
	Select Score: N/A
	Consultant Comments:
	6 Boating Rules - Signs / Warning Devices (20 Points):
	Select Score: N/A
	Consultant Comments:
	7 Flag Warning System - Signs / Warning Devices (20 Points):
	Select Score: N/A

	Consultant Comments:
8	Signaling Devices - Signs / Warning Devices (20 Points):
	Select Score: N/A
	Consultant Comments:
9	Have boater assistance personnel obtained a nationally recognized boater assistance/rescue certification or possess the equivalent in hours and/ or experience (20 Points)?
	Select Score: N/A
	Consultant Comments:
10	Boater Assistance Operations Manual containing (20 Points)?
	Select Score: N/A
	Table of Contents:
	Operational scope, limitations and parameters:
	Boater priority response system:
	Boater assistance techniques and protocols:
	Incident weather monitoring and procedures:
	Communications and radio use:
	Consultant Comments:
1.6	Field Observations by PDRMA Risk Management Staff
1	General field observations and recommendations (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Observed guards scanning and rotation near dive well. All done well. All wearing visor sunglasses shirt for sun protection.
2	General field observations and recommendations (5 Points)?
	Select Score: 5 Points
	Consultant Constant: Need to raise signage at edge of deck on east end of pool so as to be above deck chairs Currently blocking its view. Completed 7-18-13 points moved to full.
	Recommendations: Need to raise signage at edge of deck on east end of pool so as to be above deck chairs currently blocking its view.
3	General field observations and recommendation (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Need to properly hang fire extinguisher in concession area to get up off floor. Completed 7-18-13 and points moved to full.
	Recommendations: Need to properly hang fire extinguisher in concession area to get up off floor.
4	General field observations and recommendation (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Suggest concentrating some of the excess storage, currently on the deck near diving well, into one of the less heavy travel pattern corners of the deck to minimize patron contact and possible trip and fall exposure. Completed 7-18-13 and points moved to full.
	Recommendations: Suggest concentrating some of the excess storage, currently on the deck near diving well, into one of the less heavy travel pattern corners of the deck to minimize patron contact and possible trip and fall exposure.

5 General field observations and recommendations (20 Points)?

Select Score: N/A

Consultant Comments:

6 General field observations and recommendations (20 Points)?

Select Score: N/A

Consultant Comments:

7 General field observations and recommendations (0 Points)?

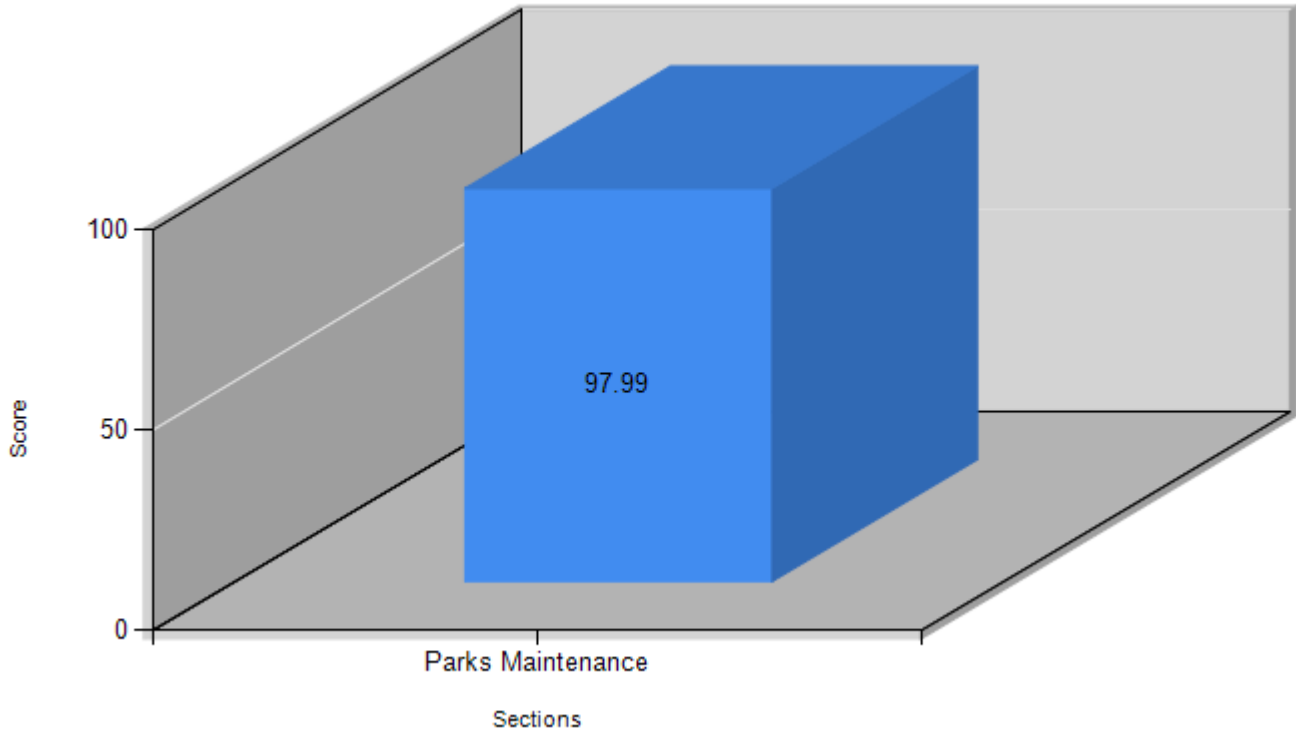
Consultant Comments:



Loss Control Review Progress Report



Loss Control Progress Report



Agency Name	Park District of Oak Park
Consultant	Gerrit Prince
Review Year	2013
Form	Parks Maintenance Form 2013
Score	97.99

Seq#	Section Name
1	Parks Maintenance
1	Name, Location
	Name: Oak Park, met with Ron, Patricia, and John
	Location: Admin/B&G

1.1	Parks Maintenance Risk Management
1	Playgrounds meet 2010 CPSC guidelines on surface depth, conditions, and use zones (20 Points)?
	Location 1: Barrie Park
	Location 1 Score: 20 Points
	Consultant Comments: Wood chip surfacing levels okay. Appropriate signage. Use zones okay.
2	Playgrounds meet 2010 CPSC guidelines on surface depth, conditions, and use zones (20 Points)?
	Location 2: Longfellow Park
	Location 2 Score: 20 Points
	Consultant Comments: Poured in place surfacing okay. Appropriate signage. Use zones okay.
3	Playgrounds meet 2010 CPSC guidelines on surface depth, conditions, and use zones (20 Points)?
	Location 3: Rehm Park
	Location 3 Score: 20 Points
	Consultant Comments: Surfacing levels and use zones okay. Appropriate signage.
4	Playground safety audit completed to determine how existing playgrounds comply with 2010 CPSC guidelines and 2011 ASTM Standards (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Audits have been completed for all parks.
5	Plan adopted for upgrading existing playgrounds that do not meet 2010 CPSC playground safety guidelines and 2011 ASTM Standards (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Neil sent updated Plan. Reviewed 7-22-13. Okay through 2029.
6	Playground inspections were conducted by a trained employee (10 points)?
	Select Score: 10 Points
	Employee: John and others
	Training Agency: PDRMA
	Consultant Comments: Reviewed binder of all locations for 2013.
7	New playgrounds are built and installed in accordance with current ASTM standards and CPSC Guidelines (10 points)?
	Select Score: 10 Points
	Consultant Comments: This is part of the bid specs. On all new installations.
8	New playgrounds audits are conducted to verify new equipment meets current ASTM Standards & CPSC Guidelines (10 points)?
	Select Score: 10 Points
	Consultant Comments: Taylor was completed for 2013. Scoville on list to be done.
9	Persons responsible for applying pesticides licensed by the State of Illinois (5 points)?
	Select Score: 5 Points
	Consultant Comments: All licensed applicators with licenses expiring Dec. 2013.
10	Formal inspection records were maintained for Parks and grounds? (at least 2 documented annually for each location) (benches, fencing, paths, courts, etc.) (See LRN Resource Documents #375 & #399) (10 Points)
	Select Score: 10 Points
	Specify Location: Reviewed binder of all locations for 2013

	Consultant Comments:
11	Formal inspection records were maintained for Parks and grounds? (at least 2 documented annually for each location) (benches, fencing, paths, courts, etc.) (See LRN Resource Documents #375 & #399) (10 Points)
	Select Score: 10 Points
	Specify Location: Reviewed binder of all locations for 2013
	Consultant Comments:
12	Formal inspection records were maintained for Sports fields? (at least 3 documented per year for each location) (baseball, softball, soccer (including goals anchored), football, rugby, tennis) (See LRN Resource Documents #184, #190, #397, #483 & 531) (10 Points)
	Select Score: 8
	Specify Location:
	Consultant Comments: Just started completing documentation of the inspections of sports fields in May 2013. Reviewed for baseball and soccer, okay. Score based on first 5 months of 2013 not having been completed. Reviewed tennis court inspection for April through July. okay. Updated points 7 to an 8 on 8-19-13.
13	Formal inspection records were maintained for Sports fields? (at least 3 documented per year for each location) (baseball, softball, soccer (including goals anchored), football, rugby, tennis) (See LRN Resource Documents #184, #190, #397, #483 & 531) (10 Points)
	Select Score: N/A
	Specify Location:
	Consultant Comments:
14	Formal inspection records were maintained for Sled hills/Ice rinks? (daily during sledding/skating season for each location) (See LRN Resource Documents #307 & #200) (10 Points)
	Select Score: 10 Points
	Specify Location: Barrie
	Consultant Comments: Inspections reviewed. Okay. Sled hill site reviewed and noted sled hill access and use is fenced off during summer.
15	Formal inspection records were maintained for Sled hills/Ice rinks? (daily during sledding/skating season for each location) (See LRN Resource Documents #307 & #200) (10 Points)
	Select Score: 10 Points
	Specify Location: Taylor
	Consultant Comments: Inspections reviewed. Okay.
16	Formal inspection records were maintained for Playgrounds? (monthly for each location) (See LRN Resource Document #439) (10 Points)
	Select Score: 10 Points
	Specify Location: Barrie
	Consultant Comments: Reviewed for 2013.
17	Formal inspection records were maintained for Playgrounds? (monthly for each location) (See LRN Resource Document #439) (10 Points)
	Select Score: 10 Points
	Specify Location: Longfellow
	Consultant Comments: Reviewed for 2013.

18	Formal inspection records were maintained for Skate park/in-line areas? (monthly for each location) (See LRN Resource Documents #544 – Skate Park and #574 – In-line areas) (10 Points)
	Select Score: 10 Points
	Specify Location: Stevenson
	Consultant Comments: Reviewed for 2013.
19	Formal inspection records were maintained for Skate park/in-line areas? (monthly for each location) (See LRN Resource Documents #544 – Skate Park and #574 – In-line areas) (10 Points)
	Select Score: N/A
	Specify Location:
	Consultant Comments:
20	Formal inspection records were maintained for Trail Inspections (at least 2 a year for walking trails, Equestrian trails, water trails, snowboarding trails, Cross Country Ski trails) (See LRN Resource documents) (10 Points)
	Select Score: N/A
	Specify Location:
	Consultant Comments:
21	Formal inspection records were maintained for Trail Inspections (at least 2 a year for walking trails, Equestrian trails, water trails, snowboarding trails, Cross Country Ski trails) (See LRN Resource documents) (10 Points)
	Select Score: N/A
	Specify Location:
	Consultant Comments:
22	Formal inspection records were maintained for Boat Launch/Boat Dock Inspections (at least 2 a year for motor boat, canoe, kayak docks or launches) (See LRN Resource Documents) (10 Points)
	Select Score: N/A
	Specify Location:
	Consultant Comments:
23	Formal inspection records were maintained for Boat Launch/Boat Dock Inspections (at least 2 a year for motor boat, canoe, kayak docks or launches) (See LRN Resource Documents) (10 Points)
	Select Score: N/A
	Specify Location:
	Consultant Comments:
24	Formal inspection records were maintained for Other (See LRN Resource Documents) (10 Points):
	Select Score: N/A
	Specify Location:
	Consultant Comments:
25	Formal inspection records were maintained for Other (See LRN Resource Documents) (10 Points):
	Select Score: N/A
	Specify Location:
	Consultant Comments:

1.2	Training and Orientation
1	Park Maintenance Operations Manual should contain (refer to LRN Resource Document #598 for manual outline) (10 Points):
	Select Score: 10 Points
	Table of Contents: [x]
	Specific Safety Rules: [x]
	Incident / Accident Reporting Procedures: [x]
	Emergency Response Plans: [x]
	Operations and facility specific policies and procedures: [x]
	Consultant Comments: Copy reviewed 7-22-13, okay. Also reviewed copies of operations and facility specific procedures such as tree maintenance, ice making, playground inspections and many others.
2	Other Manual should contain (10 Points):
	Select Score: N/A
	Specify Training Manual:
	Table of Contents:
	Specific Safety Rules:
	Incident / Accident Reporting Procedures:
	Emergency Response Plans:
	Operations and facility specific policies and procedures:
	Consultant Comments:
3	Full-Time Employee safety orientation included the following as applicable (20 Points):
	Select Score: 20 Points
	Reporting of hazardous conditions: [x]
	Coverage of safety rules: [x]
	Incident/accident reporting procedures: [x]
	Statement of admission: [x]
	Blood-borne pathogens: [x]
	Emergency response plan: [x]
	Hazard Communication Training: [x]
	Driving standards: [x]
	Check ride for each vehicle: [x]
	Harassment: [x]
	Lifting/material handling: [x]
	Personal protective equipment: [x]
	Training on high risk tasks or equipment: [x]
	Job specific responsibilities: [x]
	Signature space for supervisor/department head: [x]
	Signature space for employee: [x]
	Consultant Comments: Travis only full-time hire in 2013. Reviewed 7-22-13, okay.

4 Part-Time and Seasonal Employee safety orientation included the following as applicable (20 Points):
Select Score: 20 Points
Reporting of hazardous conditions: [x]
Coverage of safety rules: [x]
Incident/accident reporting procedures: [x]
Statement of admission: [x]
Blood-borne pathogens: [x]
Emergency response plan: [x]
Hazard Communication Training: [x]
Driving standards: [x]
Check ride for each vehicle: [x]
Harassment: [x]
Lifting/material handling: [x]
Personal protective equipment: [x]
Training on high risk tasks or equipment: [x]
Job specific responsibilities: [x]
Signature space for supervisor/department head: [x]
Signature space for employee: [x]
Consultant Comments: Reviewed some check rides completed 5-30 and 6-6-13. Documentation of seasonal orientation completed and reviewed for 6-13-13.
5 Volunteer Employee safety orientation included the following as applicable (20 Points):
Select Score: N/A
Reporting of hazardous conditions:
Coverage of safety rules:
Incident/accident reporting procedures:
Statement of admission:
Blood-borne pathogens:
Emergency response plan:
Hazard Communication Training:
Driving standards:
Check ride for each vehicle:
Harassment:
Lifting/material handling:
Personal protective equipment:
Training on high risk tasks or equipment:
Job specific responsibilities:
Signature space for supervisor/department head:
Signature space for employee:
Consultant Comments:

6 Bilingual safety orientation included the following as applicable (20 Points):	
Select Score:	N/A
Reporting of hazardous conditions:	
Coverage of safety rules:	
Incident/accident reporting procedures:	
Statement of admission:	
Blood-borne pathogens:	
Emergency response plan:	
Hazard Communication Training:	
Driving standards:	
Check ride for each vehicle:	
Harassment:	
Lifting/material handling:	
Personal protective equipment:	
Training on high risk tasks or equipment:	
Job specific responsibilities:	
Signature space for supervisor/department head:	
Signature space for employee:	
Consultant Comments:	
7 Blood-borne Pathogens / Communicable Disease - Legally required annual training (10 Points):	
Select Score:	10 Points
Consultant Comments:	All regular B&G staff in-service completed for all topics identified on 6-13-12
8 Fire extinguisher – education on use of (hands on not required) - Legally required annual training (10 Points):	
Select Score:	10 Points
Consultant Comments:	All regular B&G staff in-service completed for all topics identified on 6-13-12.
9 Respirator Use - Legally required annual training (10 Points):	
Select Score:	N/A
Consultant Comments:	
10 Hearing Protection Use - Legally required annual training (10 Points):	
Select Score:	10 Points
Consultant Comments:	All regular B&G staff in-service completed for all topics identified on 6-13-12.
11 Statements of Admission - Recommended annual training (10 Points):	
Select Score:	10 Points
Consultant Comments:	All regular B&G staff in-service completed for all topics identified on 6-13-12.
12 Emergency Response Plans - Recommended annual training (10 Points):	
Select Score:	10 Points
Consultant Comments:	All regular B&G staff in-service completed for all topics identified on 6-13-12.
13 Hazard Communication - Recommended annual training (10 Points):	
Select Score:	10 Points

	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
14 Lifting / Material Handling - Recommended annual training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
15 Reasonable Suspicion for Supervisors of CDL Drivers - Recommended Biennial Training (10 Points):	
	Select Score: N/A
	Consultant Comments:
16 Higher Risk Equipment - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
17 Lockout / Tagout - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
18 Confined Space - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
19 Personal Protective Equipment - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
20 Fall Protection - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.
21 Powered Industrial Trucks (Forklifts) - Recommended Biennial Training (10 Points):	
	Select Score: 8
	Consultant Comments: Completed for applicable staff on 6-13-12. Need to include documentation of skills testing as part of this training.
22 Fleet Safety - Recommended annual training: (10 Points):	
	Select Score: 10 Points
	Pre-Trip Inspection: [x]
	Trailerling:
	Vehicle Check Ride:
	DDC (Defensive Driving): [x]
	Backing:
	Load Securing:
	Other (ex. Distracted Driving):
	Vehicle Specific (ex. 15 Passenger Van): [x]
	Consultant Comments:
23 Harassment - Recommended Triennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments: All regular B&G staff in-service completed for all topics identified on 6-13-12.

24	Is bilingual training needed or provided (10 Points)?
	Select Score: N/A
	Consultant Comments:
25	Other Training (10 Points):
	Other Training Completed: ADA and 3 points of contact done 7-27-13
	Select Score: 10 Points
	Consultant Comments:
26	Other Training (10 Points):
	Other Training Completed: Brad Gardner training 5 staff attended.
	Select Score: 10 Points
	Consultant Comments:
27	Supervisors attended annual risk management training provided outside the agency (10 Points)?
	Training Session Name: John attended Brad Gardner Dominoes training
	Select Score: 10 Points
	Consultant Comments:
28	Supervisors attended annual risk management training provided outside the agency (10 Points)?
	Training Session Name: John attended Great Lakes Park Training Institute at which they covered ADA, and communication.
	Select Score: 10 Points
	Consultant Comments:
29	Supervisors attended annual risk management training provided outside the agency - Attended PDRMA H.E.L.P. program (10 Points)?
	Specify PDRMA H.E.L.P. Program: Paula has attended the HELP class.
	Select Score: 10 Points
	Consultant Comments:
30	Has the member used PDRMA or other on-line training programs (10 Points)?
	Select Score: 10 Points
	Employee(s): John has taken a certified arborist class and the PDRMA Employee Performance on line.
	Topic(s):
	Consultant Comments:
1.3	Property Management
1	Policy and safety procedures for employee after-hours use of facilities and/or equipment adopted (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Agency wide policy
2	Monthly Building 1 Location Inspections Documented (20 Points)
	Select Score: 19
	Specify Location: Complete both daily building walk throughs and monthly formal inspections. Document both. Need to include inspector's signature on both. This correction to the forms was made and reviewed on 7-22-13, points updated from 18 to 19.
	Barrie

3 Monthly Building 2 Location Inspections Documented (20 Points)
Select Score: 19
Specify Location: Complete both daily building walk throughs and monthly formal inspections. Document both. Need to include inspector's signature on both. Stevenson
4 Monthly Building 3 Location Inspections Documented (20 Points)
Select Score: 19
Specify Location: Complete both daily building walk throughs and monthly formal inspections. Document both. Need to include inspector's signature on both. Carroll
5 Monthly Building 4 Location Inspections Documented (20 Points)
Select Score: 20 Points
Specify Location: Ron completes for Community Center, okay.
6 Hotwork (cutting/welding) permits used (5 points)?
Select Score: 5 Points
Consultant Comments: Reviewed tag
7 Property Recommendations - Flood Control (10 Points)?
Select Score: N/A
Consultant Comments:
8 Property Recommendations - Security / Alarm System (10 Points)?
Select Score: N/A
Consultant Comments:
9 Property Recommendations - Unoccupied Building Control (10 Points)?
Select Score: N/A
Consultant Comments:
10 Property Recommendations - Inventory and Cash Controls (10 Points)?
Select Score: N/A
Consultant Comments:
11 Property Recommendations - Heat / Smoke Detection (10 Points)?
Select Score: N/A
Consultant Comments:
12 Property Recommendations - Boiler Inspection (10 Points)?
Select Score: N/A
Consultant Comments:
13 Property Recommendations - Vandalism Prevention (10 Points)?
Select Score: N/A
Consultant Comments:

1.4	General Liability Management
1	Agency has created a comprehensive listing of all certificates of insurance obtained in support of contractual agreements (5 points)?
	Select Score: 5 Points
	Consultant Comments: Good program for receipt and filing of COI's. Ron manages these with tickler file for expiring policies.
2	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contractors, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professional, or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Reviewed for Westway Coach.
3	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contractors, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professional, or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Reviewed for GLI Services
4	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contractors, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professional, or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Reviewed for Henry Bros work on new gymnastics facility, okay.
5	Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contractors, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professional, or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:
6	Vehicle inspection completed Monthly for all fleet vehicles (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Done monthly. Reviewed for 2013, okay.
7	Vehicle inspection completed Daily before transporting passengers in a bus/van (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Have two mini vans for recreation. Those drivers do complete daily inspection.
8	Appropriate signs were posted, readable (pictorial) and bilingual where necessary? (20 Points)?
	Playground age designation and rules: [x]
	Select Score: 20 points
	Consultant Comments: Reviewed Barrie and Longfellow.
1.5	Natural Resource Management / Restoration
1	Persons responsible for conducting prescribed burns are currently certified and hold certifications burn operations (5 points)? Certified prescribed burn manager (Illinois Certified Prescribed Burn Manager Certificate Includes the following). Training on Prescribed Burns for General staff.
	Select Score: 5 Points
	Basic Incident Command System (I100):
	Fire Fighter Training (S-130):

	Wildland Fire Behavior (S-190):
	Chicago Wilderness' "Midwest Ecological Prescription Burn Crew Member Training":
	Consultant Comments: Doug Chen is contracted for oversight and management of any controlled burn. He directs and manages park district staff through this process. Doug Chen's certificate provided and reviewed.
2	Plans and Permits Completed (Pre / Post) - Prescribed burning procedures were conducted prior, during and after a burn (5 Points)?
	Select Score: 5 Points
	Consultant Comments:
3	Safety Checklists (Pre / Post) - Prescribed burning procedures were conducted prior, during and after a burn (5 Points)?
	Select Score: 5 Points
	Consultant Comments:
4	Signage (Pre / During) - Prescribed burning procedures were conducted prior, during and after a burn (5 Points)?
	Select Score: 5 Points
	Consultant Comments:
5	Proper Equipment and Tools - Prescribed burning procedures were conducted prior, during and after a burn (5 Points)?
	Select Score: 5 Points
	Consultant Comments:
6	Prairie Burn Operations Manuals for prescribed burns should contain (10 Points):
	Select Score: N/A
	Table of contents:
	Specific Safety Rules:
	Incident / Accident Reporting procedures:
	Emergency Response Plans:
	Operations and Site Specific Policies and Procedures:
	Consultant Comments:
7	Animal Care guidelines/ training manual developed for Nature Centers, Wildlife Resource Departments, Farms, or Zoo (10 Points)?
	Select Score: N/A
	Table of Contents:
	Specific Safety Rules:
	Incident / Accident Reporting procedures:
	Emergency Response Plans:
	Operations and Site Specific Policies and Procedures:
	Sample Forms:
	Consultant Comments:
8	Deer / Animal Reduction Program operation / training manual developed (10 Points)? Manual should address the following:
	Select Score: N/A
	Hunting Selection Process:

	Permit Process for Hunters:
	Formalized Training / Certifications:
	Rules and Regulations:
	Waiver:
	Designated Hunting Zone for Archery / Firearms:
	Archery Sharpshooting:
	Firearms Sharpshooting:
	Archery Public Hunting:
	Firearms Public Hunting:
	Consultant Comments:
	9 Permits obtained through IDNR (Deer Population Control Permit for all Animal reduction programs) (10 points)
	Select Score: N/A
	Consultant Comments:
	10 Campground host operation/training manual should contain (10 points):
	Select Score: N/A
	Table of Contents:
	Specific Safety Rules:
	Incident / Accident Reporting Procedures:
	Emergency Response Plans:
	Operations and Facility / Site Specific Policies and Procedures:
	Consultant Comments:
	11 Ordinance and/or Permit process developed for Dog parks and Dog training sites (5 points)?
	Select Score: 5 Points
	Consultant Comments: Have a permit process.
	12 Yearly water testing was conducted for drinking water wells available to the public in preserves and/or parks (5 Points)?
	Select Score: N/A
	Consultant Comments:
1.6	Field Observations by PDRMA Risk Management Staff
	1 General field observations and recommendations (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Observed two staff at Barrie Park setting up some flags on one of the fields. Exercising good body mechanics.
	2 General field observations and recommendations (5 Points)?
	Select Score: 3
	Consultant Comments: Observed John in office standing on desk to reach manuals on upper bookcase shelf. Not a good practice and other means of storing or retrieving from here should be devised to limit this from re-occurring. Shelf height reduced to eliminate this exposure 7-22-13 points moved from 0 to 3.

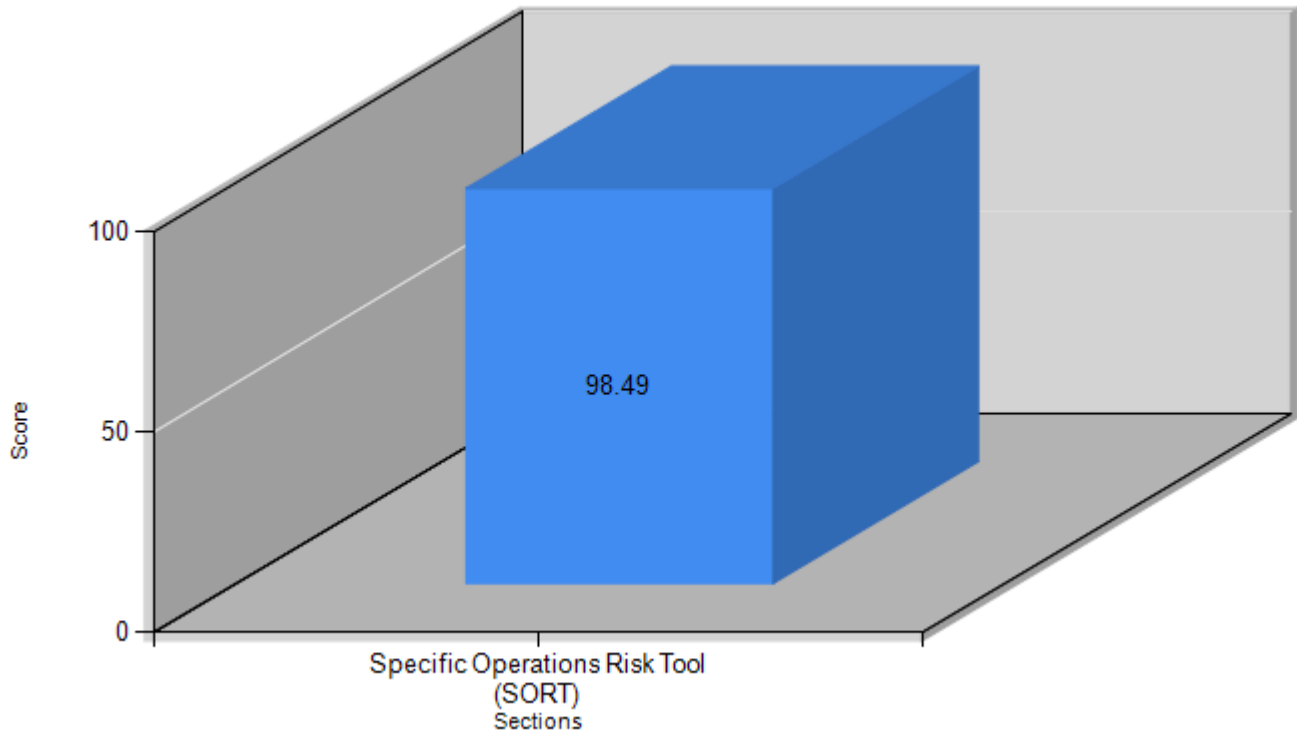
3	General field observations and recommendation (10 Points)?
	Select Score: 5
	Consultant Comments: Observed staff installing a hitting board on tennis courts at Lingberg park. When using wire cutters to cut wire, noticed all three staff turning face away. None of the three were wearing safety glasses. By turning their head as they did, all recognized potential flying object exposure. All staff should be re-trained and provided the appropriate safety eye wear protection needed for their job.
4	General field observations and recommendation (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Observed staff in bucket truck at Remm Pool and Park working on repairs of light fixture of lamp post. Bucket truck circled with orange cones, outriggers out and secure, employee wearing harness and secured by lanyard when in bucket, second employee turned off power to unit being worked on. All things observed here were good. Well done.
5	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
6	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
7	General field observations and recommendations (0 Points)?
	Consultant Comments:



Loss Control Review Progress Report



Loss Control Progress Report



Agency Name	Park District of Oak Park
Consultant	Gerrit Prince
Review Year	2013
Form	Specific Operations Risk Tool (SORT) Form 2013
Score	98.49

Seq#	Section Name
1	Specific Operations Risk Tool (SORT)
1	Name, Location
	Name: Park District of Oak Park
	Location: Pleasant Home and Chaney Mansion
1.1	General Risk Management
1	Behavior management policy developed (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Both Chaney Mansion and Pleasant Home are historic residences currently used by the park district primarily for rentals for parties and for some programming and/or meetings by the district. Each rental defines terms and expectations. Programming at these sites would follow general agency behavior management policies.
2	Were customized safety inspection checklists utilized for special events (specify below) (20 points)?
	Select Score: N/A
	Events:
	Consultant Comments:
3	Policy for seizure management includes (5 Points):
	Select Score: 5 Points
	Explanation of Seizure Types: [x]
	Description of SRA/Parent/Caregiver Roles:
	Description of Staff Procedures (including Aquatic Settings): [x]
	Explanation of Policy Exception Procedure: [x]
	Consultant Comments: Any staff on-site would be first aid and CPR trained. Have AED on site. Would follow agency policy on seizure management.
1.2	Training and Orientation
1	Other Training Manual should contain (10 Points):
	Select Score: 10 Points
	Specify Other: Full and part-time staff policy and procedure manual
	Table of Contents: [x]
	Specific Safety Rules: [x]
	Incident / Accident Reporting Procedures: [x]
	Emergency Response Plans: [x]
	Operation and Facility Specific Policies and Procedures: [x]
	Consultant Comments:
2	Other Training Manual should contain (10 Points):
	Select Score: N/A
	Specify Other:
	Table of Contents:
	Specific Safety Rules:
	Incident / Accident Reporting Procedures:

Emergency Response Plans:
Operation and Facility Specific Policies and Procedures:
Consultant Comments:
3 Full-Time Employee safety orientation included the following as applicable (20 Points):
Select Score: 20 Points
Reporting of hazardous conditions: [x]
Coverage of safety rules: [x]
Incident/accident reporting procedures: [x]
Statement of admission: [x]
Blood-borne pathogens:
Emergency response plan: [x]
Hazard Communication: [x]
Driving standards:
Check ride for each vehicle:
Harassment: [x]
Child abuse reporting act:
Patron Behavior Management: [x]
Lifting/material handling: [x]
Personal protective equipment: [x]
Training on high risk equipment:
Job specific responsibilities: [x]
Signature space for supervisor/department head: [x]
Signature space for employee: [x]
Consultant Comments: All full-time and part-time staff would receive documented orientation as part of the hiring process covering at least the listed items.
4 Part-Time and Seasonal Employee safety orientation included the following as applicable (20 Points):
Select Score: 20 Points
Reporting of hazardous conditions: [x]
Coverage of safety rules: [x]
Incident/accident reporting procedures: [x]
Statement of admission: [x]
Blood-borne pathogens: [x]
Emergency response plan: [x]
Hazard Communication:
Driving standards:
Check ride for each vehicle:
Harassment: [x]
Child abuse reporting act:
Patron Behavior Management: [x]
Lifting/material handling: [x]

Personal protective equipment: [x]
Training on high risk equipment:
Job specific responsibilities: [x]
Signature space for supervisor/department head: [x]
Signature space for employee: [x]
Consultant Comments: All full-time and part-time staff would receive documented orientation as part of the hiring process covering at least the listed items.
5 Volunteer safety orientation included the following as applicable (20 Points):
Select Score: N/A
Reporting of hazardous conditions:
Coverage of safety rules:
Incident/accident reporting procedures:
Statement of admission:
Blood-borne pathogens:
Emergency response plan:
Hazard Communication:
Driving standards:
Check ride for each vehicle:
Harassment:
Child abuse reporting act:
Patron Behavior Management:
Lifting/material handling:
Personal protective equipment:
Training on high risk equipment:
Job specific responsibilities:
Signature space for supervisor/department head:
Signature space for employee:
Consultant Comments:
6 Bilingual safety orientation included the following as applicable (20 Points):
Select Score: N/A
Reporting of hazardous conditions:
Coverage of safety rules:
Incident/accident reporting procedures:
Statement of admission:
Blood-borne pathogens:
Emergency response plan:
Hazard Communication:
Driving standards:
Check ride for each vehicle:
Harassment:

	Child abuse reporting act:
	Patron Behavior Management:
	Lifting/material handling:
	Personal protective equipment:
	Training on high risk equipment:
	Job specific responsibilities:
	Signature space for supervisor/department head:
	Signature space for employee:
	Consultant Comments:
	7 Blood-borne Pathogens / Communicable Disease - Legally required annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments: Regular staff receive continuing training in the identified areas below as part of their in-service training. This is accomplished as an agency through safety meetings, participation in orientation on new staff, and use of other training media.
	8 Fire extinguisher – education on use of (hands on not required) - Legally required annual training (10 Points):
	Select Score: 10 Points
	Consultant Comments:
	9 Respirator Use - Legally required annual training (10 Points):
	Select Score: N/A
	Consultant Comments:
	10 Hearing Protection Use - Legally required annual training (10 Points):
	Select Score: N/A
	Consultant Comments:
	11 Statements of Admission - Recommended annual training (10 Points Each):
	Select Score: 10 Points
	Consultant Comments:
	12 Emergency Response Plans - Recommended annual training (10 Points Each):
	Select Score: 10 Points
	Consultant Comments:
	13 Hazard Communication - Recommended annual training (10 Points Each):
	Select Score: 10 Points
	Consultant Comments:
	14 Lifting/Material Handling - Recommended annual training (10 Points Each):
	Select Score: 10 Points
	Consultant Comments:
	15 Food Service - Recommended annual training (10 Points):
	Select Score: N/A
	Consultant Comments:
	16 Alcohol Server Training - Recommended annual training (10 Points):
	Select Score: N/A

	Consultant Comments:
17 Reasonable Suspicion for Supervisors of CDL Drivers - Recommended Biennial Training (10 Points):	
	Select Score: N/A
	Consultant Comments:
18 Higher Risk Equipment - Recommended Biennial Training (10 Points):	
	Select Score: N/A
	Consultant Comments:
19 Lockout / Tagout - Recommended Biennial Training (10 Points):	
	Select Score: N/A
	Consultant Comments:
20 Confined Space - Recommended Biennial Training (10 Points):	
	Select Score: N/A
	Consultant Comments:
21 Personal Protective Equipment - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments:
22 Fall Protection - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments:
23 Powered Industrial Trucks (Forklifts) - Recommended Biennial Training (10 Points):	
	Select Score: N/A
	Consultant Comments:
24 Behavior Management - Recommended Biennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments:
25 Fleet Safety - Recommended annual training: (10 Points):	
	Select Score: N/A
	Pre-Trip Inspection:
	Trailer:
	Vehicle Check Ride:
	DDC (Defensive Driving):
	Backing:
	Load Securing:
	Other (ex. Distracted Driving):
	Vehicle Specific (ex. 15 Passenger Van):
	Consultant Comments:
26 Harassment - Recommended Triennial Training (10 Points):	
	Select Score: 10 Points
	Consultant Comments:

27	Is bilingual training needed or provided (10 Points)?
	Select Score: N/A
	Consultant Comments:
28	Other Training (10 Points):
	Other Training Completed:
	Select Score: N/A
	Consultant Comments:
29	Other Training (10 Points):
	Other Training Completed:
	Select Score: N/A
	Consultant Comments:
30	Supervisors attended annual risk management training provided outside the agency (10 Points)?
	Training Session Name:
	Select Score: N/A
	Consultant Comments:
31	Supervisors attended annual risk management training provided outside the agency (10 Points)?
	Training Session Name:
	Select Score: N/A
	Consultant Comments:
32	Supervisors attended annual risk management training provided outside the agency - Attended PDRMA H.E.L.P. program (10 Points)?
	Specify PDRMA H.E.L.P. Program:
	Select Score: N/A
	Consultant Comments:
33	Has the member used PDRMA or other on-line training programs (10 Points)?
	Select Score: N/A
	Employee(s):
	Topic(s):
	Consultant Comments:
1.3	Food / Beverage Service
1	Has an agency staff person been certified by the Department of Public Health in food service sanitation (5 points)?
	Select Score: N/A
	Consultant Comments:
2	Does food service training/orientation include (10 Points):
	Select Score: N/A
	Food Service Equipment:
	Cuts / Punctures:
	Burns / Scalds:
	Lifting:

	Food Handling / Preparation / Food Borne Illness:
	Employee Hygiene:
	Fryer Grease Changing:
	Consultant Comments:
	3 All liquor sales, including those made by beverage cart operators, must be transacted by a person of the appropriate age as mandated by law (5 points).
	Select Score: N/A
	Consultant Comments:
	4 Does the agency have a policy or procedure in place to prevent the over-consumption of alcoholic beverages by patrons (5 points)?
	Select Score: N/A
	Consultant Comments:
	5 Does alcohol service training/orientation include (10 Points):
	Select Score: N/A
	Overview of Dram Shop Laws:
	Overview of Happy Hour Laws:
	Checking proper forms of identification:
	Overview of District's Over-Consumption Policy:
	Signs of impairment:
	Non-alcoholic alternatives:
	Terminating Service:
	Consultant Comments:
1.4	Property Management
	1 Policy and safety procedures for employee after-hours use of facilities and/or equipment adopted (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Apply agency policy.
	2 Buildings Inspections documented (20 Points):
	Select Score: 20 Points
	Consultant Comments: Completed monthly by Ron
	3 Inspections Documented (Please specify below) (20 Possible Points):
	Select Score: N/A
	Specify Location:
	Consultant Comments:
	4 Inspections Documented (Please specify below) (20 Possible Points):
	Select Score: 20 Points
	Specify Location: Pleasant Home and Chaney Mansion
	Consultant Comments: Tyco alarm for smoke, heat and security. Inspections documented.
	5 Inspections Documented (Please specify below) (20 Possible Points):
	Select Score: N/A
	Specify Location:

	Consultant Comments:
6	Hotwork (cutting/welding) permits used (5 points)?
	Select Score: N/A
	Consultant Comments:
7	Physical Fitness Facility Medical Emergency Plan or Early Defibrillation Plan established (20 points)?
	Select Score: N/A
	Written plan filed with IDPH:
	AED(s) located on premises:
	Staff training is current:
	Consultant Comments:
8	Property Recommendations - Flood Control (10 Points)?
	Select Score: N/A
	Consultant Comments:
9	Property Recommendations - Security / Alarm System (10 Points)?
	Select Score: N/A
	Consultant Comments:
10	Property Recommendations - Unoccupied Building Controls (10 Points)?
	Select Score: N/A
	Consultant Comments:
11	Property Recommendations - Inventory and Cash Control (10 Points)?
	Select Score: N/A
	Consultant Comments:
12	Property Recommendations - Heat / Smoke Detection (10 Points)?
	Select Score: N/A
	Consultant Comments:
13	Property Recommendations - Boiler Inspection (10 Points)?
	Select Score: N/A
	Other:
	Consultant Comments:
14	Property Recommendations - Vandalism Prevention (10 Points)?
	Select Score: N/A
	Other:
	Consultant Comments:
1.5	General Liability Management
1	General Program Registration Waivers (20 Points):
	Select Score: 20 Points
	Are found in members' program brochures: [x]
	Are found on registration forms:
	Includes waiver language for fax, online, or touchtone:
	Allow for specific recreation programs to be listed:

	Required for adult high risk activities:
	Required for child high risk activities:
	Required for activities held off of public property:
	Required for programs that include transportation services:
	Are used for season pass holders:
	Consultant Comments:
	2 Specific high risk program waivers are used by the member (10 points)?
	Select Score: N/A
	Consultant Comments:
	3 Agency has created a comprehensive listing of all certificates of insurance obtained in support of contractual agreements (5 points)?
	Select Score: 5 Points
	Consultant Comments: Good agency policy followed here as well.
	4 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Food for Thought
	5 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Service is Us
	6 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:
	7 Certificates of insurance naming the member as an "additional insured", were obtained for Construction Projects, Service Contracts, Special Events, Liquor Liability, Facility Use/Rental, Sports Leagues/Tournaments, Sports Officials, Professionals, Recreation Programs or Instructors (10 Points)?
	Select Score: N/A
	Consultant Comments:
	8 Vehicle inspection completed Monthly for all fleet vehicles (10 Points)?
	Select Score: N/A
	Consultant Comments:
	9 Vehicle inspection completed Daily before transporting passengers in a bus/van (10 Points)?
	Select Score: N/A
	Consultant Comments:

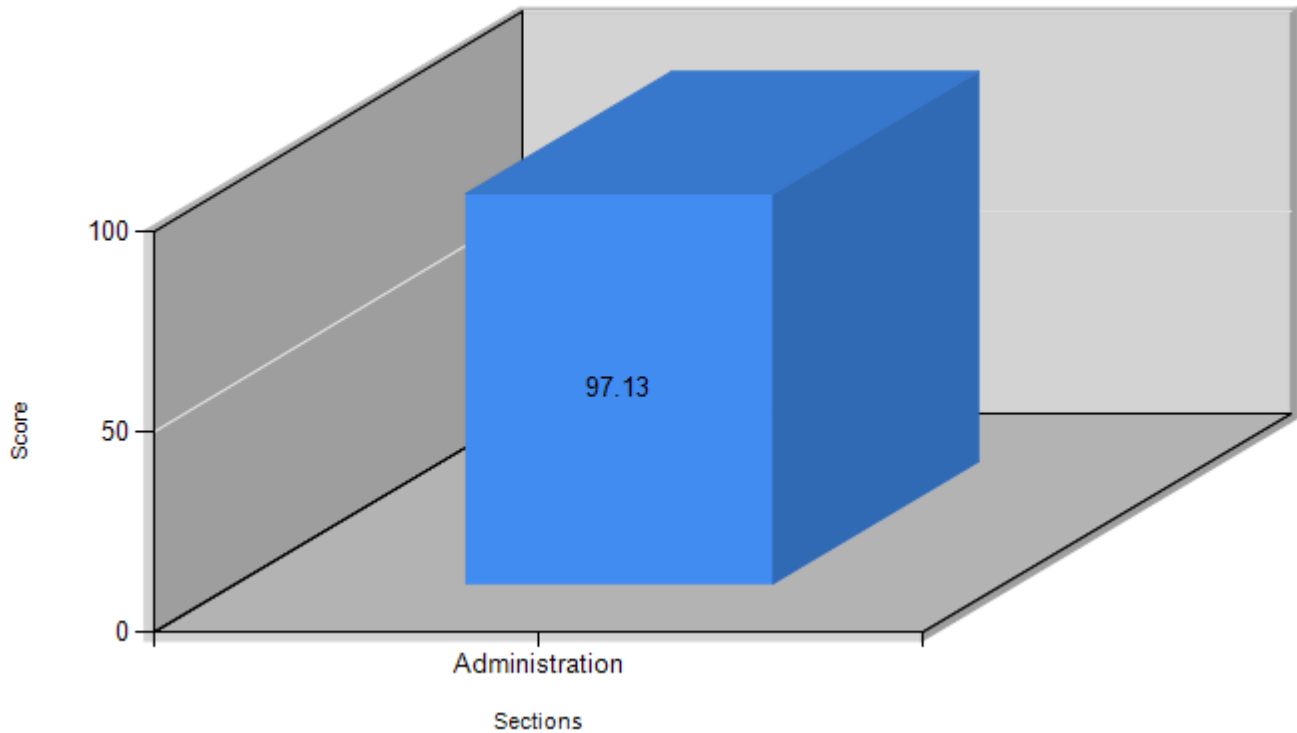
1.6	Field Observations by PDRMA Risk Management Staff
1	General field observations and recommendations (5 Points)?
	Select Score: 3
	Consultant Comments: Suggest for food caterer and others to Chaney Mansion and as appropriate for Pleasant Home that also seek from the vendors verification on certificate of insurance request that they also have auto liability insurance and they operate vehicles on agency property.
	Recommendations: Suggest for food caterer and others to Chaney Mansion and as appropriate for Pleasant Home that also seek from the vendors verification on certificate of insurance request that they also have auto liability insurance and they operate vehicles on agency property.
2	General field observations and recommendations (5 Points)?
	Select Score: 3
	Consultant Comments: Suggest for Pleasant home that a better job be done limiting the number of extension cords used for permanent regular use outside the historical museum in the landing area. Extension cords should only be for immediate short term use only.
	Recommendations: Suggest for Pleasant home that a better job be done limiting the number of extension cords used for permanent regular use outside the historical museum in the landing area. Extension cords should only be for immediate short term use only.
3	General field observations and recommendation (10 Points)?
	Select Score: N/A
	Consultant Comments:
4	General field observations and recommendation (10 Points)?
	Select Score: N/A
	Consultant Comments:
5	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
6	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
7	General field observations and recommendations (0 Points)?
	Consultant Comments:



Loss Control Review Progress Report



Loss Control Progress Report



Agency Name	Park District of Oak Park
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Consultant	Gerrit Prince
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Review Year	2013
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Form	Administration Form 2013
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Score	97.13
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Seq#	Section Name
1	Administration
1	Name, Location
	Name: Ron, Paula
	Location: Oak Park Admin.
1.1	Accountability
1	Director was directly involved in the loss control program this past year (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Participates in safety committee. Follows the progress of the review this year and is concerned with doing well.
2	Safety Coordinator (20 Points):
	Select Score: 20 Points
	Specific duties/responsibilities outlined? : [x]
	Reviews loss reports: [x]
	Routes PDRMA correspondence: [x]
	Attends Risk Management Institutes: [x]
	Enrolled in PDRMA Safety Coordinator core curriculum: [x]
	Enrolled District staff onto PDRMA website: [x]
	Consultant Comments: Ron does a nice job of being engaged with district staff and PDRMA programs and correspondence distribution to staff. Regularly contacts PDRMA staff with questions.
3	Safety committee meets monthly and includes a representative from all departments (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Monthly and ongoing. Good agenda. Safety action committee. Have personally observed committee activity.
4	Has your agency participated in health and wellness initiatives that emphasize the importance of safety, health and wellness programs and activities at home and at work (20 Points)?
	Select Score: 20 Points
	Health Risk Assessment (HRA): [x]
	Wellness Programs (i.e. fitness initiatives): [x]
	Employee Assistance Program (EAP)-Lunch and Learns:
	Employee Health and Safety Fair:
	Other: [x]
	Consultant Comments: -Liz Vistien is wellness ambassador. Very engaged in PDRMA health program. -Created a live well program for 2013 for full-time staff. District is reimbursing outside programs for staff from return of funds from high deductible program they are in. -Flu shots for all staff in 2012.
5	Written agreements include indemnification/hold harmless language (10 Points):
	Select Score: 10 Points
	Outside group agreements? (See LRN Resource Document #343 – Sample Facility Use Agreement):
	Consultant Comments: Have facility use agreement that is used for facility rentals. Okay.

6	Written agreements include indemnification/hold harmless language (10 Points):
	Select Score: 10 Points
	Intergovernmental/cooperative agreements? (See LRN Resource Documents #121, #122, #123, #129, #135, #142, #143, #144):
	<p>Consultant Comments: District 200 and 96 and Village of Oak Park. Contains indemnification and hold harmless language.</p> <p>Reviewed 10-30-13</p>
	Recommendations: Recommend implementation of a tracking mechanism or tickler file for tracking all agency agreements and contracts.
7	Written agreements include indemnification/hold harmless language (10 Points):
	Select Score: 10 Points
	Affiliate group agreements? (See LRN Resource Document # 900 – Sample Community/Affiliate Group Agreement):
	<p>Consultant Comments: Friends of the Oak Park Conservatory includes requirement for background checks.</p> <p>Reviewed 10-30-13</p>
8	What method is used to follow up on safety hazards and citizen safety concerns (20 Points)?
	Select Score: 20 Points
	<p>Consultant Comments: All staff trained to report this information.</p> <p>Once report is received from the public, communicated to risk management or parks who then go out to view it. Make a maintenance report for repair. Ron makes call back to the public who reported this.</p> <p>Mainframe software system for work orders. All staff gets iPhone. Speeds response time and documents all maintenance activity. Patrons will be able to access this system and report concerns.</p>
9	New construction/renovation plans which include the installation fire protection systems, such as: sprinklers, fire alarm and detection, and noncombustible construction materials as well as flood zone identification were sent to PDRMA's contracted engineering service and recommendations were implemented (20 points)
	Select Score: 20 Points
	Specify Project: gymnastics
	Consultant Comments: Neil Adams is using Kodiak. Have personally been involved in the communication on this project.
10	New construction/renovation plans which include the installation fire protection systems, such as: sprinklers, fire alarm and detection, and noncombustible construction materials as well as flood zone identification were sent to PDRMA's contracted engineering service and recommendations were implemented (20 points)
	Select Score: 20 Points
	Specify Project: Scoville

	Consultant Comments: Neil Adams has had regular contact with PDRMA on this project.
11 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Sprinkler Systems (10 points)?	
	Select Score: 10 Points
	Consultant Comments: Completed 7-3-12 by K&S for the conservatory.
12 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Kitchen hood fire suppression system (10 points)?	
	Select Score: 10 Points
	Consultant Comments: Documentation of inspection report and/or billings from firm completing these annual inspections for the most recent year period was reviewed.
13 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Portable fire extinguishers (10 points)?	
	Select Score: 10 Points
	Consultant Comments: A check of fire extinguishers in admin. building indicated they are inspected and tagged annually.
14 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Alarm systems (10 points)?	
	Select Score: 10 Points
	Consultant Comments: Documentation of inspection report and/or billings from firm completing these annual inspections for the most recent year period was reviewed.
15 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Back flow valves (10 points)?	
	Select Score: 10 Points
	Consultant Comments: 5-21-13 John Gilchrist and Sons Plumbing.
16 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Elevators/lifts (10 points)?	
	Select Score: 10 Points
	Consultant Comments: Documentation of inspection report and/or billings from firm completing these annual inspections for the most recent year period, was reviewed.
17 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Vehicle lifts (10 points)?	
	Select Score: N/A
	Consultant Comments:
18 Agency wide, have scheduled inspections and service by a qualified person been completed and follow-up actions taken for the Other (Please Specify Below) (10 points)?	
	Select Score: N/A
	Description:
	Consultant Comments:
19 Agency-wide, have boilers and other pressure vessels been inspected and confirmation of follow-up action taken (5 points)?	
	Select Score: 5 Points
	Consultant Comments: Historically have seen good follow-up on recommendations that were developed by travelers.

20	Are important computer files backed up and carried offsite on a weekly basis (10 Points)?
	Select Score: 10 Points
	Written policy/procedure developed designating person and alternate to perform the backup and establishing storage area for the backup tape/disk: [x]
	Backup tested to determine if information is transferred to backup tape/disk: [x]
	Server room is secure and protected: [x]
	Consultant Comments: Mike Poppa- information tech mgr., done May 2013.
21	Has your agency developed specific loss control techniques or programs not accounted for elsewhere in this review (10 points)?
	Select Score: 10 Points
	Employee Safety Recognition Program:
	Employee Safety Incentive Program:
	Safety Suggestion Program: [x]
	Consultant Comments: Drivers challenge program, Safety hazard awareness form. Any employee can submit. Copy of form provided by member.
22	Did your agency send an authorized representative to the following PDRMA member meetings during this calendar year (20 Points)?
	Select Score: 20 Points
	Program Council Representative Name: Kyle was in attendance at 11-7-12 meeting
	Annual Membership Assembly Representative Name: Kyle, Director of Finance and Matt Ellman Supt of Rec.
	Consultant Comments:
1.2	Employee Management
1	Criminal background-check policy adopted (10 Points)?
	Policy requires mandatory background checks for all new employees?: 10 Points
	Consultant Comments: Policy in place.
2	Criminal background-check policy adopted (10 Points)?
	Pre-employment criminal background checks have been conducted for all employees during this year?: 10 Points
	Consultant Comments: Completed for all new hires.
3	Agency wide, job descriptions include essential physical functions and safety responsibilities (10 Points)?
	Select Score: 10 Points
	Specify Department: grounds supervisor
	Consultant Comments: Job descriptions reviewed annually.
4	Agency wide, job descriptions include essential physical functions and safety responsibilities (10 Points)?
	Select Score: 10 Points
	Specify Department: Safety Coordinator
	Consultant Comments: Job descriptions reviewed annually.

5 Agency wide, job descriptions include essential physical functions and safety responsibilities (10 Points)?
Select Score: 10 Points
Specify Department: Supt. of Rec
Consultant Comments: Reviewed 7-15-13, okay.
6 Agency wide, job descriptions include essential physical functions and safety responsibilities (10 Points)?
Select Score: 10 Points
Specify Department: Aquatic facility attendant
Consultant Comments: Reviewed 7-15-13, okay.
7 Agency wide, past employer reference check form used for all new employees (10 Points)?
Select Score: 10 Points
Specify Department: Recreation - Jordan
Consultant Comments: Hiring supervisor completes these. Agency policy has at least 3 completed. New hire check list contains this requirement. Same reference check format used for every position.
8 Agency wide, past employer reference check form used for all new employees (10 Points)?
Select Score: 10 Points
Specify Department: Tennis instructor- recreation
Consultant Comments: Abigail
9 Agency wide, past employer reference check form used for all new employees (10 Points)?
Select Score: 10 Points
Specify Department: Preschool 7-30-13
Consultant Comments:
10 Agency wide, past employer reference check form used for all new employees (10 Points)?
Select Score: N/A
Specify Department:
Consultant Comments:
11 Has your agency conducted an analysis of all job descriptions to identify positions involving strenuous activities (10 Points)?
Select Score: 10 Points
Consultant Comments: Is included in grounds supervisor job description reviewed. All are being reviewed and updated currently.
12 Job descriptions were made available to physician - Pre-placement physicals were completed for all positions involving strenuous activities (10 Points)?
Select Score: 8
Consultant Comments: Currently completed for all full-time positions. Suggest agency move towards completing these for positions involving strenuous activities, as this is where this risk management control measure can produce the greatest benefit.
Recommendations: Recommend completing pre-employment physicals for positions involving strenuous activities, as this is where this risk management control measure can produce the greatest benefit.

13	Physical completed prior to first day of employment - Pre-placement physicals were completed for all positions involving strenuous activities (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Those completed for full-time staff were completed prior to first day of employment.
14	Prior to action, was the agency's discipline procedure followed and the department head notified (10 Points)?
	Select Score: 10 Points
	Specify Department: Chris 11-9-12 maintenance
	Consultant Comments: Work with Laner Muchin and with Steve Kleinman. Written warnings, include unions and supervisors. Follow agency personnel policy.
15	Prior to action, was the agency's discipline procedure followed and the department head notified (10 Points)?
	Select Score: 10 Points
	Specify Department: Christine 5-14-13
	Consultant Comments: Have used last chance agreement following mediation. Follow model from HELP 2. coaching, etc.
16	Prior to action, was the agency's discipline procedure followed and the department head notified (10 Points)?
	Select Score: 10 Points
	Specify Department: Garrett
	Consultant Comments: Well documented.
17	Prior to action, was the agency's discipline procedure followed and the department head notified (10 Points)?
	Select Score: N/A
	Specify Department:
	Consultant Comments:
18	Employment terminations or changes in work status of employees were reviewed prior to action by (20 Points)?
	Select Score: 20 Points
	Specify Department: Elgean 3-4-13
	Personnel / Human Resources Department: <input checked="" type="checkbox"/>
	Agency Director: <input checked="" type="checkbox"/>
	Agency Employment Law Counsel:
	PDRMA HELPLine:
	Consultant Comments:
19	Employment terminations or changes in work status of employees were reviewed prior to action by (20 Points)?
	Select Score: 20 Points
	Specify Department: Jenny 10-15-12
	Personnel / Human Resources Department: <input checked="" type="checkbox"/>
	Agency Director: <input checked="" type="checkbox"/>
	Agency Employment Law Counsel: <input checked="" type="checkbox"/>

	PDRMA HELPLine: <input checked="" type="checkbox"/>
	Consultant Comments:
20	Were modified work duties utilized for injured employees as part of their (restricted) return to work (20 Points)?
	Select Score: 20 Points
	Specify Department: Buildings and Grounds
	Consultant Comments: R K rotator cuff, followed policy.
21	Were modified work duties utilized for injured employees as part of their (restricted) return to work (20 Points)?
	Select Score: 20 Points
	Specify Department: Gymnastics
	Consultant Comments: DK gymnastics, returned to full duty.
22	Annual performance evaluations include a line item for safety and are conducted for (10 Points):
	Select Score: 10 Points
	Specify Department: Buildings and Grounds
	Full - Time: <input checked="" type="checkbox"/>
	Part - Time:
	Seasonal:
	Consultant Comments: 5-15 for C B union full-time, signed.
	Safety included as line item.
23	Annual performance evaluations include a line item for safety and are conducted for (10 Points):
	Select Score: 10 Points
	Specify Department: pre school
	Full - Time:
	Part - Time:
	Seasonal: <input checked="" type="checkbox"/>
	Consultant Comments: E W, - preschool 1-13. Signed, okay.
24	Annual performance evaluations include a line item for safety and are conducted for (10 Points):
	Select Score: 10 Points
	Specify Department: Revenue Facilities
	Full - Time:
	Part - Time: <input checked="" type="checkbox"/>
	Seasonal:
	Consultant Comments: J S, 9-12
	Signed, okay.
25	Annual performance evaluations include a line item for safety and are conducted for (10 Points):
	Select Score: 10 Points
	Specify Department: Aquatic program coord. - Jackie
	Full - Time:

	Part - Time: [x]
	Seasonal:
	Consultant Comments:
1.3	Training and Orientation
1	Full-Time Employee safety orientation included the following as applicable (20 Points):
	Select Score: 20 Points
	Reporting of hazardous conditions: [x]
	Coverage of safety rules: [x]
	Incident/accident reporting procedures: [x]
	Statement of admission: [x]
	Personnel policies: [x]
	Blood-borne pathogens: [x]
	Emergency response plan: [x]
	Hazard Communication: [x]
	Driving standards: [x]
	Check ride for each vehicle: [x]
	Harassment: [x]
	Child abuse reporting act: [x]
	Patron Behavior Management: [x]
	Lifting/material handling: [x]
	Personal protective equipment: [x]
	Training on high risk tasks or equipment: [x]
	Job specific responsibilities: [x]
	Signature space for supervisor/department head: [x]
	Signature space for employee: [x]
	Consultant Comments: Receive copy of personnel policy manual and safety manual in addition to formal presentation. Sign off as having reviewed manuals. This constitutes basic agency orientation. In addition will receive department specific orientation from individual supervisor. Reviewed sign off by Jan Arnold.
2	Part-Time and Seasonal Employee safety orientation included the following as applicable (20 Points):
	Select Score: 20 Points
	Reporting of hazardous conditions: [x]
	Coverage of safety rules: [x]
	Incident/accident reporting procedures: [x]
	Statement of admission: [x]
	Personnel policies: [x]
	Blood-borne pathogens: [x]
	Emergency response plan: [x]
	Hazard Communication: [x]
	Driving standards: [x]

	Check ride for each vehicle: [x]
	Harassment: [x]
	Child abuse reporting act: [x]
	Patron Behavior Management: [x]
	Lifting/material handling: [x]
	Personal protective equipment: [x]
	Training on high risk tasks or equipment: [x]
	Job specific responsibilities: [x]
	Signature space for supervisor/department head: [x]
	Signature space for employee: [x]
	Consultant Comments: Receive copy of personnel policy manual and safety manual in addition to formal presentation. Sign off as having reviewed manuals. This constitutes basic agency orientation. In addition will receive department specific orientation from individual supervisor. Reviewed orientation sign offs.
3 Volunteers safety orientation included the following as applicable (20 Points):	
	Select Score: N/A
	Reporting of hazardous conditions:
	Coverage of safety rules:
	Incident/accident reporting procedures:
	Statement of admission:
	Personnel policies:
	Blood-borne pathogens:
	Emergency response plan:
	Hazard Communication:
	Driving standards:
	Check ride for each vehicle:
	Harassment:
	Child abuse reporting act:
	Patron Behavior Management:
	Lifting/material handling:
	Personal protective equipment:
	Training on high risk tasks or equipment:
	Job specific responsibilities:
	Signature space for supervisor/department head:
	Signature space for employee:
	Consultant Comments:
4 Bilingual safety orientation included the following as applicable (20 Points):	
	Select Score: N/A
	Reporting of hazardous conditions:
	Coverage of safety rules:

Incident/accident reporting procedures:
Statement of admission:
Personnel policies:
Blood-borne pathogens:
Emergency response plan:
Hazard Communication:
Driving standards:
Check ride for each vehicle:
Harassment:
Child abuse reporting act:
Patron Behavior Management:
Lifting/material handling:
Personal protective equipment:
Training on high risk tasks or equipment:
Job specific responsibilities:
Signature space for supervisor/department head:
Signature space for employee:
Consultant Comments:
5 Blood-borne Pathogens / Communicable Disease - Legally required annual training (10 Points):
Blood-borne Pathogens / Communicable Disease: 10 Points
Consultant Comments: Training on P drive and have Excel spreadsheet to verify tracking of training.
6 Fire extinguisher – education on use of (hands on not required) - Legally required annual training (10 Points):
Select Score: 10 Points
Consultant Comments: 10-12
7 Statements of Admission - Recommended Annual Training (10 Points):
Select Score: 10 Points
Consultant Comments:
8 Emergency Response Plans - Recommended Annual Training (10 Points):
Select Score: 10 Points
Consultant Comments:
9 Hazard Communication - Recommended Annual Training (10 Points):
Select Score: 10 Points
Consultant Comments:
10 Employment Practices - Recommended Annual Training (10 Points):
Select Score: 10 Points
Consultant Comments: Done August 2013.
11 Lifting/Material Handling - Recommended Annual Training (10 Points):
Select Score: 10 Points
Consultant Comments: Done August 2013.

12 Higher Risk Equipment - Recommended biennial training: (every 2 years) (10 Points):
Select Score: N/A
Consultant Comments:
13 Behavior Management - Recommended biennial training: (every 2 years) (10 Points):
Select Score: 10 Points
Consultant Comments: Done July 2013.
14 Fleet Safety - Recommended annual training: (10 Points):
Select Score: 10 Points
Pre-Trip Inspection:
Trailing:
Vehicle Check Ride: [x]
DDC (Defensive Driving):
Backing:
Load Securing:
Other (ex. Distracted Driving):
Vehicle Specific (ex. 15 Passenger Van):
Consultant Comments: May 30 and June 6 drivers challenge.
For Ron, okay.
15 Harassment - Recommended triennial training: (every 3 years) (10 Points):
Select Score: 10 Points
Consultant Comments: Done August 2013 - online program.
16 Is bilingual training needed or provided (10 Points)?
Select Score: N/A
Consultant Comments:
17 Other Training (10 Points):
Other Training Completed:
Select Score: 10 Points
Consultant Comments: I.D. protection act 3-7-13.
18 Other Training (10 Points):
Other Training Completed: Slip, trip and fall
Select Score: 10 Points
Consultant Comments: 2-13
19 Has the member used PDRMA or other online training programs (10 Points)?
Select Score: 10 Points
Employee(s): Paula
Topic(s):
Consultant Comments: 7-2-13 Harassment public sector.
20 Has your agency registered all appropriate employees to the PDRMA website? (5 Points)?
Select Score: 5 pt.

	Employee(s):
	Topic(s):
	Consultant Comments: Safety Coordinator has verified this as being done.
21	Supervisors attended annual risk management training provided outside the agency (10 Points)?
	Training Session Name: claims reporting, RMI, Paula
	Select Score: 10 Points
	Consultant Comments:
22	Supervisors attended annual risk management training provided outside the agency (10 Points)?
	Training Session Name: Kyle, performance evaluations
	Select Score: 10 Points
	Consultant Comments:
23	Supervisors attended annual risk management training provided outside the agency - Attended PDRMA H.E.L.P. program (10 Points)?
	Specify PDRMA H.E.L.P. Program: Help 2
	Select Score: 10 Points
	Consultant Comments:
24	If commissioners, administrators or staff carry police-style badges, has appropriate training been provided (10 Points)?
	Select Score: N/A
	Consultant Comments:
1.4	Policies and Procedures
1	Are personnel policies and procedures distributed to all full-time and part-time employees and are employees acknowledging (in writing) receipt of policies (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Okay
2	Contains a written disclaimer stating the policies do not constitute an employment contract and all employees are at-will employees (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Personnel policies reviewed in 2009 were found okay. Were updated in 2010 and currently under review by legal in 2013.
3	Written modified duty for return to work policy for injured workers (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Okay. Viewed implementation.
4	If the agency has a policy to supplement workers' compensation wage payments, the policy is limited to one month (20 Points)?
	Select Score: 20 Points
	Consultant Comments:
5	Pre-placement drug screen conducted for new employees who transport patrons on a regular basis (20 Points)?
	Select Score: N/A
	Consultant Comments:

6 Policies are reviewed every three years by an attorney with expertise in labor law (10 Points)?
Select Score: 10 Points
Last Update: Last reviewed in 2010, currently under review in 2013.
Consultant Comments:
7 Employees are updated on policy changes (10 Points)?
Select Score: 10 Points
Consultant Comments: Updated by memo to staff with details. In future send memo and reference employee to P drive.
8 Drug-free workplace policy adopted (10 Points)?
Select Score: 10 Points
Consultant Comments:
9 Discipline and termination policy developed (10 Points)? Does the written policy:
Select Score: 10 Points
Include a list of offenses for which the employee may be disciplined: <input checked="" type="checkbox"/>
Allow for discipline for violation of a safety rule or procedure: <input checked="" type="checkbox"/>
Provide the discretion to forego lesser forms of discipline and proceed to termination: <input checked="" type="checkbox"/>
If an appeal process is established, it must be followed as indicated in the policy.: <input checked="" type="checkbox"/>
Consultant Comments:
10 General harassment policy adopted (10 Points)? Written policy includes the following:
Select Score: 10 Points
All employees: <input checked="" type="checkbox"/>
Elected/appointed officials.: <input checked="" type="checkbox"/>
Suppliers/vendors and other such non-employees.: <input checked="" type="checkbox"/>
Volunteers.: <input checked="" type="checkbox"/>
Patrons.: <input checked="" type="checkbox"/>
Consultant Comments:
11 General Harassment Policy contains procedures for handling complaints including designation of person to report to other than the complaining employee's immediate supervisor (10 Points)?
Select Score: 10 Points
Consultant Comments:
12 Agency-designated medical provider for pre-placement physicals and occupational health is (Name of Medical Provider) and includes: (5 Points)?
Select Score: 5 Points
Pre-placement physical includes job specific functional testing: <input checked="" type="checkbox"/>
Return to work management: <input checked="" type="checkbox"/>
Fitness for Duty evaluations: <input checked="" type="checkbox"/>
Other:
Consultant Comments: Resurrection, Elmwood Park.
13 Employment application advises applicant that intentionally false and/or incorrect information may result in termination (5 Points)?
Select Score: 5 Points

	Consultant Comments:
14	General safety policy manual has been adopted? Is the manual current and contains all of the following (10 Points)?
	Select Score: 9
	Table of contents: [x]
	Safety policy statement: [x]
	Agency-specific information: [x]
	Specific staff safety responsibilities: [x]
	General and specific safety rules: [x]
	Incident/accident reporting procedures: [x]
	Emergency response plan and telephone numbers: [x]
	Employee sign-off sheets for confirming review: [x]
	Written procedures for an Illinois Department of Labor (IDOL) inspection:
	<p>Consultant Comments: Safety Manual- Needs to be updated for Crisis Management and Claims Reporting. Crisis Management should incorporate LRN#1507 and items reflected in the new updates to PDRMA's template. Updated as of 8-13 and raised points from 8 to 9.</p> <p>Should Place the Post AED Form into Safety Manual procedures. Should include in manual procedures for IDOL inspection.</p>
15	Agency has adopted a comprehensive ergonomic policy (10 Points)?
	Select Score: 7
	<p>Consultant Comments: Agency ergonomic policy needs to be adopted. This will reinforce some activity already in place on this subject, including the agency 3 points of contact and 30 second site safety survey policy. Ergonomic assessments and policy development are a strategic initiative for 2014.</p> <p>Recommendations: Agency ergonomic policy needs to be adopted. This will reinforce some activity already in place on this subject, including the agency 3 points of contact and 30 second site safety survey policy.</p>
16	Has the agency conducted ergonomic job task assessments within the past 3 years for job positions that involve strenuous activities or job positions that have been identified through the agency's injury experience reports. If so, what measures have been implemented toward preventing future injury (10 Points):
	Select Score: 10 Points
	<p>Consultant Comments: There is a need to complete ergonomic task assessments for positions involving strenuous activity and/or job tasks identified to have resulted in employee injury for the agency. Measures can then be implemented to minimize potential for future injury.</p> <p>Completed ergonomic assessment for Dianne's work station.</p>
17	Has the agency conducted ergonomic job task assessments within the past 3 years for job positions that involve strenuous activities or job positions that have been identified through the agency's injury experience reports. If so, what measures have been implemented toward preventing future injury (10 Points):
	Select Score: 10 Points
	<p>Consultant Comments: There is a need to complete ergonomic task assessments for positions involving strenuous activity and/or job tasks identified to have resulted in employee injury for the agency. Measures can then be implemented to minimize potential for future injury.</p> <p>Completed an ergonomic assessment for Jennifer's work station.</p>

18	Has the agency conducted ergonomic job task assessments within the past 3 years for job positions that involve strenuous activities or job positions that have been identified through the agency's injury experience reports. If so, what measures have been implemented toward preventing future injury (10 Points):
	Select Score: 10 Points
	Consultant Comments: There is a need to complete ergonomic task assessments for positions involving strenuous activity and/or job tasks identified to have resulted in employee injury for the agency. Measures can then be implemented to minimize potential for future injury. Completed and ergonomic assessment for Paula's work station.
19	Agency has developed a comprehensive slip, trip and fall prevention program (10 Points)?
	Select Score: 8
	Consultant Comments: Have completed the 3 points of contact and 30 second site safety survey training with staff as awareness programs addressing this subject. Suggest evaluating other elements such as implementing a comprehensive footwear policy for agency staff. There is a footwear policy for safety shoes to be worn by B&G staff. Suggest review anti-slip foot wear for other departments as well based on assessment.
20	Confined Space (15 Points)? (See LRN Resource Document #509 and Resource Library Videos Emp 9005, Emp 9085, and Span 8008)
	Select Score: 15 Points
	Assessment, confined spaces identified, and profiles complete: [x]
	Spaces posted and secured: [x]
	Monitoring provisions: [x]
	Permit system in place if needed: [x]
	Rescue and emergency services in place: [x]
	Contractor notification provision in place: [x]
	Consultant Comments: Staff will enter, will do monitoring, air exchange, permit required spaces, attendant and entrant, tripod and harness, water and equipment vaults. Train with Start Group. Use Oak Park FD for rescue. Contractor notification- must follow agencies procedures. All items in place and followed.
21	Fall Protection (10 Points)? (See LRN Resource Document #498 and Resource Library Videos Emp 9038, Emp 9053, and Span 8031)
	Select Score: 10 Points
	Assessment, facility and job task hazards identified: [x]
	Fall protection procedures or plans in place: [x]
	Equipment selection, inspection, maintenance: [x]
	Contractor notification provision in place: [x]
	Consultant Comments:
22	Personal Protective Equipment (10 Points)? (See LRN Resource Document #501 and Resource Library Videos Emp 9079, Emp 9073, & Emp 9058)
	Select Score: 10 Points
	Assessment, job task hazards identified: [x]
	Selection, inspection, maintenance: [x]

	Consultant Comments:
23	Powered Industrial Trucks (10 Points)? (See LRN Resource Document #502 & #809)
	Select Score: 10 Points
	Assessment, selection for use and application:
	Consultant Comments: Training planned for 10-9
24	Lockout/Tagout (10 Points)? (See LRN Resource Document #500 and Resource Library DVD 90506)
	Select Score: 7
	Assessment, energy sources identified:
	Machine or equipment specific control procedure:
	LOTO materials and hardware provided: [x]
	Procedure for LOTO removal: [x]
	Consultant Comments: Need to expand assessment to include all energy sources beyond electrical.
25	Respiratory Protection Program (10 Points)? (See LRN Resource Document #486 and Resource Library Video Emp 9062)
	Select Score: 10 Points
	Assessment, need identified?: [x]
	Selection, matches use or application?: [x]
	Medical assessment, pulmonary function testing?: [x]
	Fit testing?: [x]
	Inspection, maintenance and testing?: [x]
	Consultant Comments:
26	Hazard Communication Program (10 Points)? (See LRN Resource Document #528 & #691 and Resource Library Videos Emp 9055 & Span 8007)
	Select Score: 10 Points
	Assessment, obtain and review MSDSs: [x]
	Labeling: [x]
	Contractor notification provision: [x]
	Consultant Comments:
27	Communicable Disease (10 Points)? (See LRN Resource Document #508, #800 and Resource Library Videos Emp 9012 & Emp 9015)
	Select Score: 10 Points
	Guidelines, privacy considerations: [x]
	Personal protective equipment: [x]
	Precautions and procedures: [x]
	Post-exposure procedure: [x]
	Consultant Comments:
28	Hearing Conservation Program (10 Points)? (See LRN Resource Document #499, #766 & #810 & Resource Library Videos Emp 9025 & Span 8027)
	Select Score: 10 Points
	Assessment, sound level survey completed: [x]
	Hearing protection selection and use:

	Audiometric testing:
	Recordkeeping:
	Consultant Comments: No levels over 85 identified. No hearing conservation program required.
29	Post-occurrence crisis/media plan developed (10 Points)?
	Select Score: 9
	Plan in Place: <input checked="" type="checkbox"/>
	Up-To-Date:
	Staff Training this year:
	Consultant Comments: Recommend update to current PDRMA sample. Plus document #1507 - attorney client privilege. Updated 8-15-13.
30	Agency has developed financial control measures to better protect your agency's financial assets from embezzlement, wire fraud, employee dishonesty, and theft of money and securities.(20 Points)?
	Select Score: 20 Points
	Deposit and bank account statement review duties separate.: <input checked="" type="checkbox"/>
	Control Measures are in place to ensure that purchases are authorized and reconciled (i.e. purchasing cards): <input checked="" type="checkbox"/>
	Annual physical inventory of resale items are completed by an outside department, contractor or person.: <input checked="" type="checkbox"/>
	Written policy/procedure on cash controls and random cash drawer and inventory checks used.: <input checked="" type="checkbox"/>
	Financial Audit Recommendations: <input checked="" type="checkbox"/>
	Consultant Comments:
31	Agency has developed a cyber-liability policy (5 Points)?
	Select Score: 5 Points
	Consultant Comments: Have developed several controls. Have document retention and destruction policy for district. Accident reports now processed through channels with Jan and Paula to put in tracking folder. Improved retrieval system. EMPLOYEE FILE MANAGEMENT PROCEDURE IN PLACE. Department heads manage internal file destruction. Paper and electronic storage on site only. Procedures in place to asking permission to shared directory. Procedures on wire transfer.
32	AssetMax or other inventory tracking system for the Agency utilized and up to date (5 Points)?
	Select Score: 5 Points
	Location:
	If video/inventory updated when significant changes occurred to building or equipment, please specify last update:
	Consultant Comments: Have contracted inventory system to manage this. Agency to determine who will be in charge of this going forward and will attend training as needed.
33	Agency general use ordinances reviewed at least every three years (5 Points)?
	Select Score: 2
	Consultant Comments: Need to see when last complete review was done. Saw board review of single ordinance Done April 2012.
34	Written Volunteer Manual (10 Points)
	Select Score: 10 Points

	Table of Contents: [x]
	Specific Safety Rules: [x]
	Incident / Accident Reporting: [x]
	Emergency Response: [x]
	Operations and Facility Specific Policies and Procedures: [x]
	Volunteer Coverage: [x]
	Consultant Comments: Scored for recreation. All the same.
1.5	Fleet and Transportation Safety
1	Department of Transportation (DOT) compliance policies developed for CDL drivers (20 Points)?
	Select Score: N/A
	Written Policies and Procedures Adopted:
	Pre-employment and random testing protocols established:
	Consultant Comments:
2	Driver abstracts from Secretary of State were checked for New Hires (upon hire) (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Viewed list 6-13 sent Sec of State.
3	Driver abstracts from Secretary of State were checked for Current Employees (annually) (10 Points)?
	Select Score: 10 Points
	Consultant Comments: Viewed list 6-13 sent Sec of State.
4	Driver Qualification and Improvement policy includes (20 Points):
	Select Score: 20 Points
	Problem Driver Identification Criteria: [x]
	Probationary Period for Problem Drivers: [x]
	Check-Ride and Retraining Provisions:
	Consultant Comments: In place
5	Are controls in place to manage the liability of loaning agency vehicles to an outside organization (10 Points)?
	Select Score: 10 Points
	Consultant Comments: When used by village supply drivers. In all cases if someone else drives driver is given orientation on use.
6	Agency has a written seat belt use policy (5 Points)?
	Select Score: 5 Points
	Also addresses child restraints: [x]
	Consultant Comments:
1.6	Claims Management
1	Have agency claims contact and alternate attended a PDRMA Claims Workshop within the past 3 years (20 Points Each)?
	Select Score: 20 Points
	Specify Claims Contact: Ron Calloway
	Select Score: 20 Points
	Specify Alternate: Paula Bickel

	Consultant Comments:
2	Incident/accident reporting policy and investigation procedures adopted (10 Points)?
	Select Score: 10 Points
	Consultant Comments:
3	Workers Compensation and other serious claims were reported to PDRMA within 48 hours of incident (20 points)?
	Select Score: 0 Points
	Consultant Comments: 4 claims averaging 11.75 Days.
4	General comments from PDRMA Claims Department regarding overall claims reporting and forwarding of necessary follow-up information (20 points).
	Select Score: 20 Points
	Consultant Comments: No issues noted.
5	Agency has reduced its workers compensation (WC) exposure by transferring the risks related to independent contractors (IC) (20 points)?
	Select Score: 20 Points
	Agency retains independent contractors that may be injured in the course of their contracted services: <input checked="" type="checkbox"/>
	Agency requires independent contractors to provide proof of Workers Compensation insurance and/or to enter into an independent contractor agreement that specifically provides that the contractor assume liability for WC: <input checked="" type="checkbox"/>
	Agency designated contact attended the PDRMA Independent Contractors and Certificates of Insurance Workshop: <input checked="" type="checkbox"/>
	Consultant Comments:
1.7	Environmental
1	Underground Storage Tank(s) are (5 points):
	Select Score: N/A
	Registered with Office of the State Fire Marshal:
	Tightness tested as required by tank type:
	Inventoried and have dispensing records:
	Spill and overfill protection:
	Corrosion protection:
	Written leak notification procedure on site:
	All diesel fuel tanks (550 gallons or more labeled to indicate sulfur content):
	Created operations and maintenance plan:
	Attended OSFM Certified Training Operator Course:
	Consultant Comments:
2	Above Ground Storage Tanks (AST) are in compliance with USEPA or other regulations regarding spill containment and/or overfill prevention measures (5 Points)?
	Select Score: N/A
	Secondary containment (double-walled, liners, vaults, dikes, berms):
	Routinely monitor (periodic inspection, integrity testing):
	Other Corrosion protection, periodic clean-up, location of tank(s):
	Spill Prevention Control and Countermeasures (SPCC) Plan (over 1,320 gallons combined at a site):

	All diesel fuel tanks (550 gallons or more) labeled to indicate sulfur content:
	Consultant Comments:
3	Do member facility inspections include environmental issues, such as (5 Points)?
	Select Score: 3
	Inspection of hazardous materials and petroleum storage areas for leaks (e.g. container and tank integrity, bulging drums, etc.):
	Spill control equipment such as spill clean-up kits, immediately available and fully stocked:
	Are oil water separators and rinsate collection systems serviced on a scheduled basis:
	Proper hazardous waste storage, protection, and disposal:
	Consultant Comments: Need to add to inspection report as a line item..
4	Have newly acquired properties (purchased, donated or leased) had an environmental Phase I Assessment completed before acquisition to identify any existing environmental issues (20 Points)?
	Select Score: 20 Points
	Consultant Comments: Will complete a phase I if any suspicion of an issue as part of agency policy.
1.8	Field Observations by PDRMA Risk Management Staff
1	General field observations and recommendations (5 Points)?
	Select Score: N/A
	Consultant Comments:
2	General field observations and recommendations (5 Points)?
	Select Score: N/A
	Consultant Comments:
3	General field observations and recommendation (10 Points)?
	Select Score: N/A
	Consultant Comments:
4	General field observations and recommendation (10 Points)?
	Select Score: N/A
	Consultant Comments:
5	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
6	General field observations and recommendations (20 Points)?
	Select Score: N/A
	Consultant Comments:
7	General field observations and recommendations (0 Points)?
	Consultant Comments: