

# Park District of Oak Park Safety Manual

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# Introduction

This manual is issued to:

1. Inform employees about the policies that are the basis for the Park District's safety and loss prevention program.
2. Establish uniform safety procedures for tasks that are performed in more than one operating unit.
3. Establish uniform safety procedures for the more specific activities of individual departments.

Although careful consideration was paid to ensure comprehensiveness, this manual will not and cannot identify and cover every task performed and encountered by all departments. Conversely, there will be material that is not applicable to certain departmental activities. If you are responsible for performing a task in which you are unsure how to safely perform it and the procedure is not outlined in this manual, contact your immediate supervisor/manager before proceeding with the task. Employees should be on constant alert for potential hazards which are not referred to in any written practices but which may result in injuries or property damage. Where potential hazards are thought to exist, employees should use all known precautionary measures and when in doubt as to the procedure to follow, consult with the immediate supervisor/manager.

Managers and supervisors have been directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. **As a condition of employment, every employee is expected to concern themselves with their own safety, the safety of fellow workers, and the safety of the general public affected by park and recreation activities.** This entails willing acceptance and active support of approved safety rules and procedures.

Accidents often occur when we overlook safety to concentrate on a mechanical skill or problem, when we fail to recognize a hazard, or when we hurry to get the job done and take unnecessary risks. Accidents are costly to the employee and the employer. Accidents can cause physical pain, possible disability, and potential loss of income or future earning power.

Safe operating procedures are essential in performing any job skill. Safe performance is an efficient performance. Shortcuts that ignore safety usually take more time rather than save time. Most accidents can be avoided by identifying and attending to safety hazards and performing tasks in a safe manner. When someone fails to do something he or she should have done or when a hazard was not recognized, an accident can happen.

# Safety Statement

Playing it safe is everyone's business. The Park District of Oak Park Safety and Risk Management Program is designed to give all employees valuable information needed to do their job safely. Safety is a number one priority. Your attitude about safety could someday save your life or the life of a co-worker. Remember, you are responsible for your own safety.

When it comes to safety, things are never stagnant. Work environments are constantly changing. New procedures are being implemented, new materials and chemicals that require special safety procedures are routinely being introduced into the work area, and new people are coming into the department. Just when you think you have safety down, you may have an accident. Always take precautions and be aware of your environment and what is going on around you; accidents can be prevented.

The Park District of Oak Park Safety and Risk Management Program provides you with policies and procedures that pertain to safety. You will learn what to do on a day-to-day basis, what to do in an emergency, how to respond to a hazard, and how to avoid taking risks. You will be expected to hold safety as a high priority.

Staff at all levels are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. Staff are to ensure that work is done in a safe manner, inspections are conducted on a regular and timely basis, hazards are identified and addressed, and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Jan Arnold

Gabriele Romanucci

Jessica Bullock

Executive Director

HR Safety Manager

Board President

## 2.01 Purpose

1. Create and maintain an active interest in safety.
2. Communicate health and safety information to employees and the general public.
3. Inspect and recommend methods for elimination of hazards.
4. Provide information on the improvement of safety.

## 2.02 Concept

Within all recreational activity, there may be exposure to personal injury or property damage that may be unintentionally hidden. Safety reviews of facilities and operations should include consideration of problems and/or errors which could occur, as it relates to recreation programs, equipment, job procedures, and personnel. Accidents are unplanned events. Proper planning can minimize accidents and/or their impact. Most accidents are caused and can be prevented. Loss prevention initiates such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continued emphasis on safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. **Every employee** is charged with the responsibility of supporting and cooperating with the safety and loss prevention team. All employees are expected, **as a condition of employment**, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Compliance with safety policies and procedures will be considered an important component of supervisory and employee performance evaluations.

The Park District of Oak Park is committed to making the Safety and Loss Prevention Program a success and expects all employees to assist in the safety effort by following all established rules and procedures

### 3.01 Park District of Oak Park Executive Director

The Executive Director is accountable and responsible for the **overall execution** of the Park District's goals and objectives, as well as the health and welfare of each employee. To achieve these goals and objectives safely, the Executive Director has created the **Safety Action Committee** and the position of **HR Safety & Risk Manager** who serves as the Chairperson of this committee reporting on a day-to-day basis to the Director of Human Resources.

### 3.02 Safety Action Committee

The most effective accident prevention measures are those that have been formulated at each level of the Park District, thoroughly discussed and coordinated by all concerned, and supported by senior management. The organization of the Safety Action Committee facilitates the maximum exchange of ideas between employees while enhancing the immediate definition of the problem areas and the promotion of safety and loss prevention practices.

The Safety Action Committee shall be composed of designated representatives from each department or area and appointments shall be made by the Executive Director or his/her designee. The responsibilities and goals of the committee members include, but are not limited to:

1. Identify safety and/or unsafe situations/issues in their area.
2. Make recommendations and/or assist in the development and implementation of processes to address safety or unsafe situations/issues.
3. Monitor and report on safety and/or unsafe situations/issues.

4. Facilitate and maximize the communication of safety ideas, programs, and processes between employees and management.
5. Promote and support safety and loss prevention practices.
6. Attend bi-monthly Safety Action Committee meetings.
7. Participate in bi-monthly safety trainings conducted at the Safety Action Committee meetings.
8. Attend training classes provided by the Park District Risk Management Agency (PDRMA), such as the Risk Management Institute.

### 3.03 HR Safety & Risk Manager

The HR Safety & Risk Manager will be the individual with primary responsibilities for developing, implementing, and coordinating the District's risk management and loss control programs.

The HR Safety & Risk Manager's major responsibilities include, but are not limited to:

1. Formulate, direct, and support all safety activities throughout the Park District with the support of Park District senior management.
2. Recommend and implement safety-related ideas, improvements, and efficiency measures. Assist in developing safety goals and objectives.
3. Review and develop safety-related statistics and reports. Prepare cost analyses and reports for safety-related projects.
4. Function as Chairperson of the District's Safety Action Committee.
5. Facilitate action plans from the Safety Action Committee's recommendations and concerns.
6. Maintain Accident/Incident report files and log. Process and submit accident/incident reports to PDRMA, when appropriate. Maintain OSHA #300 Logs.
7. Update the Safety Manual as necessary.
8. Recommend and facilitate the safety training of supervisors and employees including general safety and health programs such as Cardiopulmonary Resuscitation (CPR), first aid, etc.
9. Recommend safety policy changes and apprise the Executive Director of particular safety issues as well as the overall condition of the Park District.
10. Receive and review all safety-related departmental or staff memos, minutes, and training rosters and maintains files on loss control and safety program components.
11. Review and analyze accident/incident reports, departmental correspondence, and PDRMA LRN Alerts regarding the safety conditions of District facilities and to facilitate action plans, if required.
12. Review and investigate accidents and to recommend ways of eliminating such occurrences.
13. Establish an incident/accident reporting and investigation procedure.
14. Ensure that the Safety Action Committee meeting notes are prepared, distributed, and maintained in a timely manner.
15. Develop safety responsibilities for all staff members.
16. Establish emergency response procedure for the Administrative building and all Park District facilities.
17. Schedule, conduct, and/or participate in safety inspections and evaluations with findings and recommendations reported to the supervisor/manager, the Executive Director, and the Safety

Action Committee.

18. Coordinate and schedule the PDRMA Loss Control Program Evaluation meeting along with facilitating the meeting.
19. Attend Risk Management Institutes and other educational sessions sponsored by PDRMA.
20. Distributes PDRMA correspondence to staff and Safety Action Committee, including newsletters, LRN Alerts and meeting registration flyers.
21. Monitor compliance with agency and PDRMA claims reporting policies.
22. Promote and support Safety and Risk Management programs throughout the Park District of Oak Park and the community.
23. Stay abreast of OSHA, NIOSH, IDOL, DOT etc. or other safety agency updates and implement as needed these important updates.

### 3.04 Supervisors/Managers

A supervisor may be defined as a Department Head, Manager, Supervisor or any individual that controls the actions of others. Supervisory level staff members have the primary responsibility for carrying out the District's safety and loss prevention policies, including those contained in all District's safety manuals as well as those enacted by the District's Administration and/or Board. Supervisors have a dual responsibility to both management and employees. For both groups, the supervisor must coordinate safety efforts, encourage and coordinate safety actions, and respond to suggestions and complaints about safety practices. Supervisors/managers major responsibilities include, but are not limited to:

1. Instructs personnel in safe practices to be observed at work.
2. Enforce safety standards and requirements.
3. Set the example of good safety practices in all work endeavors.
4. Act positively to eliminate any potential hazards within the activities under their jurisdiction.
5. Complete or delegate the completion of accident/incident reports in their department(s).
6. Complete employee accident reports and turn into the HR Safety & Risk Manager within 24 hours of the accident.
7. Train employees on the proper method of completing accident/incident reports.
8. Conduct thorough investigations of all accidents and take the necessary steps to prevent recurrence.
9. Conduct regular safety checks to ensure that equipment is maintained properly.
10. Give full support to all safety procedures, activities, and programs.
11. Communicate to their employees the importance of safety hazard identification and awareness.
12. Correct employees if they observe an activity or task being performed in an unsafe manner.

### 3.05 Employees

Each employee, as part of the safety and comprehensive loss prevention program, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. In addition, employees have the duty to protect the public who patronize our facilities and services. An employee's safety responsibilities include, but not limited to:

1. Using the safety equipment provided in performing daily work assignments.
2. Wearing the prescribed uniform and safety equipment.
3. Operating equipment only after receiving the proper orientation and/or training.
4. Reporting defective equipment or other unsafe conditions to supervisors and co-workers.
5. Report all accidents, injuries and unsafe acts and conditions to your supervisor immediately. Cooperate with and assist in the investigation of accidents. Failure to do so may result in disciplinary action up to and including terminations. Completing accident reports for all injuries regardless of severity.
6. Providing protection for unsafe conditions resulting from work that could present a hazard to the public.
7. Not abusing departmental tools and equipment.
8. Restricting use of equipment and facilities.
9. Designated employees will conduct facility inspections, AED reports, and playground inspections.
10. Submit suggestions related to safety methods, conditions or activities.
11. Preserve potential evidence found or left behind at the scene for the proper authorities. This includes, but not limited to: cordon off the scene to stop evidence from being touched, misplaced, moved, mishandled or damaged. Notify proper authorities of the location of evidence and transfer authority of the investigation and evidence gathering to the proper authorities. Notify your supervisor of the event.

## Introduction

The Park District of Oak Park reaffirms its continued policy that the safety and health of its employees is its first consideration in the operation of its facilities. Working conditions will meet the accepted standards for the protection, safety, and health of our employees, and shall be maintained at a level so as to encourage efficient operations. The safety rules as described will be strictly enforced by all employed by the Park District of Oak Park. Employee's full participation and cooperation in preventing accidents is a necessity.

### 4.01 General Safety Rules

1. Work at a safe speed. (Pace yourself.)
2. Read and obey all warning signs and tags. They are posted to point out hazards and are there for your protection.
3. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
4. Use the personal protective equipment required on the job being done, such as hard hats, goggles, safety shoes, gloves, etc.
5. Maintain clean and orderly work areas. Periodic inspections of the work station may be conducted to identify potential hazards and ensure that equipment or vehicles are in safe operating condition.
6. Report all accidents, near misses, injuries and property damage to your immediate supervisor, regardless of the severity of the injury or damage.
7. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
8. Avoid horseplay such as throwing of any material at another employee, distracting another

employee at any time, or creating action that may mislead another employee into an unsafe act or condition.

9. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
10. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
11. Operate only machines or equipment you are authorized to use and only after you have received specific instruction and training.
12. Make sure that children and other persons remain at a safe distance from work areas.
13. Provide guards and barricades when required. If they are removed for any reason, they should be replaced as soon as possible.
14. Encourage workers to follow safe work procedures.
15. Approach all electrical repairs with extreme caution. Treat every electric wire as "live".
16. Know the location of the fire extinguisher nearest your work area and learn how to operate it.
17. Know the location of the first aid kits and AED and know how to use these materials.
18. Note all exits in case of evacuations.
19. Do not block access to emergency devices such as fire hydrants, fire extinguishers, first aid kits, AEDs, control valves or electrical switch boxes.

## 4.02 Use of Park District Property

1. Unless it is specifically assigned or authorized as part of employment/duties or is generally available to the public, no employee or elected official may use Park District property for personal use at any time.
2. For the purposes of this policy, property is defined as, but not limited to, buildings, vehicles, facilities, grounds, tools, building materials, electronic equipment, recreational and rental equipment and/or related personnel services. Because safety and liability is of chief concern, it is expected that the property which is assigned, authorized or permitted, will be used or operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use are available. In addition, property use requires the use of permits, waivers and releases, which conforms with regular service to the public.
3. The Park District's equipment, such as telephones, postage, facsimile and copier machines is intended for business purposes. An employee may use this equipment for non-business purpose in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Park District should be reported immediately to your immediate supervisor or the Director of Human Resources so that reimbursement can be made.
4. Loss, damage or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination.
5. Property may not be used over and above the agency's regular operations. Use of agency property in violation of this policy may result in punitive measures such as disciplinary procedures including termination or revocation of privileges.
6. If this section is violated, the Park District shall not be liable for any claims, costs or damages

arising out of or resulting from the use, operation or possession of said Park District property.

## 4.03 Office Safety

Office work is more dangerous than it is commonly supposed and many accidents occur during ordinary office routine. Here are some “safety tips” for the office:

1. Every employee shall be responsible to see that his or her own desk and work area are clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.
2. Watch out for loose or rough floor covering. Report to your manager/supervisor if found.
3. Be extra cautious when approaching a door that can be pushed open toward you. Take it easy when pushing a door open; slow down when walking to a blind corner.
4. Watch out for electrical cords and keep them out of walkways and aisles.
5. All file, desk and table drawers shall be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.
6. Overloading the top drawer of unsecured file cabinets has caused many an injury or damage. If you are unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
7. Furniture, such as tables, desks, and chairs, must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Overuse injuries and/or pain can result from desk equipment (office chair, keyboard, monitor, etc.) that is not ergonomically suited to an employee. Contact your supervisor or HR Safety & Risk Manager for an ergonomic assessment of work area.
9. Chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down. Do not tilt chairs when sitting on them.
10. Never use chairs, desks or other office furniture as a “make-shift” ladder. Use a stepladder. Do not over reach and lose your balance.
11. Message spindles are a frequent source of puncture wounds to hands and other parts of the body. When used, the point shall be protected by a suitable blunt cover or preferably the point should be bent at a horizontal angle.
12. Keep blades of paper cutters closed when not in use.
13. Pencils and pens are safest when carried point down in pockets.
14. Scissors, paper cutters, glass, and razor blades can cause painful injuries. If such injuries occur, take the appropriate first aid actions as soon as possible to protect yourself from infection. Report all incidents on the appropriate forms as soon as possible.
15. Be sure equipment is grounded and that the electrical cord is in good condition. If a machine gives you a shock or starts smoking ...**UNPLUG IT** and report it.

## 4.04 Housekeeping

Many painful and sometimes disabling injuries occur when employees are struck by falling objects or trip over objects they did not see. Many injuries and much property damage stems from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against hazards of this type is good housekeeping. When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some pre-planning, trip hazards can be avoided and sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment have a proper storage place and are returned to their storage space, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are to be followed:

1. Keep work areas and storage facilities clean, neat and orderly.
2. All aisles, stairways, passageways, exits, and access ways to buildings should be kept free from obstructions at all times. All grease and water spills should be removed from traffic areas at once.
3. Do not place supplies on top of lockers, hampers, boxes, or other movable containers at a height where they are not visible from the floor.
4. When piling materials for storage, make sure the base is firm and level. Cross-tie each level.
5. Keep piles level and not stacked too high. Keep aisles clear and with adequate workspace.
6. When storing materials suspended from racks or hooks, secure them from falling and store away from walkways.
7. When storing materials overhead on balconies, provide adequate toe boards and rails to prevent objects from falling over the edge.
8. Do not let soft drink bottles; soiled clothes, etc. accumulate in lockers and work places.
9. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions should be reported to your manager/supervisor.
10. Return tools and equipment to their proper place when not in use.
11. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to eliminate or minimize tripping hazards or obstructions to traffic.
12. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area should be appropriately guarded or roped off. Snow shall be removed from all access sidewalks and exterior stairs to buildings as soon as possible.
13. Nail points, end of loop or tie wires, etc., should not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
14. Sharp or pointed articles should be safely stored to prevent persons from coming in contact with the sharp edges or points.
15. All packing materials should be properly disposed of to prevent fire.
16. Wastebaskets are to be emptied on a daily basis into approved containers.
17. Oily and greasy rags should be put in a metal container for that purpose and emptied daily.
18. Adequate lighting in isolated areas should be secured for the protection of Park District employees and the public.
19. Employees should not handle food, tobacco, etc., with lead gasoline on their hands.

20. All switches or drives on machinery should be shut down, locked out and tagged with the proper signage before cleaning, greasing, oiling, making adjustments, or repairs.
21. Control or fuse boxes should be kept closed at all times and clear of coats, rags, bottles, etc.
22. Extension cords should not be run across aisles or through water or oil. Electrical cords should be inspected for kinks, worn insulation, and exposed strands of wire before use.
23. When a fuse “blows out” continually, it is an indication of an overload or short. This condition should be reported to your supervisor/manager.
24. Keep electrical equipment properly oiled and free of grease and dirt.
25. To prevent static sparks, keep drive belts dressed. Also, check belts for proper tension to prevent the overloading of motors.
26. Fire inspections and prevention measures should be maintained. Routine inspection of fire extinguishers and facilities will be conducted.
27. Fire Inspection Reports should be maintained by designated personnel.
28. All chemicals, solvents and fuels should be clearly marked or labeled on their containers.
29. MSDS (Material Safety Data Sheets/Safety Data Sheets) are available for employees at all Park District facilities.

## 4.05 Fire Prevention

One of the most feared and potential damaging disasters that can occur on the job is fire. Often Park District operations occur at job sites in which potential fire hazards exist. Fires can be prevented by proper planning, sensible arrangements of fire producing activities in relation to combustible materials and good housekeeping. **“NO SMOKING” RULES MUST BE OBSERVED.**

The following safety procedures are to be followed:

1. Fire equipment should be prominently displayed, labeled for usage and kept clear for easy access at all times.
2. Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your manager/supervisor so that a replacement may be obtained or the extinguisher recharged.
3. Do not use water type extinguisher on electrical fires because of the danger of electrocution.
4. The District uses many types of portable fire extinguishers; most are of the “ABC” type. These extinguishers should be used on fires involving the following types of materials:
  - Wood, Paper, Rags
  - Flammable liquids such as gasoline, kerosene, paint thinner etc.
  - Electrical equipment such as fuse boxes, circuit breakers, electrical insulation, etc.
1. Oily rags and other flammable wastes should be kept in covered metal containers. Such debris shall be removed from the shop building as soon as possible and not left unattended in a building overnight.
2. Cleaning solvents that have flammable properties (a flash point below 140 degrees Fahrenheit) should be kept in OSHA approved safety containers having spring-lift caps.

3. Each container shall be labeled as to its contents. Gasoline should not be used for cleaning parts, floors, or any part of buildings. All flammables should be stored in fireproof cabinets.
4. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc., should be handled and dispensed in the smaller (one gallon) OSHA approved standard fire resistant safety container having a spring-lift cap. Container must be labeled as to its contents.
5. The fueling of any type of motorized equipment while the engine is running may cause fire and/or explosion. When transferring flammable liquids make sure the filler nozzle touches the equipment or can being filled in order to guard against the build-up of static electrical charge.
6. Never overfill a fuel tank. Allow room for expansion of the liquid.
7. No artificial light, except UL approved electric flashlights should be used near escaping gasoline or other flammable vapors or when entering an enclosure suspected of containing gas. Stay out of the area completely and call the Fire Department. Check atmosphere with hydrocarbon sniffer or explosive meter.
8. Dark places, basements or cellars must not be entered without proper light. Matches or any open flames should not be used.
9. **“NO SMOKING” rules will be enforced in all Park District parks and facilities.**
10. Emergency exits should not be locked (chained or otherwise) or **blocked** from the inside.
11. All heavy equipment is to have a “dry chemical” fire extinguisher in the cab.
12. Employees in each department should know the location of and how to operate all fire extinguishing equipment in their department.
13. All shops that contain potential fire hazards must have a “fire plan” to combat fire if it should occur. The plan should contain the following elements:
  - Adequate warning measures for alerting all persons in the area of the existence of a fire.
  - Rapid reporting to the Fire Department.
  - Evacuation of affected personnel from the area involved in a fire.
  - Procedures for containing the fire in so far as it is safe to do so; and particularly, only to the extent that it is possible to maintain safe exit for personnel so engaged.
  - Instruction of personnel who regularly work there in the duties they are to perform in given fire situations.
  - Adequate fire extinguishing equipment that is regularly inspected by a responsible authority on a monthly basis.

## Introduction

While emphasis is placed on the prevention of accidents and injuries, they do occur and first aid may be required. Prompt knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives. The prompt reporting of accidents/incidents helps to gather data about trends and identifies hazardous areas or activities so that preventive measures may be taken. In all instances, an Accident/Incident Report should be completed and sent to the HR Safety & Risk Manager or Director of Human Resources **ASAP** (within twenty-four (24) hours of the incident).

### 5.01 Emergency Action

Park District employees must be prepared to handle all emergency situations. Employees must be familiar with the location of telephones, first aid kits, emergency exits, emergency evacuation procedures, and AEDs. The manager/supervisor will orient employees to the location of equipment and emergency action procedures at particular job sites. Employees trained in first aid and CPR are required to provide assistance in emergency situations. Specifics on how to handle emergencies are covered in the American Heart Association First Aid and CPR/AED course. Once an emergency has been recognized, remain calm and follow these emergency action steps:

### 1. **CHECK**

- Check the scene for safety (yours and the victim(s)).
- Check the victim for consciousness and an airway.

### 2. **CALL**

- Call 911 if the situation is unsafe, the victim is unconscious or in the case of a life-threatening condition. (Once the police or paramedics arrive they will take charge of the scene.)

### 3. **CARE**

- Attend to the victim's needs (first aid and/or CPR) until the Emergency Medical Services (EMS) arrives.

## 5.02 Notification

Notification of the Oak Park Police or Fire Department may be made in the following ways:

- **Emergency Response Calls-911**

These calls will be taken by an operator who will dispatch the closest squad or fire apparatus. These calls should be limited to those situations requiring immediate Police or Fire Department intervention to protect life or property. Examples are:

- Armed Robbery
- Burglary (in process)
- Fire
- Hazardous Chemical Release
- Crimes against Persons (fights, assaults in process etc.)
- Medical emergencies (requiring life support or ambulance)

When making a call to the Police or Fire Departments, employees should be prepared to give the following

information:

- Caller's Name
- Description of incident or information of what happened
- Specific location of incident
- Caller's location and/or facility's name and address
- Vehicle description, license number etc.
- Suspect's description
- Vehicle/Suspect's direction of travel
- Details of the medical emergency

#### **Things NOT to do:**

- Employees should NOT attempt to intervene when a criminal act is suspected.
- Employees should NOT attempt to separate adult combatants or minors who are the same size or larger than the employee.
- Employees should NOT pursue a fleeing suspect.
- Employees should NOT enter a facility that appears to have been burglarized.

### **5.03 First Aid Kits**

First aid kits shall be carried in all vehicles and distributed to key staff. The Administrative Center, Historical Houses, Swimming Pools, Gymnastic Center, Conservatory, Field Houses and recreation programs will maintain first aid kits.

### **5.04 First Aid Rules**

First aid kits will be issued by the HR Safety & Risk Manager or his designee. When requesting a first aid kit, email the required materials/amount to the HR Safety & Risk Manager. Please allow at least 48 hours to fill your request.

### **5.05 First Aid Supplies**

Employees are to check first aid supplies on a periodic basis (weekly). If in need of first aid supplies, make your request to the HR Safety & Risk Manager or his / her designee by e-mail. Please allow at least 48 hours to fill your request.

### **5.06 Major Injury Treatment**

Treatment for major injuries should be given by paramedics. To reach the Fire Department paramedics, call **911**. Secure the accident site and do what you can to calm the injured. Also complete an Accident/Incident report and submit it to the Safety Coordinator or the Director of Human Resources within 24 hours or the next regular work day if the accident/incident occurred on a holiday or weekend.

## 5.07 Animal Bites

All animal bites must be reported to your immediate supervisor/manager and to the Oak Park Police Department. Because of the possibility of rabies, animal bites should receive prompt medical attention by a doctor. If someone is bitten, get him or her away from the animal without putting yourself in danger. **DO NOT TRY** to stop, hold, or catch the animal. **DO TRY** to remember a complete description of the animal, the area and the direction the animal was going. Give this information to the police and/or Animal Control unit. Also complete an Accident/Incident Report and forward to the Safety Coordinator or Director of Human Resources.

## 5.08 Eye Injuries

All eye injuries should be taken care of at a medical facility. In the event of a chemical contamination, call 911 immediately. Flush the affected eye with copious amounts of water or eye rinse if available. Do this for 15 to 20 minutes or until the EMS arrives. Also complete an Accident/Incident Report and forward it to the Safety Coordinator or Director of Human Resources.

## 5.09 Presence Occupational Health

The Park District of Oak Park has contracted with Presence Occupational Health to provide routine services such as:

- Pre-employment physicals
- Fitness for duty; return to work physicals
- Random & Post accident/injury drug screens
- On duty post accident care
- Reasonable suspicion

During the workday, you should send employees who do not otherwise require emergency transport to the Work Plus Elmwood Park Center at 7230 W. North Avenue in Elmwood Park (708.453.3000). This facility is open from 8 A.M. to 8 P.M. Monday through Saturday and 9 A.M. to 5 P.M. on Sundays. Their holiday hours are 8 A.M. to 4 P.M.

## 6.01 Accident/Incident Reports

If a private citizen is injured in the course of participating in a Park District program or while in one our facilities or parks, the employee on duty who witnessed the event must complete an **Accident/Incident Report Form 01**. This is a 2 page form used to document accidents and incidents. When completing this report it is important to be as detailed as possible and state the **facts** only. Do not speculate or give opinions. Be specific regarding the nature of the injury and the injury site (right leg, left arm etc.). In all cases the report must then be submitted to the HR Safety & Risk Manager or in some cases, the report will be forwarded to PDRMA for evaluation and follow-up actions as appropriate.

## 6.02 Employee Injury Reports

If a Park District employee is injured while on the job, a **PDRMA Employee Injury Report Form 04** is to be completed and submitted to the HR Safety & Risk Manager or the Director of Human Resources within 24 hours of the accident. The Employee Injury Report is to be completed by the employee's immediate supervisor with the input of the affected employee. If the employee is transported to the hospital via ambulance, the employee's medical condition needs to be entered as soon as possible on the Employee Injury Report. If the accident is serious, the report should contain photos, witness statements (including their contact information) and any additional relevant information. All employee's requiring medical attention will also be required take a post-accident / injury drug & alcohol test.

## Introduction

All Park District of Oak Park employees who interact or have contact with children (18 years old or younger), during the performance of their work duties are considered to be "**mandated reporters**" under Illinois State law. "**Mandated Reporters**" are required to report any suspected cases of abuse or neglect. Employees who make good faith reports have immunity from liability under law. Simply reporting your suspicions to your manager or supervisor or others does not satisfy the legal requirements.

**You are legally required to call 1-800-252-2873 and report the incident.**

## 7.01 What is Child Abuse?

Child abuse is defined as the mistreatment of a child under the age of 18 years by a care-taker, someone living in the child's home, parent or someone who works with or around children. The mistreatment must cause injury or must put the child "at risk" of physical injury. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest) or emotional in nature.

"**Neglect**" is defined as instances when a parent or caregiver fails to provide adequate supervision, food, clothing, shelter, or other basics.

## 7.02 When Should You Report Suspected Child Abuse?

If you believe a child has been abused or neglected, contact you're immediate manager/supervisor. He or she will help you gather appropriate information and contact the Hotline. Please remember to respect the child's privacy and dignity involved in the matter. All reports and notes should be sent to the office of the Director of Human Resources for safe keeping.

Some examples of reasons to call the **Hotline (1-800-252-2873)**:

- If you see someone hitting a child with an object.
- If you see marks on a child's body that does not appear to have been caused by accident.
- If a child tells you that he or she has been harmed by someone.

- If a child appears to be undernourished, is dressed inappropriately for the weather or is young and has been left alone.

## 7.03 What Should You Report?

The “**Hotline**” staff is trained to determine what constitutes child abuse/neglect under Illinois law. Details are very important. Ideally, you should be able to tell the Hotline worker:

- The child’s name, address, and age.
- The nature of the suspected abuse or neglect, including when and where it occurred.
- The names of the suspected perpetrator(s) and their relationship to the child.
- Any other information you think may be helpful.

## 7.04 What Happens When the Hotline is Called?

When the Hotline is called, a Hotline worker will listen to what you wish to report. The worker will then ask questions to help gather enough information to determine whether to make a formal report. If there is not enough information to take a report, the worker will tell you so and answer any questions you may have. If a formal report is taken, a child protection investigator will begin the investigation within 24 hours or sooner; if the child is considered in immediate risk or harm.

Remember: **If you suspect abuse or neglect, contact your supervisor immediately. If you are the manager/supervisor, determine all pertinent information as outlined above and call 1-800-252-2873.**

## Introduction

Managers and supervisors are to make sure that equipment, commodities, and services that are purchased for use by Park District employees conform to industry standards as well as Federal, State and local codes and manufacturing requirements.

A great deal of responsibility can be transferred to the manufacturers and distributors of supplies and equipment. For this reason, the following general statement may be used in the standard purchasing documents for all purchases made under contract. “The equipment you would supply to the Park District of Oak Park must comply with all requirements and standards as specified by the federal government’s Occupational Safety and Health Act of 1971. All guard and protectors as well as appropriate markings will be placed before delivery. Items not meeting OSHA specifications will be refused. Suppliers may be required at their expense to provide training to Park District employees in the use, operation, and maintenance of the supplied items.”

Specialized equipment usually is constructed with components that are designed, built or tested to standards prepared by Underwriters Laboratories (UL), American Society for Testing and Materials (ASTM), American Society of Mechanical Engineers (ASME), or American National Standards Institute (ANSI) to name a few. It should be determined if certification is present. By doing so, the manager/supervisor making the purchase reaffirms the commitment to safety of the employees and demonstrates a concern for the effective and efficient use of budgeted funds.

## Introduction

This should serve as a guideline for assessing if non-vital services should be performed during periods of hazardous or severe weather. Contact your immediate manager/supervisor for direction regarding specific situations. While this information may not be relevant to all Park District departments, the data provides good personal information and should be shared with employees for their use.

### 10.01 Lightning Hazards

- The Weather Bureau will broadcast a “Thunder storm warning” when thunderstorms are imminent. Get **inside** a building.
- Avoid using the telephone **except** in emergencies.
- If no structure is available, **do not** stand under a natural lightning rod such as a tall, isolated tree in an open field.
- **Do not** touch water.
- If you are caught in an open field and feel your hair “stand on end” (a signal that lightning is about to strike), drop to your knees and bend forward, putting your head on your knees. **Do not lie flat.**
- If you sight a funnel cloud, move at a 90-degree angle away from it.
- Stay away from wire fences, golf clubs, bicycles, motorcycles, scooters, golf carts, metal equipment, metal pipes and other metallic paths.
- In the forest, seek shelter in a **low area populated by many trees.**
- In an open area, **seek low places.**

### 10.02 Tornado Safety Tips

#### **Learn these Tornado Danger Signs:**

- *Severe thunderstorms*-frequent lightning, heavy rain and strong winds.
- *Hail*-bullets of ice from a dark cloudy sky.
- *Roaring noise*-like jet planes or a hundred railroad trains.
- *Funnel*-type dark spinning “rope” or column from the sky to the ground.

**Listen to radio and television broadcasts to determine the situation.**

A **Tornado Watch** means that conditions are right for a tornado to develop.

A **Tornado Warning** means a tornado has been sighted.

#### **During a Tornado:**

- Stay out of cars, mobile homes and trailers. If in a vehicle, get out and take cover by lying flat in the nearest ditch, ravine or depression.
- If walking outside, find the nearest ditch and lie flat in it.
- In the home, move to a basement or lowest level. Try to locate yourself in a windowless room. If possible get under a table or workbench.
- In the workplace, go to the interior hallways in the lowest floor of a building or seek a sheltered area.
- In schools, follow instruction of school authorities. Move to interior walls away from wide spanning roofs.

### 10.03 Severe Cold Weather

Wind chill factors were developed by the military to determine the effects of combining wind and temperature as they affect exposed skin surfaces. "Wind chill" effect does not cause liquids to freeze when the air temperature is above the freezing point. However, when the air temperature is below freezing, wind effect will speed up the process. There are going to be situations where no condition of weather will force work to be stopped. Bear in mind, however, those non-essential services should be considered for curtailment during extreme temperature or wind chill periods. The procedure for evaluation of particular jobs will be as follows:

- Discuss with your immediate supervisor/manager the necessity of performing the particular task at that time.
- Assuming the task must be done, determine if the employees are properly dressed and protected from the elements.
- Determine what method the employee will have available to get warm periodically while the task is being performed.
- The general policy for non-life threatening safety tasks will be that cold weather considerations will be implemented anytime the reported "Wind Chill" factor falls below minus 25 degrees.

### 10.04 Severe Hot Weather

Severe hot weather can be a killer. According to the U.S. Center for Disease Control and Prevention, an average of 300 people die of heat related causes each year. Many more incidents result in permanent brain damage. The primary killer is known as **HEAT STROKE** (Sunstroke).

"Heatstroke" occurs when the body's thermostat rises wildly, reaching around 106 degrees in about ten minutes. As the body temperature climbs, cells are destroyed and the brain and other vital organs begin

to fail. Normally the body keeps itself cool by sweating. It uses sweat evaporation to cool the blood just below the skin surface, lowering body temperature. But, when people suffer heatstroke, they stop sweating. If there is no way for the body to cool off, the body temperature will rise at a rate of two degrees Fahrenheit per hour until death.

If the outside temperature matches the bodies inside temperature, the heat stays inside the body. If the outside humidity rises to equal the moisture in the body’s system, sweat cannot cool the body by evaporating. That is why the “Heat Index” is so important. A “Heat Index” of 100 degrees + is **DANGEROUS**. Other factors that add to the risk by hindering the body’s ability to regulate temperature include old age, obesity, fever, dehydration, heart disease, poor circulation, sunburn, and drug or alcohol use.

Common sense is the best preventive measure. Avoid strenuous exertion, and insulating clothing while in a very hot and humid environment (100 degrees + Heat Index). Ensure that fluid (preferably water) intake is high and constant.

**Recognizing and treating heat illnesses:**

**HEAT CRAMPS**

**HEAT EXHAUSTION**

**How it starts** Onset is sudden during vigorous activity. First signs are severe incapacitating pain in the extremities and abdomen.

Fatigue, faintness and dizziness are usually the first signs of heat exhaustion. Insufficient water and intake are primary causes.

**Skin** Usually sweating heavily and pale.

Usually cold and clammy, with profuse sweating.

**Pulse** Generally rapid. Normal or raised.

**Body**

**Temperature** Normal.

Usually low or normal.

**Treatment** Move patient to a cool environment. Have them lie down if they feel faint. If the patient is not nauseated give them one (1) or (2) glasses of a salt-containing solution of a commercial preparation such as Gatorade. Have the person lie down in a cool, shady place and give them cool liquids (water or juice). Consult a doctor for advice.

## HEAT STROKE

**How it starts** Heat exhaustion, if untreated, can develop into heatstroke as heat builds up in the body. People who are not treated can die quickly.

**Skin** Hot, dry and red. Perspiration usually stops completely.

**Pulse** Rapid and strong.

**Body** Usually 102 degrees or higher.

**Temperature** At 107 degrees, it's usually fatal.

**Treatment** Emergency help is needed immediately. Wrap the person in a wet sheet and use a fan to help cool the skin. The patient should

be taken to a hospital as soon as possible after the emergency methods have been instituted for further management

## 10.05 Earthquakes

During an earthquake the “solid” earth moves like the deck of a ship. The actual movement of the ground, however, is seldom the direct cause of death or injury. Most deaths results from falling objects and debris because the shocks can shake, damage, or demolish buildings. Earthquakes may also trigger landslides, cause fires, and generate huge ocean waves called “tsunamis.”

**Earthquake Injuries** are commonly caused by:

- Building collapse or damage, such as toppling chimneys, falling brick from wall facings and roof parapets, collapsing walls, falling ceiling plaster, light fixtures, and pictures.
- Flying glass from broken windows. This danger may be greater from windows in high-rise structures.
- Overturned bookcases, fixtures, and other furniture and appliances.
- Fires from broken chimneys, broken gas lines, and similar causes. The danger may be aggravated by a lack of water caused by broken mains.
- Fallen power lines.
- Drastic human actions resulting from fear.

### **WHAT CAN YOU DO?**

There are many actions that you can take to reduce the dangers from earthquakes to yourself, your family and others.

#### **BEFORE an earthquake:**

- Check for potential fire risks. Defective electrical wiring and leaky gas connections are very dangerous in the event of an earthquake. Bolt down or provide other strong support for water heaters and gas appliances. Use flexible connections whenever possible.
- Know where and how to shut off electricity, gas, and water at main switches and valves. Check with your local utilities office for instructions.
- Be sure to have a flashlight and a battery-powered radio on hand in case power is cut off.

- Place large and heavy objects on lower shelves. Securely fasten shelves to walls. Brace or anchor high or top-heavy objects.
- Bottled goods, glass, china, and other breakables should likewise not be stored in high places or left where they can freely slide on shelves.

### **DURING an earthquake:**

- If indoors, stay indoors. In earthquakes most injuries occur as people are entering or leaving buildings. Take cover under a heavy desk, table, bench, or in doorways, halls, or against inside walls. Stay away from glass. Do not use candles, matches, or other open flames either during or after the tremor because of possible gas leaks. Extinguish all fires. If you must leave the building choose your exit as carefully as possible. Try to avoid panic and panicking crowds.
- If outdoors, stay outdoors. In earthquakes most injuries occur as people are entering or leaving buildings. Move away from buildings and utility lines. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until the shaking stops.
- If in a moving car, stop as quickly as safety permits, but stay in the vehicle. A car may shake violently on its springs during an earthquake, but it is a good place to stay until the shaking stops. Watch out for hazards such as fallen or falling objects, downed electric wires, or broken or undermined roadways.

### **AFTER an earthquake;**

- Be prepared for additional earthquake shocks called “aftershocks”. Although most of these are smaller than the main shock, some may be large enough to cause additional and serious damages.
- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Turn on a radio to get the latest emergency bulletins and instructions from local authorities.
- Check utilities. Earth movement may have broken gas, electrical, and water lines. If you smell gas, open windows and shut off the main gas valve. Then leave the building and report gas leakage to authorities. Do not re-enter the building until a utility official says it is safe. If electrical wiring is shorting out, shut off the current at the main meter box. If water pipes are damaged, shut off the supply at the main valve.
- Do not touch downed power lines or objects touched by the downed lines.
- Do not eat or drink anything from open containers near shattered glass.
- Stay out of severely damaged buildings. “Aftershocks” can shake them down.

## Introduction

Park District of Oak Park vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. With courteous, considerate driving, we can build good public relations with the community. We must apply the principles of “defensive driving” to avoid accidents. The

following safety procedures are recommended:

## 11.01 Vehicle Safety Inspection Check List

All employees are to complete a vehicle safety check each day before driving the vehicle, utilizing the **Vehicle Safety Inspection Check List**. It should be turned in to the manager/supervisor, with the keys at the end of the day.

The **Vehicle Safety Inspection Check List** is a two sided form intended to facilitate vehicle safety inspections. It is to be used on a “daily” basis by the driver before the driver begins to drive the vehicle. It is intended to help the driver feel more comfortable driving the vehicle and to ensure that the vehicle is safe to operate. It also provides management with data needed to schedule maintenance, replacements and determine insurance requirements. Each item on the checklist is to be identified as either an “X”, if the item is operating safely and does not present a serious safety hazard, or an “O”, indicating that there is a problem to be addressed. The checklist has spaces for the following data and evaluations:

- Vehicle log month/year
- Vehicle number
- Year/make/model
- Days of the month are listed 1 through 31
- Driver’s name or number (write vertically)
- Mileage (odometer reading when you enter the vehicle, write vertically)
- Steering/handling
- Brakes
- Instrument gauges
- Safety seat belts
- Lights (headlights, backup lights, turning lights, taillights, hazard lights, panel lights etc.)
- Tires (check for defects and pressure, also check spare tire)
- Exterior body damage
- Mirrors
- Windshield, windshield wipers and fluid
- Horn
- Fluid levels (gas and oil, if less than  $\frac{1}{4}$  filled, refill)
- Vehicle interior (condition and cleanliness)
- Emergency Road Kit (first aid kit, fire extinguisher, reflective warning triangle)
- Accident Reporting Kit
- Windows

## 11.02 Vehicle Safety Check Rides, Defensive Driving Training & the Driver's Challenge

All full and regular part-time employees who are required to drive a Park District vehicle will be **required** to demonstrate driving skills and knowledge. These supervised **check rides** are to be documented using the **Park District of Oak Park Road Check Form** or by participating in the Driver's Challenge held annually. In addition, all full and regular part-time employees who are **required** to drive are required to earn the National Safety Council's Defensive driving class certification and renewal every three years. All seasonal employees are required to demonstrate their driving skills through participation in the Driver's Challenge or supervised check rides that are documented using the Park District Road Check Form.

## 11.03 Rules for Drivers

1. Make all adjustments for safe driving before putting the vehicle into gear, such as the seat and inside and outside mirrors.
2. Drivers of Park District vehicles must possess a valid driver's license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operations.
3. All "slow-moving" equipment operated in public right of ways should be equipped with triangular shaped reflecting signs in accordance with Illinois Motor Vehicle Code.
4. Load Security: Supplies transported in motor vehicles should be secured in such a manner that they will not be dislodged or fall forward during transit or sudden stops. Drawers or cabinets in trucks should always be secured before the trucks are driven. All tower equipment (ladder trucks, aerial buckets, etc.) should be checked and/or secured before the movement of the vehicle. Only materials and equipment necessary to carry on Park District work should be transported in or on Park District vehicles.
5. **DO NOT TAKE "NUMBING" PRESCRIPTION DRUGS OR MEDICATION BEFORE OPERATING A VEHICLE. DRUGS, ILLNESS OR EXTREME FATIGUE MAY AFFECT YOUR ABILITY TO JUDGE DISTANCES, SPEED AND/OR DRIVING CONDITIONS.**
6. All persons who **drive or ride** in Park District vehicles shall wear the installed seat belts, according to state law.
7. Park District vehicles should not be used to transport hitchhikers.
8. All motor vehicle laws should be adhered to at all times.
9. When backing a vehicle, be sure the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound the horn while backing when necessary. If there is another employee along, have that person get out and direct the backing.
10. **Never** leave a vehicle with the engine running.
11. **Never** use a cell phone while driving. If you must use a cell phone, pull over to the shoulder put your flashers on and then proceed with the call.
12. Drivers must be particularly alert while near children. While working in areas such as schools, parks, playgrounds, swimming pools or community centers, drivers must be especially watchful for children.
  - Stay within posted speed limits. Reduce speed when conditions warrant.
  - Do not assume the "right of way." Practice **DEFENSIVE DRIVING** techniques.
  - Keep a distance equal to two or more seconds behind other vehicles to avoid tailgating. Do not allow others to tailgate. When necessary, slow down, pull over to the side and let tailgaters pass.
  - Signal intentions at least 100 feet in advance, including change in lanes and actual change in directions. Avoid sudden braking.

- Parking lights designate a vehicle is parked. Never drive with only parking lights on.

Filling the fuel tanks:

- Shut off the motor of the equipment.
- Do not smoke near gasoline pumps.
- Keep the hose nozzle against the edge of the pipe.
- Do not fill a tank too quickly. Under fill rather than overfill.
- Use a funnel when necessary.
- Remove all frost, snow, ice, or other sight obstructions from windows before operating vehicles.
- Report all vehicle defects to your supervisor immediately.
- Keep the passenger compartments of Park District vehicles clean and free of loose articles lying on the dashes, seats, window ledges and floors.

If you are involved in an accident with a Park District vehicle, utilize the Vehicle Emergency Kit to assist in taking the following actions:

1. Stop the vehicle in a safe place and shut off the engine. Turn on the hazard flashers.
  2. Extinguish fires and do not smoke or allow smoking in the area.
  3. Get assistance quickly and warn oncoming traffic with flares, flags, reflectors, etc.
  4. Administer emergency care to the injured (within the limitations of your training).
  5. Call the Police or "911." Then call your supervisor/manager.
  6. Complete the "Vehicle Accident Report," including name, addresses, telephone numbers, and notes and take pictures.
  7. Be courteous. Willingly show your driver's license and advise that "...this vehicle is owned by a governmental agency and that vehicle insurance coverage is provided by the Park District Management Agency (PDRMA)."
- Do not argue about the accident and **never** admit or discuss guilt, however record any admission of guilt by occupants(s) of the other vehicle(s).
  - If the accident involves an unattended vehicle, leave a note for the owner. List your name, The Park District of Oak Park at 218 Madison Street, Oak Park, IL 60302, 708-725-2000 and your supervisor's name. Complete the Vehicle Accident Report and report the accident to your supervisor immediately upon your return to your office.

## 11.04 Driver Qualification Guidelines

Due to the nature of the duties performed by Park District employees, many employees must drive as a condition of employment. As a result, it is necessary to pre-qualify drivers and ensure that they can safely drive the vehicle assigned to them.

### **Driver Pre-Qualifications**

a. Driving Record Background Check. An applicant's driving record is checked by Human Resources using the Driver's License Verification form. The following could result in an applicant no longer being considered for employment:

- a "revoked" or "suspended" license within the past two years,
- one or more Type A violations in the preceding 36 months, or
- two or more Type B violations in the preceding 36 months

If one of these circumstances is found, at a minimum a more thorough background check should be completed prior to hiring. Additionally, the applicant, if hired, should be made to understand the importance of maintaining a good driving record especially during the probationary period.

b. Pre-placement Physical and Drug Screen. If the position the applicant is applying for requires the transporting of participants in Park District programs, a pre-placement physical including a drug screen is required. Failure to pass the "drug screen" disqualifies an applicant for employment.

c. Driver Training & Orientation. All new drivers are to be oriented to the vehicle they will be primarily driving, by a supervisor/manager. All new drivers should receive a "Road Check" in the vehicle they will be driving, prior to driving the vehicle on Park District business. This is particularly important for drivers of vehicles that require skills beyond those needed for the operations of a passenger car or pick-up truck.

Human Resources will review driving records on an annual basis for all drivers and follow-up appropriately on any changes to a driving record.

### **Changes in Driver's License Status**

- All drivers must immediately report any changes in their status with regard to their driver's license and/or ability to operate vehicles.
- All drivers are subject to disciplinary actions if they drive without a valid driver's license appropriate for the type of vehicle operated. Failure to report an accident, failure to report a change in their driver's license status, inability to operate a vehicle, or failure to drive responsibly may lead to disciplinary action up to and including termination.

All drivers must follow the procedures outlined in this manual including the wearing of seat belts, following the procedures in case of an accident and regular vehicle inspections. All vehicle accidents or incidents will be reviewed by the HR Safety & Risk Manager and Director of Human Resources.

## **11.05 Auto/Truck Accident Reporting**

The **Vehicle Accident Report Form 02** is to be used to report ALL accidents involving vehicles owned by the Park District of Oak Park. This form is to be filled out in addition to the **State of IL Motorist Report Form**. It is important to be as detailed as possible and to have pictures if possible. The police and the department manager/supervisor are to be immediately notified. The report should be **completed**

by the department manager/supervisor and sent to the HR Safety & Risk Manager within the business day or within 24 hours, whichever is practical. These forms will be reviewed by the HR Safety & Risk Manager, Director of Human Resources, the Executive Director and PDRMA for evaluation and follow-up action as appropriate. Refer to the [Crisis Management & Communication Plan](#) in the case of a severe injury.

## Introduction

In recognition of the Park District of Oak Park’s continued commitment to safety and risk management and to further minimize the risk of injury to our employees, the use of **personal protective equipment (PPE)** is recommended and in some individual circumstances, mandatory. The availability and use of PPE compliments other known risk management and safety measures under the category of “job design” and “safety training”. PPE may on occasion represent a “last line of defense” against harmful agents. In this context, the use of PPE should be considered a necessary tool in the protection of employees.

PPE will be recommended on the basis of the inherent hazards for individual jobs/tasks. As a safety program feature, workers will be notified of inherent hazards and then supplied with PPE. Supervisors will train workers to appreciate the inherent risks, proper selection, implementation and care of the equipment. Supervisors will also enforce the use of PPE as well as any associated safety rules pertaining to the work activities taking place. Further, failure to use PPE can result in disciplinary action up to and including termination.

As it relates to this section, training and care of PPE, all current technical standards will be followed. Examples include the Occupational Health & Safety Administration (OSHA), American Standards for Testing Materials (ASTM), American National Standards Institute (ANSI), individual manufacturer’s specifications, organizational guidelines (i.e., American Gymnastic Federation) and the like.

Employees should be made to understand at the outset that their safety may depend upon the use of the equipment required by the Park District of Oak Park. Users should be aware that the equipment does not eliminate the hazard; it helps to protect against the associated hazards as long as the PPE does not fail due to misuse, improper fit or defective materials.

Examples of personal protective equipment which may be required is listed below (this list is not all-inclusive):

	<u>Area of the Body</u>	<u>Work PPE</u>	<u>Sample of Activity</u>
	Head	Hardhat	Construction
Grinding	Eye & Face	Face Shield	
		Ears	Ear

Plugs	Mowing (gang mowers)		
	Respiratory	SCBA	Confined Space Entry
	Torso	Fluorescent Vest	Nighttime activities
	Arm, Hand & Finger	Neoprene Gloves	Pesticide Mixing
	Foot	Steel-toe Shoes	Lifting tables
	Disease	Micro shield/Gloves	First Aid & CPR

**General Clothing & Personal Effects**

To further “personal protection” on the job, employees must understand that they share in the responsibility for reducing the risk associated with their own clothing, grooming or personal effects in conjunction with their job activities. Hence, he or she may be asked at the outset of the job to remove or eliminate any personal effects, which represent a hazard in completing the job. Unless otherwise instructed, employees should assume that these types of directives will stand during the course of their employment with the Park District.

**Public Safety Awareness Campaign**

Workers should remember that their close attention and practice of the above guidelines for the use of PPE would have an added benefit as well; the Park District of Oak Park has a standing goal of setting an example for the supporting public in terms of this safety policy. This would include using safe practices and PPE where and when it is indicated.

**12.01 Specific Protective Equipment**

The variety of work operations performed by Park District employees involves many industrial hazards. Research has been done to develop measures to protect employees from accidental injury. Most often, this is accomplished by providing guards for various types of machinery.

When it is impractical or impossible to place a guard over the source of a hazard, it is necessary to place the guard on the worker. This is done by wearing protective equipment such as bump caps, hard hats, goggles, traffic vests, toe guards, etc. Supervisors will ensure that all of their employees are properly protected. Each employee is expected to know and follow these regulations where applicable. The following safety procedures are established:

**Machine Guards**

1. All machine guards shall be kept in place while machinery is operating.
2. Tampering with machine guards is strictly prohibited.
3. All guards are to be properly replaced after machinery repairs have been completed.
4. When it's necessary to work on electrically powered machinery, the disconnect switch for controlling the machine shall be secured in the "open" or "off" position by the worker or workers performing the job by means of "lock-out, tag-out" devices.
5. The "lock-out, tag-out" device should not be removed until the work has been completed and the area has been cleared. The "lock-out, tag-out" device should be removed only by the person who put it on.

### **General Clothing**

1. The wearing of loose, flowing or ragged clothing on or near moving machinery or equipment is prohibited.
2. Long sleeves, buttoned at the wrist, should be worn for all work other than machinery operation.
3. Pant legs should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall. Torn pants or those with holes in them should not be worn.
4. Steel-toe shoes should be worn in all jobs involving heavy equipment or machinery.
5. The "safe" worker does not wear rings, medals, identification bracelets or jewelry when working with heavy machinery or power equipment. Jewelry increases the danger of electric shock and can cause fingers to be badly injured.
6. Protective smocks, coveralls or aprons should be worn, where necessary, to keep work clothes clean.
7. For outdoor work in winter weather, it is best to wear loose, warm, fairly lightweight clothing. Wear layers of clothing so that they can be peeled off for inside work and cut back on when going outdoors.
8. Oil soaked clothes are a serious fire hazard. Keep your clothing free from oil and petroleum based products.

Personal Protective Equipment for employees of Conservatory Operations, Buildings & Grounds, and Revenue Facilities is discussed in the Operations & Safety Manuals for those departments.

## **Introduction**

OSHA requires employers to perform an exposure determination to identify employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to personal protective equipment (employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to identify all job classifications in which all employees in such classification may incur occupational exposure, regardless of frequency. At the Park District of Oak Park, the following job classifications are in this category:

1. Administration Center Managers & Staff
2. Aquatics Lifeguards
3. Aquatics Staff Supervisors
4. Building & Grounds Managers & Staff
5. Community Center Staff
6. Conservatory Operations Managers & Staff
7. Day Camp Supervisors & Counselors
8. Gymnastic Center Supervisors & Staff
9. Historic Facilities Supervisor & Staff
10. Playground Supervisors & Staff
11. Recreation Program Supervisors
12. HR Safety & Risk Manger

OSHA also requires that a detailed plan and process be established for the protection of employees. The plan and process for the Park District of Oak Park can be found in the **Employee Personnel Manual**. It is as follows:

In work areas where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present. After removal of protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as feasible following contact.

Mouth pipetting or suctioning of blood or other potentially infectious material is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, spattering, and generation of droplets of blood or other potentially infectious materials.

## Introduction

The leading causes of death in the workplace are traffic accidents, contact equipment malfunction and homicide. The Park District of Oak Park seeks to protect **all employees** from the threat of workplace violence.

Workplace violence is defined as physical assault, threatening behavior or verbal abuse in the work setting. As noted, there are three types of violent behavior:

1. Emotional.
2. Verbal: some behaviors may start with verbal abuse. This may also include verbal threats of physical violence.
3. Physical Assaults or Sexual Abuse.

There are occasions when violence is more likely to occur while working in an isolated environment, working late at night, handling money, or working in a high crime area. Research indicates that robbery may be a primary motive. Additionally, some homicides may be caused by disgruntled workers/clients, lovers, or the result of domestic violence spilling into the workplace. Some warning signs include:

- Increased use of alcohol and/or drug abuse.
- Unexplained increase in absenteeism.
- Noticeable decrease in attention to appearance and hygiene.
- Depression and withdrawal.
- Explosive outbursts of anger or rage without provocation.
- Threats or verbal abuse directed at co-workers and supervisors.
- Repeated comments that indicate suicidal tendencies.
- Frequent vague physical complaints.
- Noticeable unstable emotional responses.
- Suspect paranoid behaviors.
- Preoccupation with previous incidents of violence.
- Increased mood swings.
- Has a plan to “solve all problems”.
- Resistance to and an overreaction to changes within the organization.
- Increased and unsolicited comments about firearms and other dangerous weapons.
- Empathy with individuals committing violence.
- Escalation of home/domestic problems.
- Withdrawing from relationships with co-workers.
- Externalizing or blaming others for their own actions and/or recently undergoing a personal loss such as a divorce, separation, loss of status, or humiliation at work.

### **Appropriate ways to address workplace violence:**

1. The Park District of Oak Park has an Employee Assistance Program (EAP). If the employee is experiencing personal problems, they are urged to seek assistance. The program is handled by Perspectives Employee Assistance Programs and can be reached by calling 1-800-456-6327. The Director of Human Resources is also a source for more information on EAP.
2. There is a grievance procedure outlined in the Employee Personnel Manual and/or the Collective Bargaining Agreement. If an employee has a problem with a supervisor or work related issue, the grievance procedure may help to resolve it.
3. Report all threats, verbal or emotional confrontational incidents to the respective supervisor immediately.

4. The Park District of Oak Park prohibits weapons to be carried on Park District properties unless the carrying of such weapons is the official requirement of one's position (police, military, etc.). If an employee observes either another employee or person(s) unknown carrying or brandishing a weapon on Park District properties, that employee must notify the police (call 911) as soon as possible.
5. Be aware of surroundings at all times. Do not open the facility door to a stranger before or after regular business hours. At the first sign of any trouble, call "911" immediately. Get help on the way!
6. If a shooting incident should occur in the facility while you are in the facility:
  - Do not panic or run. You may run into the path of a stray bullet or call attention to yourself. Call "911" as soon as possible.
  - Drop to the floor or ground and lay flat as possible. Make as small a target as possible.
  - Do not try to overcome the perpetrator. They may be armed with several types of weapons.
  - Do not antagonize the perpetrator. Avoid looking directly at or in a confrontational manner at the perpetrator.
  - When the police arrive, cooperate fully with them and seek assistance.
7. If an incident should occur outside of the facility while you are inside the facility:
  - Call "911" immediately. Give your name and the details of the situation.
  - Stay within the facility.
  - Secure the facility (lock doors and windows). Watch for emergency response vehicles.
  - Move to inner hallways and away from windows.
  - If there are children present, notify the parents as soon as the situation allows, and assure them of the child's safety and welfare.
8. If an incident occurs in the park:
  - If you are in charge of an activity, maintain control over the participants and know where they are at all times.
  - Be aware of the sudden arrival of person(s) unknown.
  - Always know where a working and accessible telephone is located.
  - Call "911" as soon as possible.

## 14.01 Violence Prevention Policy

The safety and well-being of the Park District of Oak Park employees and patrons are a priority. Threats of physical violence, verbal intimidation, harassment, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Park District property will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest and prosecution.

Any person, who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Park District property, shall be removed from the premises pending the outcome of an investigation. The Park District will initiate an appropriate response, including, but not limited to suspension, reassignment of duties, termination of employment, recreational privileges, or business relationship, and/or criminal

prosecution of the person (s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Park District personnel are responsible for notifying their immediate manager/supervisor of any threats that they have witnessed received, or have been told that another person has witnessed or received. Even without an actual threat, Park District personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on/at a Park District site. Employees are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and person(s) receiving the threat, including domestic or patron problems, which they fear, may result in a violent act against them, a co-worker, or a patron.

All individuals who apply for or obtain a protective or restraining order which lists the Park District locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted, to their immediate manager/supervisor.

## 14.02 Behavior Management Policy

### **BEHAVIOR:**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make all programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The Park District of Oak Park insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, volunteers, and program instructors.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Show respect for equipment, supplies and facilities.
5. Not bring any weapons to Park District parks, facilities, or programs.

### **DISCIPLINE:**

A positive approach will be used regarding discipline. Park District staff will periodically review rules with participants and volunteers during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District of Oak Park reserves the

right to dismiss a program participant or volunteer whose behavior endangers his or the safety of others.

### **PROCEDURES:**

If a participant or volunteer exhibits inappropriate actions, the following guidelines should be followed:

1. The staff should determine the severity of the action and immediately take the appropriate steps to correct it.
2. If the action requires contacting a guardian or parent, then a conduct report should be completed by the program staff leader and given to their immediate manager/supervisor for action.
3. Upon receiving a conduct report, the manager/supervisor will contact the parent/guardian and address the issue.
4. If the actions are of a serious and violent nature the staff should notify the Oak Park Police Department immediately.

## 14.03 Conflict Resolution Skills

- **Take all threats seriously.**
  - Keep emotions under control.
  - Never verbally attack.
  - Give the person space.
  - Look for possible escape routes.
  - Develop a defensive stance.
  - Do not stare down the person.
  - Do not take a topic personally.
  - Let the person vent their feelings.
  
- **Listen.**
  - Maintain eye contact.
  - If possible, take notes and call the person by name.
  - Ask questions.
  - Apologize.
  - Take responsibility within your means.
  - Do what you can to fix the problem.
  - Remember to set boundaries and behavior expectations.
  - **Be prepared to call the police or activate the emergency plan.**

**REFLECT**

**RESTATE**

**RESOLVE**

## 14.04 Suicide Threat Guidelines

The goal of these guidelines is to protect the Park District employees, patrons and person threatening suicide. In that regard, these guidelines have been developed with the understanding that most Park District employees have not had any formal training in suicide prevention training or counseling. With this fact in mind, one of the first steps in helping an individual that is suicidal will be to defer to the parents or trained professionals.

While calling the police may seem like an overreaction in some cases, police are professionally trained to manage these difficult situations. In addition to being better prepared to help the individual, calling the parents or police transfers any potential liability away from the Park District. Keep in mind that any threat of suicide is emotionally taxing for all parties involved. Understand these emotional feelings and encourage staff to use the Employee Assistance Program (EAP) or other counseling services. Take any mention of suicide seriously. Always call the police if there is a direct threat of the person hurting himself or if you are going to confront the person. If the person is disturbed enough to hurt himself, he is probably willing to hurt others as well. Try to call the police outside the presence of the suicidal person to avoid further aggravating the person.

### **Follow these guidelines:**

#### **Child:**

- Keep an adult manager/supervisor with the child.
- Call parents immediately.
- If parents are not available, call police. Also call police if the child becomes aggressive, violent, or tries to hurt himself.

#### **Adult Patron:**

- If a person makes a direct threat to hurt himself....CALL THE POLICE.

#### **Park District Employee:**

- Try to convince the employee to call the Employee Assistance Program (EAP).
- If there is a direct threat of the employee hurting himself....CALL THE POLICE.

#### **Risk Factors (Conditions associated with increased risk of suicide):**

- Death or terminal illness of relative or friend
- Divorce, separation, broken relationship.
- Loss of health.
- Loss of job, home, money, self-esteem, personal security.
- Depression.
- Holidays.

- Income Tax season.

## 15.01 Waivers

PDRMA has developed a comprehensive program regarding the use of waivers for District activities. Waivers can be an effective defense for the District if appropriate standards are maintained. The use of waivers is recommended so that the District has a defense against claims for which its actions were not the direct cause. Some guidelines for the use of waivers for both adults and minors, include:

**Use of Waivers for programs** - Waivers should be used for all recreational programs where there is significant risk of physical injury and the District requires waivers for all programs.

**Using and Signing Waivers** - For adults, PDRMA requires that all members use waivers for hazardous adult recreational activities. The program participant must sign the waiver. The signature of a friend, parent, neighbor or coach/team manager is not enforceable and should not be accepted. For minors, PDRMA recommends that waivers be used when they are participating in hazardous recreational activities. Their parent or guardian should sign for the following reasons:

1. By signing the waiver, the parent/guardian acknowledges the program risks and gives permission for the minor to participate. This is important since immunity is provided to governmental agencies under some circumstances as long as the participant or his or her legal guardian was given information about the risks involved in participating in the program.
2. Although the parent/guardian cannot waive the ability of a minor to bring a claim or suit, that parent/guardian can waive his or her own ability to make a claim for damages if the participant was injured. This includes such items as medical bills and loss of the participant's service.

**Using Waivers for Adults or Children with Disabilities** - The waiver form can be used as long as it is signed by the participant's parents/guardian. The signature acknowledges the risks involved in the program and gives permission for the individual to participate. As previously stated, the parent/guardian waives his or her own ability to make a claim for damages if the participant was injured. This would generally include payment of medical bills and loss of the participant's services.

**Waiver Frequency, Filing, Excluding Participants and Types of Waivers** - It should be obtained each time a participant registers for a program, generally at the beginning of each program session. All membership and registration waivers need to be filed and kept until the expiration of the membership and the completion of the program. PDRMA has determined that participation can be refused for failing to sign a waiver, and has adopted a policy to defend a member against a suit filed for refusing to allow to allow participation. The wording must be specific to the program for which the participant is registering, and cover appropriate legal principles.

## 15.02 Cyber Liability

The internet – the technological wonder of worldwide communication – has spun a whole new web of liability risks. Loss of confidential customer and / or employee data is not acceptable at the District. A breach is defined as the actual release or disclosure of information to an unauthorized individual / entity that exposes a person's:

- Personally Identifiable Information (PHI).
- Protected Health Information (PHI).
- Financial / Reputational information that may cause a person or a company inconvenience or harm.
- Customer (current / former), applicant or employee data.
- Corporate information or intellectual property.

The District follows PDRMA's prevention strategies to ensure electronically collected, maintained, stored, used and ultimately disposed of personal information is protected from the risks of cyber liability.

All potential or actual security breaches must be reported to your supervisor immediately. A thorough investigation will be conducted to determine the scope and cause of the breach. Any individuals affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530) will receive notification of such breach.

## 15.03 Ergonomics Policy

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for District staff. It is the policy of the District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Ergonomics Policy is to protect staff and the public from injuries caused by computer usage of Video Display Terminal (VDT) and other repetitive day-to-day repetitive tasks. This policy establishes uniform requirements to ensure that ergonomic controls and procedures within the organization are implemented, evaluated, and that the proper hazard information is transmitted to all affected workers.

The Park District of Oak Park's HR Safety & Risk Manager is responsible for all facets of this program, including making recommendations to ensure success of the program and identify any operation of the organization where there is danger of serious personal injury.

Employees who are assigned to work with computers shall:

1. Participate in ergonomic training.
2. Notify management of their reasonable needs to improve their workstations.
3. Be responsible for correct use of the equipment.
4. Cooperate with Management to identify ergonomically related concerns and report these for correctional action.

## Introduction

The HR Safety & Risk Manager will be responsible for keeping a master file for all safety-related documents. Supervisors are responsible for sending all safety-related information to the HR Safety & Risk Manager for documentation purposes. The safety-related documentation will include, but is not limited to the following:

- Training agendas and rosters
- Accident/incident reports and investigations
- Safety Action Committee minutes and agendas
- Safety inspection forms and results
- Hazard Communication/MSDS/SDS files
- Safety reference information
- Safety related legal information

**Forms Summary** - The District currently uses various different forms to report injuries, illnesses, property damage, complaint, behavior problems, and near misses. The following will explain the use of these forms. All of these activities must be reported. Some situations may require multiple forms, such as an injury and property damage involved in the event. If you are ever unsure as to which form to use, report it on something. The following provide examples of situations and which forms to use:

### Employee Injury or Illness

Description: Injury or illness where first aid or other medical attention is needed.

Forms: Accident/Incident Report - Completed by employee or supervisor.

Employee Injury Report - Completed by supervisor. An employee can never complete their own employee injury report.

### Patron or Participant Injury or Illness

Description: Injury where first aid or other medical attention is needed. Illness where assistance was

rendered.

Form: Accident/Incident Report

#### District Vehicle Accident

Description: Any damage to a District vehicle or by a District vehicle.

Forms: Vehicle Accident Report, Police Report, Accident/Incident Report Form and / or Employee Injury Report.

#### District Property Damaged, Stolen or Vandalized

Description: Property owned by the District that is damaged, missing or vandalized by a known or unknown party.

Form: Property Loss Report

#### Patron, Participant or Employee Property Stolen or Damaged

Description: Missing or damaged property not owned by the District but damage caused by a District employee / event or occurring on District property

Form: Property Loss Report. Suggest that a Police report be made for their own record.

#### Patron or Participant Behavior Problem

Description: Parents need to be contacted in person or via note / report. If problems are frequent, all behavior problems for the individual should be reported.

Form: Accident/Incident Report

#### Patron or Participant Request or Complaint

Description: If a request or complaint is made and follow-up is needed.

Form: Accident/Incident Report

#### Near Miss

Description: An event occurs where someone could have gotten hurt or property could have been damaged, but didn't; or staff feel event should be documented. This would include such things as a bomb

threat, equipment failed / malfunctioned; find a weapon in the park, called police for assistance, etc.

Form: Accident/Incident Report

### Missing Child

Description: A participant or non-participant was reported missing and staff assisted in the search. Police may or may not have been called for assistance.

Form: Accident/Incident Report, Police Report if their assistance was rendered.

## Introduction

A crisis is a serious incident such as an accidental drowning, serious injury, allegation of child abuse, severe vehicle accident, criminal act or similarly serious incidents that will generate intense public or media focus, whether immediately or within a short period of time.

In such cases, please refer to the [Crisis Management & Communication Plan](#) for appropriate procedures.