

Park District of Oak Park Safety Policies & Procedures

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POL.S.01.01 - Responsibility for Risk Management & Safety

Staff, contractors, volunteers, and any other persons acting on behalf of the Park District shall make safety a matter of continuing concern and of equal importance with all other operational considerations. Additionally, these persons have a duty to provide a safe environment for and protect fellow staff, contractors, volunteers, and members of the public. 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.

The Executive Director is accountable and responsible for the overall execution of the Park District's goals and objectives and development of operational procedures related to risk management and safety. The Executive Director may delegate the responsibility for implementation and coordination of risk management and safety procedures and initiatives to the HR Safety & Risk Manager.

A Safety Action Committee has been established, chaired by the HR Safety & Risk Manager, to facilitate the exchange of ideas between employees while enhancing the identification of potential risks and promotion of safety and loss prevention practices.

POL.S.01.02 - Park District Risk Management Agency (PDRMA)

The Park District is a member of PDRMA, which is an organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and workers' compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services. All employees are expected to cooperate fully with PDRMA staff.

POL.S.01.03 - Safety Action Committee

The Park District Safety Action Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Action Committee is comprised of one or more employees from each facility. The Safety Action Committee makes safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held at least four times a year, and visitors are encouraged to attend. Employees should speak with their immediate supervisors if they would like to attend a meeting.

POL.S.01.04 - General Safety Rules

On-the-job safety is the responsibility of every Park District employee. Employees are expected to be alert for safety hazards that may exist and could affect the public or employees of the Park District. Employees are also responsible for reporting any unsafe equipment or condition to their supervisor immediately upon discovery of such a condition. All employees must adhere to the following rules:

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited in the work place.

3. Employees are responsible for informing an immediate supervisor if required to take medication during work hours that may cause drowsiness or alter judgment, perception or reaction time.
4. Employees must notify an immediate supervisor of any permanent or temporary impairment that reduces their ability to perform their job in a safe manner, or that prevents or hinders their performance of the essential functions of their position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment must be operated only by trained and authorized personnel.
7. Periodic inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts must be reported promptly to the immediate supervisor.
9. If there is any doubt about the safety of a work method, the immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries, and property damage must be reported to the immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including termination of employment.
12. All employees must follow recommended work procedures outlined for their job, department, and facility.
13. Employees are responsible for maintaining an orderly workspace. All tools and equipment must be stored in a designated place. Scrap and waste material must be discarded in a designated refuse container.
14. Any smoke, fire, or unusual odors must be reported promptly to your immediate supervisor.
15. All potential slip or trip hazards must be corrected immediately or marked clearly before being left unattended.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, markers, and all applicable laws.
18. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate and must report revocation or suspension of a driver's license to a supervisor.
19. All employees must know departmental rules regarding accident reporting, evacuation routes, and fire department notification.
20. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.

POL.S.01.05 - Employee Right-to-Know

The Park District is committed to protecting employees against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things the Park District does to keep employees safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that employees have a right to know what hazards they face on the job and how they can protect themselves against them. This Policy reflects employees' Right-to-Know.

Chemical manufacturers must determine the physical and health hazards of each product they make, and

they have to let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

Employers must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard, including its recent revisions, and explains how the standard is in effect in the workplace, especially with regard to OSHA's transition to the new standard;
- Provides information on hazardous chemicals in the workplace;
- Provides training on the correct safety procedures for working with hazardous substances, including how to understand Labels and both MSDS/SDS sheets;
- Maintains labels on chemicals in a manner, which continues to be legible, so that the pertinent information does not get defaced or removed in any way.

Employees must:

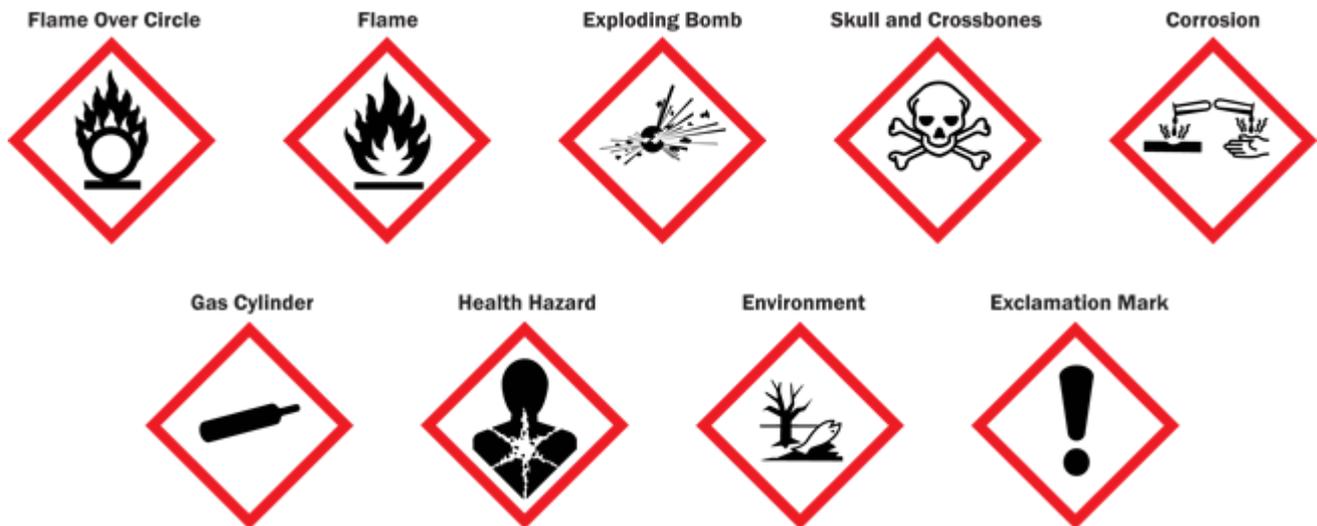
- Respect all warnings and precautions;
- Read substance labels and MSDS/SDS sheets;
- Use the correct personal protective equipment when handling hazardous substances;
- Know in advance what could go wrong and what to do about it; and
- Practice sensible, safe work habits.

Information on Labels

Although labels differ vary, all labels will contain similar types of information. In many cases, any deviation from the label instructions can result in potentially more hazardous situations for you and others.

Labels will contain:

1. Name, address, and telephone number of the chemical manufacturer, importer, or responsible party.
2. Product Identifier that refers to the name of the chemical and/or code and batch numbers that are congruent with the MSDS/SDS.
3. Signal words that are used to indicate the severity of the hazard and alert the reader to the potential hazard on the label. MSDS labels use *Danger, Warning and Caution*. The SDS labels use *Danger and Warning*.
4. Hazard statements that describe the nature of the chemical hazard - the physical hazards (Will this explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?).
5. Precautionary statements are recommendations to minimize potentially adverse effects from the aforementioned Hazard Statements.
6. Supplementary information provides additional instructions and information that the manufacturer may deem helpful. With the new standard, there are nine standard pictograms that can be used to communicate certain hazards (These are not the same as the US Department of Transportation Diamonds used for chemical transport).



MSDS Sheets

MSDS sheets are a guide to working safely with hazardous substances. These sheets provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

- **Identity**, including the manufacturer's name, address and phone number, and the date the substance was produced;
- **Hazardous ingredients**, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are included;
- **Physical and chemical characteristics**, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions;
- **Physical hazards**, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures);
- **Reactivity**, including whether or not the substance is stable, and which substances and situations to keep it away from so it will not react;
- **Health hazards**, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined;
- **Precautions for safe handling and use**, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions; and
- **Control measures** will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

SDS Sheets

OSHA's new standard Safety Data Sheet (SDS) is very similar to the MSDS sheet in content, but it is broken out in 16 sections that are more specific than the previous MSDS sheet:

1. **Chemical and Manufacturer/ Supplier Identification**, with common names and synonyms of

chemical;

2. **Hazard(s) Identification**, this time with pictograms and Hazard Signal Words either *Danger* or *Warning* (but not *Caution*);
3. **Composition/Information on Ingredients** including the substances, mixtures, and concentrations of chemical constituents in the product. Often this section may be nonspecific with claims of "trade secret." However, the one may use contextual information in the other sections of this document to infer potential hazards;
4. **First-Aid Measures**, symptoms and initial care in case of exposures;
5. **Fire-Fighting Measures**, recommends suitable extinguishing protocol including special Personal Protective Equipment (PPE) that may be required;
6. **Accidental Release Measures**, appropriate response to leaks or spills, containment and cleanup practices to protect exposure to others and the environment;
7. **Handling and Storage**, to prevent the aforementioned Accidental Releases;
8. **Exposure Controls/Personal Protection**, indicates exposure limits, Personal Protective Equipment (PPE) and other consideration (such as ventilation);
9. **Physical and Chemical Properties**, similar to the MSDS;
10. **Stability and Reactivity**, similar to the MSDS;
11. **Toxicological Information**, similar to MSDS Health Hazard Data;
12. **Ecological Information**, evaluates environmental impacts of chemical release and accumulation;
13. **Disposal Considerations**, provides guidance on disposal , recycling, or reclamation of the chemical/container. Expands on Section 8 - Exposure Controls/Personal Protection;
14. **Transport Information**, includes a UN number that classifies the chemical for transport by road, air, rail, or sea;
15. **Regulatory Information**, this section is for listing any additional specifics from agencies like OSHA. Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission; and
16. **Other Information**, may indicate where and when the last revisions were made.

OSHA's Right-to-Know regulation was developed to protect employees on the job. Making the information available is only the start in keeping the Park District safe. Employees' habitual reading and reviewing of labels and the MSDS/SDS sheets is a critical practice that promotes a safer working environment.

POL.S.01.06 - Blood Borne Pathogens and Infectious Diseases

Hepatitis B Virus Vaccination Series

Pre-Exposure

The Park District shall make available the Hepatitis B vaccine series to any employee who must handle blood or is expected to render first aid on a routine and regular basis in the course of his/her employment. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he or she must sign a Hepatitis B Vaccination Declination form, which the Park District will retain as part of that employee's record.

Employees whose primary job assignment(s) do not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the Hepatitis B vaccine series as a

post-exposure provision. Again, this series will be provided at no cost to the employee.

Post-Exposure

If any employee actually is exposed to blood or other potentially infectious materials, the Park District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-ups will be provided, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
2. Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
3. Prompt testing of the source material, (with the employee's consent) with the results being communicated in confidence to the exposed employee;
4. Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV;
5. Post-exposure preventive measures, as recommended by the U.S. Public Health Service;
6. Counseling; and
7. Evaluation of reported illnesses.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with: (1) a description of the employee's job duties as they relate to the exposure incident; (2) documentation of the route(s) of exposure and the circumstances under which exposure occurred; (3) results of the source material or individual's blood testing, if available; and (4) all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the Park District responsibility to maintain.

The Park District will obtain and provide to the employee, within 15 days of its completion, a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation.

Education and Training

In order to minimize workplace exposure to, and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the Park District's implementation of preventative measures, the Park District will strive to educate and train Park District personnel on relevant safety guidelines.

In particular, the Park District's training program will endeavor to include:

1. a general explanation of the spread, prevention and symptoms of blood borne diseases;
2. information on the modes of transmission of blood borne pathogens;
3. information on the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
4. information on the types, proper use, location, removal, handling, decontamination and disposal of

personal protective equipment;

5. information on the Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered to its employees free of charge;
6. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
7. information on the post-exposure evaluation and follow-up that the Park District will provide for the employee, if he or she comes into contact with blood or other possibly infectious materials.

All staff and volunteers who are potentially at risk for exposure should be provided in-service training with respect to the precautionary procedures, and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign a compliance statement indicating their understanding of the procedures and agreement to comply with them.

Personal Protective Equipment

The Park District recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.

The Park District will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.

The Park District has identified the following employee/positions, which may have a need for PPE:

1. Good Samaritan First Aiders
2. Fitness Instructors
3. Lifeguards
4. Recreation Specialists
5. Licensed Preschool Workers
6. Day Camp Program Leaders
7. Coaches for Contact Sports

Precautions and Procedures

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

- Hand washing is the most important technique for preventing the spread of disease.

- Disposable gloves, which are impervious to blood, must be worn.
- Soiled surfaces and recreational materials of any kind (including e.g., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water).
- Disposable towels or tissues should be used whenever possible.
- When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture-resistant gloves.
- Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care.
- All cuts and open wounds should be covered.
- Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided.
- Disinfectant should be stored in a safe area.
- Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
- Hand soap and disposable towels or tissues and gloves should be available at all facilities.

Incident Records

The Park District will keep records of incidents of employee contact with blood or other potentially infectious materials, and compliance with these guidelines. A failure to follow recommended precautions may result in disciplinary action.

POL.P.01.07 - Statement of Admission

All employees are expected to conduct themselves at all times in the best interest of the Park District. When an accident occurs, no matter how severe or how insignificant, an employee must never presume or admit guilt or fault of any kind of their own or of any other person. An employee should never speculate on the cause of an accident or an injury. An employee should cooperate with investigating authorities and with any investigation conducted by or on behalf of the Park District. Any questions relating to an accident involving Park District property and/or personnel should be promptly directed to a Department Head, Human Resources, or the Executive Director.

POL.S.01.08 - Motor Vehicle Record Review

The Park District conducts an annual review of State Motor Vehicle records for employees who have driving responsibilities in their job description or are required to possess a current driver's license as a job qualification. A record check is intended to disclose Type A violations of a serious nature that will result in state mandated license penalties or Type B moving violations that generally result in a fine.

Type A violations include without limitation:

- DWI, DUI or operating while impaired
- Chemical test refusal
- Reckless/careless driving
- Fleeing police
- Leaving the scene of an accident

Type B violations include without limitation:

- Speeding (more than 15mph over the limit)
- Improper/illegal lane change or turn
- Following too close
- Traffic signal offense
- Failure to signal
- Failure to yield

An employee is required to disclose to a supervisor all Type A violations immediately upon a conviction. Any employee who is subject to a record review may incur discipline up to and including termination of employment for convictions. When an employee driving record shows one or more Type A violations in the preceding 36 months, or two or more Type B violations in the preceding 36 months, the Park District may at its discretion take the following actions:

- Suspend the employee from driving Park District-owned vehicles;
- Require the employee to attend driver safety training;
- Impose periodic check rides and other driver monitoring on the employee;
- Revoke an employment offer; and/or
- Terminate the employee's employment.

POL.S.01.09 - Abused and Neglected Child Reporting Act

It is the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act ("Act") codified in 325 ILCS 5/1 *et seq.* Under the Act, "recreational program or facility personnel" are mandated reporters. As such, the Park District will make every reasonable effort and precaution to prevent, detect and handle cases of suspected child abuse and neglect for children who participate and use Park District programs, areas and facilities and will ensure that any such cases get reported to the Illinois Department of Children and Family Services ("DCFS") in accordance with the Act.

Definitions

"Abused child" means a child whose parent or immediate family member or any person responsible for the child's welfare or any individual residing in the same home as the child or a paramour of the child's parent:

1. Inflicts, causes to be inflicted or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
2. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961 as amended and extending those definitions of sex offenses to include children under eighteen (18) years of age;
4. Commits or allows to be committed an act or acts of torture upon such child;
5. Inflicts excessive corporal punishment;

6. Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961 against the child; or
7. Causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription.

A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act (325 ILCS 2/1 *et seq.*).

“Neglected child” means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child’s well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that such child’s parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child’s parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Section 26 of The School Code, as amended (105 ILCS 5/26-1 *et seq.*).

Handling Allegations of Abuse

If a child advises Park District staff that someone has molested or otherwise abused the child, staff should be prepared to help the child. See the Crisis Management & Communication Plan.

- District staff working with the child shall:
 - a. Remain calm and reassuring. If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he or she is speaking is in control of the situation and will reassure him or her that everything will be okay.
 - b. Don’t criticize the child, question the child’s story, or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgment.
 - c. Encourage the child to tell the Executive Director or the appropriate supervisor what happened. Tell the child no one should ask him or her to keep a secret about what happened

and that it is okay to talk to the Executive Director about it. Make sure the child feels that he or she is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be very stressful for the child.

- d. Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the child's situation only with the Executive Director or with the appropriate DCFS and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off District premises. The child and his or her family or other persons involved should not have to pay the price of a person's indiscretion. Disclosing the information to other persons is in violation of the child's privacy rights and the privacy rights of other persons involved.
- The Executive Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Head should be notified.
 - The Executive Director and staff person reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" or in person or by telephone through the nearest DCFS office at 1-800-25ABUSE (1-800-252-2873). Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will in turn begin to investigate the matter.
 - The report should include, if known: (1) the name and address of the child and his or her parents or other persons responsible for the child's welfare; (2) the name and address of the school that the child attends or the school that the child last attended, if the report is written during the summer when school is not in session, and the name of the school district in which the school is located, if applicable; (3) the child's age, sex and race; (4) the nature of the child's abuse or neglect, including any evidence of previous injuries, abuse or neglect of the child or his or her siblings; (5) the names of the persons apparently responsible for the abuse or neglect; (6) family composition, including names, ages, sexes, and races of other children in the home; (7) the name of the person making the report, his or her occupation, and where he or she can be reached; (8) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and (9) any other information that the person making the report believes might be helpful in the furtherance of the purposes of this Act.
 - The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report.
 - The Executive Director will notify the President of the Park Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

Details of the report shall not be discussed with other staff or participants.

Procedures for Accident & Incident Reporting

If a private citizen is injured in the course of participating in a Park District program or while in one of our facilities or parks, or if an incident occurs, an Accident/Incident Report must be completed by the

employee on duty who witnessed the event or to whom the event was first reported to.

This is a two-sided 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 Manager or the Director of Human Resources. In some cases, the report will be forwarded to PDRMA for evaluation and follow-up actions as appropriate.

Accident/Incident Reporting

The Accident Incident form is on the P drive and the following rules should be followed when filling out the form:

- The Accident/Incident form is to be used when a patron has an accident or incident in a program, facility or park of the Park District of Oak Park.
- The Accident/Incident form should be routed to the Safety Coordinators office immediately.
- You should contact your direct supervisor and the Superintendent of your area as well as the Executive Director immediately and advise them of the accident/incident.
- When filling out the Accident/Incident form, be sure to print clearly.

Safety Action Committee & Coordinator Responsibility

The Safety Action Committee is responsible for the following when reviewing the forms:

- The Safety Action Committee is to review the accident/incident form for completeness.
- The Safety Action Committee should identify additional hazards or loss exposure potentials and trends.
- The Safety Coordinator will act upon the items identified as “action items” with the appropriate staff.
- The Safety Coordinator will determine if additional follow-up is required with the patron.

Do not discuss the accident/incident with anyone other than your direct supervisor, the HR Safety Manager, or the Executive Director. It's important that this Accident/Incident form filled out ASAP and routed to PDRMA for any possible claims that may arise.

Procedures for Lightning

The following procedures are to be followed for lightning. All affiliate organizations are required to develop an emergency action plan to contend with the instance of thunderstorms, thunderstorms and lightning charges, or simply lightning charges. (Note: lightning cannot occur without thunder, but the hearing of thunder is dependent on geography). The following are storm and lightning specific recommendations to place within ones emergency action plan.

Lightning

Prior to the individual activity/event, the outdoor weather should be noted. If a thunderstorm is imminent

the activity/event should be suspended or postponed. Dark clouds, winds picking up with intensity, sounds of thunder, and the sight of lightening in the distance are enough clues that the weather is not conducive for outdoor activities. If the activity/event has begun, these signals should alert affiliate or volunteers to suspend or postpone the activity/event.

The emergency action plan for lightning should take into consideration location of fields and facilities. The Park District of Oak Park recommends the following should be in place prior to the activity/event of the season.

- Outside Weather Observer – A member of the affiliate staff who has responsibilities during the activity/event, a staff member or the supervisor for the activity/event, and other appropriate affiliate related individuals shall monitor the weather forecast during the day and advise the officials on the change of the weather. Parents, fans, spectators and like individuals with varied vested interests shall not be involved in this action.

The designated person should employ the “30-30 Rule”. That is, when one sees lightning – one begins counting in seconds until one hears thunder. If one hears thunder in 30 seconds or less, go quickly to shelter. Keep in mind that this rule cannot prevent against the first lightning strike. And, outdoor activities which require moving large groups of people to a distant shelter will require more time than that allotted by the “30-30 Rule”.

The best detection however, may be the old dictum, “If you hear it, fear it; if you see it flee it.” Watch the sky, be ready to vacate the fields/open space should thunderstorms start to develop and avoid the threat of lightning strikes altogether.

- Leaving the Outdoor Location of the Activity/Event – If the evacuation becomes necessary, senior management or the designated person in charge will decide the course of action, provide instructions and safe refuge for all individuals involved.
- Shelter – Safe shelter shall be inside a substantial building, away from doorways, windows. Baseball/softball dugouts are not appropriate. The shelter shall be able to keep the group comfortable for up to 1 hour or more. While less than ideal, an enclosed motor vehicle will suffice. Avoid contact with the steering wheel, ignition, keys and/or radio.

If one cannot get inside to a safe shelter, go to a lower elevation to minimize the risk. Stay away from fields, bleachers, trees, poles, and light posts. Avoid unprotected open shelters, metal fences and structures.

If still trapped outside where there is imminent risk of being struck, there are steps one should take. Imminent risk may be noted by the hair on arms and neck standing straight up, skin tingling, hearing a crackling sound. Move several feet away from another person and use the “lightning crouch” to minimize one’s risk. Put the feet together, squat down, tuck the head and cover the ears. When immediate threat of lightning has subsided, go to a safe shelter.

- Suspension of Activity/Event – The recommendation is that all people shall remain in shelter for 30 minutes past the last lightning observed.

Emergency care for the injured – in the unfortunate circumstance that someone should be struck by

lightning, there are four key steps to remember:

- Activate your emergency plan.
- The rescuer should move the injured person to a safe shelter out of the lightning prone areas (if possible).
- Treat the injured person for a cardiac emergency immediately: CPR, EMS, AED. Note: the injured person is no longer a threat to the re-user as there is no continuation of electrical impulse through the victim.
- After the emergency is over document the incident on the appropriate form and notify the Park District.

Procedures for Employee Injuries

If a Park District employee is injured while on the job, an Illinois Form 45 is to be completed and submitted to the HR Safety Manager or the Superintendent of Business Operations within 24 hours of the accident. The Form 45 is to be completed by the employee's immediate supervisor with the input from 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 Form 45. If the accident is serious, the report should contain photos, witness statements (including their contract information) and any additional relevant information.

Form 45

The Form 45 is on the Pdrive and the following rules should be followed when filling out the Form 45:

- Form 45 is to be used when a Park District Employee sustains an injury or illness while "on the job".
- Form 45 is to be filled out by the supervisor of the employee who becomes ill or is injured.
- The last line of the form is to be filled out by the supervisor.
- The Form 45 should be routed to the Safety Coordinators office within 24 hours of the injury or illness. If the injury or illness occurred on a Friday after normal business hours, a weekend, or holiday, the Form 45 should be in the Safety Coordinators office by the next regular business day.
- When filling out Form 45 please print.

There may be times when filling out Form 45 is impractical. For example, if an employee is seriously injured or has an illness where an ambulance is called and the staffer is rushed to the hospital, filling out Form 45 may be delayed because of the dire circumstances. Do your best to interview other co-workers or witnesses that may have seen the injury or illness take place. It's important that this Form 45 be filled out ASAP and routed to PDRMA so if a claim is lodged, bills incurred can be paid promptly through the employees worker's compensation.

Procedures for the Driver's Challenge

To ensure that Park District-approved drivers are able to safely able to operate Park District vehicles, an annual Driver's Challenge is created. The following procedures are to be followed regarding the Drivers Challenge.

Driver's Challenge

The Driver's Challenge is composed of a series of eight (8) course challenges that the driver will be asked to complete. The course is designed to duplicate real world driving and test the skill, judgment, and knowledge of each driver. The challenge is used to gage the overall competency of the driver and to identify specific areas where improvement is needed.

Participating employees shall present themselves at the testing site 10 minutes prior to their appointed turn. Employees shall either drive the vehicle they will test in to the testing location or be assessed in a vehicle that is already on site. All drivers will be asked to show their state drivers license prior to starting the test.

Each driver will be evaluated on each course challenge as well as everyday driving safety like wearing seat belts, mirror usage and a 360 degree walk around.

Drivers are given a score of "Acceptable" or "Unacceptable" (needs remediation). There are no time comparisons made between drivers, and actual times recorded by the instructor(s) are only for the purpose of measuring a driver's individual improvement. Individual results of the Drivers Challenge will be confidential and only shared with the employee's department head, Executive Director, and the Director of Human Resources. A copy of the results will be place in the employees personnel file.

Employees Required to Participate:

Seasonal Employees. All seasonal employees who have driving as part of their job description shall take part in the Driver's Challenge each year, usually in late May or early June. At the appointed time, all seasonal employees shall sign up for the challenge by placing their name in the desired time slot on the Driver's Challenge time slot schedule.

Full and Regular Part-Time Employees. All full and regular part-time employees who have driving as part of their job description shall take part in the Drivers Challenge every two (2) years. All full-time and regular part-time employees shall sign up for the challenge in the same manner as seasonal employees.

In the event that a driver cannot participate in the Drivers Challenge, due to vacation, illness etc., arrangements shall be made to conduct a one on one supervised check ride with that employee.

Procedures for Bloodborne Pathogens Cleanup

This procedure has been created to provide a safe method for the cleanup of potentially infectious pathogens which may be present in blood, vomit, feces, urine and other bodily fluids. Regardless of the source of the bodily fluid, staff performing cleanup is to use universal precautions in cleaning, handling and disposing of bodily fluids and the materials used to clean up bodily fluid spills. This means that staff must treat each bodily fluid cleanup task as if the bodily fluid is infected and, subsequently, take the appropriate protective measures. These measures are explained below.

Bloodborne Pathogens Cleanup

General Cleanup

- Staff performing bloodborne pathogen cleanup must be trained in universal precautions and specific cleanup procedures annually. Untrained staff may not attempt to clean, handle or dispose of potentially contaminated materials.
- Bloodborne pathogen spill kits should be used for bodily fluid cleanup whenever such kits are available. When such kits are not available, a solution of 1 part bleach to 10 parts water, or a disinfectant solution containing 70%-90% isopropyl alcohol, may be used in combination with mops, brushes, paper towels or any other suitable supply for cleanup, as long as those materials are either disposed of or sanitized in a bleach solution after use.
- At a minimum, staff performing bloodborne pathogen cleanup must wear exam gloves. If using a bloodborne pathogen cleanup kit, staff must also wear the protective eye shield provided in the kit.
- When performing large-scale cleanup, staff must wear shoe covers and a disposable gown to prevent contamination of clothing.

Using the Bloodborne Pathogen Cleanup Kit

- Before starting cleanup, staff must be sure to wear appropriate protective equipment, including exam gloves and eye shield. Foot covers and gown are to be used for large scale cleanup only.
- Use fluid control solidifier to solidify bloodborne pathogen cleanup tasks that have excess fluid involved.
- Use a disposable biohazard scoop to remove solid material from the spill area. Place scooped material in a biohazard bag.
- Use disposable cleanup towels to absorb any remaining fluid.
- Use germicidal wipes to clean the bloodborne pathogen spill area.
- Place a "wet floor" sign in tiled areas where cleanup has occurred. The sign must remain in place until the floor is dry and not slippery.

Cleanup of Bloodborne Pathogens in a Pool

- If fecal matter or vomit is observed in the pool, guests and staff must exit the pool immediately.
- Staff will remove as much of the fecal matter from the pool as possible. A strainer can be used

to collect the solids and the area can be vacuumed to remove any additional visible matter.

When using the pool vacuum system, the water must be directed to a sanitary sewer or other approved disposal system- not through the filtration system. All equipment should be cleaned and disinfected before reuse. Clean the skimmers as needed

- Staff will place powdered chlorine (HTH) or liquid bleach in the contaminated area to raise the chlorine level to 10 parts per million and mix with a stick or pole. For an area 15 feet in diameter and 5 feet deep, this would equate to approximately one pound of HTH (65% calcium hypochlorite) or one half gallon of liquid bleach (12% sodium hypochlorite). Allow to sit for 30 minutes.
- Staff will test the water to make sure that the pH and chemical disinfectant levels are within the required operating ranges. If the pH is between 7.2 and 7.6, the free chlorine residual between 0.5 ppm and 2.0 ppm or the free bromine between 1.0 ppm and 2.0 ppm, the water is clear with the main drain visible, and all pumping, filtering and disinfecting equipment is properly working, the pool can be reopened.
- In the remarks section of the Daily Swimming Pool Operation Report, indicate the time the pool was closed as a result of the incident and the water quality values when the pool was reopened.

Disposal of Contaminated Material

- All disposable materials (i.e., gloves, eye shields, paper towels, scoop, germicidal wipes, etc.) used in the cleanup of a bloodborne pathogen must be placed in a red biohazard bag.
- All solid contaminants must be placed in a red biohazard bag.
- Glass and other sharp objects must be disposed of in an approved sharps container. Do not dispose of this material in a biohazard bag containing contaminated or used items.
- Red biohazard bags may be disposed of by sealing the bag and placing it in a general use dumpster.
- Contaminated clothes may be placed in clear plastic bags (provided in the cleanup kit), sealed and sent home for cleaning.

Procedures for Child Abuse Reporting

Any staff suspecting the abuse involving a child connected with any Park District of Oak Park activity will follow these procedures for reporting the incident.

Child Abuse Reporting Procedure

- Immediately contact the full-time facility, site, or program manager in charge to discuss the situation confidentially. This full-time employee will evaluate the situation and decide with the employee if a report should be made to the Child Abuse Hotline (1-800-25ABUSE) or with the local police. If a report is made, staff involved in reporting the matter will be responsible for completing a written incident report within 24 hours.
- The report of the suspected child abuse should contain the following information, if known:
 - Name and address of child and parents or persons responsible for the child's care;
 - Child's age and birth date;
 - Nature and extent of the suspected abuse including any evidence of previous abuse;

- Explanation given for the suspected abuse; and
- Any other information that might be helpful in establishing cause of the abuse and identity of the abuser.

Procedures for Vehicle Accidents

The following procedures will be followed for vehicle accidents.

Vehicle Accidents

1. Determine extent of injuries, if any, call 911 emergency as needed.
2. Call 911 for police investigation.
3. Call Supervisor.
4. Cooperate fully with police within bounds of “Statement of Admissions” policy and training.
5. Assist supervisor with filling out accident report forms. As needed, be sure to collect necessary reports from police.
6. Supervisor will determine course of action for vehicle and driver.
7. Driver will be subject to post-accident drug screening.

Procedure on Safety Action Committee Appointment and Purpose

The following procedure should be followed on the Safety Action Committee’s appointments and purpose.

Safety Action Committee Appointment and Purpose

Purpose

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.

Functions

The Safety Action Committee shall function as the eyes and the ears of the District in monitoring risk exposures.

Appointment of Members

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. Each member shall serve a term of two-years. This term can be renewed with no maximum limit.

Operating Guidelines

The committee members responsibilities include, but are not limited to:

- Identify safety and/or unsafe situations/issues in their area.
- Make recommendations and/or assist in the development and implementation of processes to address safety or unsafe situations/issues.
- Monitor and report on safety and/or unsafe situations/issues.
- Facilitate and maximize the communication of safety ideas, programs, and processes between employees and management.
- Promote and support safety and loss prevention practices.
- Attend monthly Safety Action Committee meetings.
- Participate in monthly safety trainings conducted at the Safety Action Committee meetings.
- Attend training classes provided by the Park District Risk Management Agency (PDRMA), such as the Risk Management Institute.

Committee Meetings

The Committee shall meet monthly at a designated time, date and location that is convenient to all members. Full participation is essential for success.