



# **Hoffman Estates Park District Safety Manual**

*Revised July 2019*



PARK DISTRICT SAFETY MANUAL  
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## HOFFMAN ESTATES PARK DISTRICT

### SAFETY POLICY STATEMENT

#### Section I

We acknowledge an obligation to provide the safest possible working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

It is the intention of the Hoffman Estates Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be the utmost consideration.

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

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

\_\_\_\_\_  
Robert Kaplan

President Board of Commissioners

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Craig Talsma

Executive Director

\_\_\_\_\_  
Eric Leninger

Risk Manager



## **SAFETY PERFORMANCE, RESPONSIBILITIES AND ACCOUNTABILITY**

### Section II

Safety is a part of every employee's job performance. Safety responsibilities for all job positions are described in the district's policy manual. Review the safety responsibilities for your job. All employees have the following safety responsibilities:

- Provide for the safety of the public and other employees
- Recognize and report unsafe conditions
- Keep work areas clean and organized
- Report all injuries
- Use appropriate safety equipment
- Follow safe job procedures

To ensure that employees fulfill their responsibilities, safety is included in each employee's performance evaluation.



## **INTRODUCTION**

### Section III

Hoffman Estates Park District is committed to providing the safest environment possible for its employees and patrons. This commitment is extended to all park district employees. All employees have responsibilities that pertain directly to maintaining the safety program. These responsibilities range from ensuring that employees are following the proper practices to properly completing an accident report.

This manual is a compilation of the Safety Policies that all employees are required to follow and incorporate into their job each day that they are at work. The goal of the Safety Program is to ensure that Hoffman Estates Park District provides a safe environment for all.

Eric Leninger  
Superintendent of HR / Risk Management



## **SAFETY COMMITTEE**

### Section IV

The purpose of the Safety Committee is to review accidents, conduct safety inspections, schedule safety training seminars, and recommend changes in policy, procedures and equipment to promote safety. It also performs other duties that provide a safe working environment for our employees and participants. It is the added responsibility of the Safety Committee to be concerned with the safety of visitors utilizing our parks, facilities and programs.

#### Objectives

A Safety Committee has been established and is a permanent committee to initiate and execute a safety program by:

- A. Conducting committee meetings to discuss accident prevention methods, safety promotion, conditions noted as a result of facility and parks inspection, injury records and other related documents or reports.
- B. Assisting in inspecting facilities and parks to discover potential safety hazards to employees and facility participants.
- C. Reviewing accidents for the purpose of proposing recommendations for improved preventive measures whenever appropriate.
- D. Recommending personal protective equipment and safety devices. The recommendations will adhere to OSHA, NIOSH, and other industry standards.
- E. Developing safety rules and guidelines to provide for the district's current and anticipated loss reduction needs.
- F. Promoting safety and first aid training for all employees which is intended to develop safety awareness and reduce the severity of accidents.
- G. Monitoring activities of departmental safety programs to ensure that they comply with the intent and spirit of this policy. Also, the committee will insure that departmental safety related records are maintained in an orderly and accurate manner.



## Meetings

The safety committee holds meetings throughout the year with agendas prepared by the Risk Manager.

Following each meeting, the Risk Manager is responsible for preparing and circulating minutes to committee members and appropriate department heads.

## Committee Make-up

The committee is chaired by the Risk Manager and is comprised of representatives, appointed annually, from each of the following areas:

- A. Golf Division
- B. Administration
- C. Parks Division
- D. Recreation Division
- E. Facilities Division

## Employee Safety Incentive Program

### Purpose

To help motivate the employees of the Park District in achieving the agency's loss reduction goals, an employee safety recognition program has been established. The object of the program is to increase employee awareness in regards to work safety and health issues by providing rewards for exceptional loss prevention ideas, safe work record, and completion of outside safety-related trainings.

## Maintenance of Safe Working Conditions

### Section V

#### I. Buildings

##### Egress

- 1) Do not obstruct any aisles, exits, or stairways.
- 2) Emergency exit doors shall never be chained or locked in a manner that would restrict persons from exiting a building in the event of fire or related emergency.
- 3) Each Park District building with multiple rooms that have no direct exit to the exterior of the structure will have an emergency exit plan clearly posted in each major public or employee work area to assist occupants if immediate evacuation is necessary.
- 4) Emergency lighting fixtures should be installed in all park buildings used by the public or employees and checked periodically to insure proper operation. Exit signs should be properly illuminated.
- 5) Building occupancy should never exceed posted limits.
- 6) All stairways should be equipped with secure railings and adequate illumination.. Loose stair treads and/or hand railings must be replaced, repaired, or barricaded immediately.
- 7) All floors should be periodically inspected and maintained to avoid dangerous conditions. All substances spilled on the floors should be immediately removed.
- 8) Sidewalks, steps, parking lots, tennis courts, and related outside areas should be maintained in safe conditions.

##### Fire Prevention

- 1) Properly marked fire extinguishers should be provided by locations recommended by the local Fire Department, and should display OSHA color coding as well as international pictorials describe their type. Each employee must be familiar with the proper use of each type. It is the responsibility of the employee to inform his/her respective supervisor regarding the need for training or lack of knowledge he/she may have relative to proper fire extinguisher usage. Signs identifying extinguisher locations must be properly displayed.
- 2) Fire extinguishers must be checked and serviced annually and must display inspection tags. These tags should be signed by the inspectors during their monthly building inspection. Notify the Parks Department if a fire extinguisher is empty or the needle gauge registers "re-charge".
- 3) An inventory record in the maintenance department must be kept listing the location of every fire extinguisher in the park district.
- 4) Smoking is prohibited in all district vehicles and buildings except in designated areas.
- 5) All combustible supplies and materials must be stored in approved fire containers.
- 6) Oily rags must be stored in self-closing fire-resistant containers.
- 7) Curtains and drapes should be fire retardant.
- 8) If you discover a fire dial "911" to notify the fire department. Pull the nearest alarm box to also notify the fire department and evacuate the building. Size up the fire. If it is small, and you are trained, and the proper extinguisher is available, put out the fire.

## Electrical

- 1) Electrical outlets should not be overloaded.
- 2) Electrical wiring should be properly encased and replaced when defective.
- 3) Replace broken light bulbs and fixtures immediately.
- 4) All electrical cords should be 3-pronged, double-insulated, and of proper wire size. Extension cords should only be used on a short-term, temporary basis.
- 5) Do not run electrical extension cords under carpeting. Secure the electrical cords properly to avoid tripping.
- 6) Extension cords are for temporary use and not allowed to be used in lieu of permanent wiring.

## Housekeeping

- 1) Place all refuse in the proper containers; each building should maintain a proper amount of receptacles. Waste receptacles should not be allowed to overflow.
- 2) All materials and equipment should be stored properly and secured in designated areas to avoid possible injury or damage to individuals or property.
- 3) All floors should be periodically inspected and maintained to avoid dangerous conditions. Immediately remove all substances spilled on the floors.
- 4) Broken glass in windows and doors should be replaced by Plexiglas or safety glass wherever practical.

## Tools and Equipment

- 1) Never use a defective ladder. Ladders must be of sufficient length to reach the work being performed. It must be placed firmly on the ground, be equipped with non-slip safety feet, and be kept free of grease and oil. Whenever possible, use a wood or fiberglass ladder to perform electrical repairs.
- 2) Proper safety training and instructions will be available to any employees that use power tools or equipment. Employees should avoid using gloves when working on a powered grinding wheel.
- 3) Employees using hand tools must wear personal protective equipment appropriate for the task being performed. Ignorance will not be tolerated as an excuse. Contact your supervisor prior to using any hand tools or equipment if you are unsure of the necessary safeguards.
- 4) Examine all hand tools for cracks, splits, or defects before using them. Report any damage immediately.
- 5) Always select the proper tool to perform a task.
- 6) Electrical tools should always be grounded and the cords inspected for damage such as cuts, splices, or broken prongs. Use a ground fault circuit interrupter whenever working with electrical tools within five feet of a water source.
- 7) Protect all exposed saw blades or similar sharp tools by scabbards when not in use.
- 8) Any ax, sledgehammer, pick, or related hand tool that is cracked, has a splintered handle or loose metal head must be removed from service and repaired.
- 9) Make all connections to air tools secure before turning on the pressure.
- 10) Release pressure on air tools before leaving the equipment unattended.
- 11) Never remove or defeat a power tool's attached safety guards.

#### Maintenance of Equipment

- 1) Servicing or repairing of any machinery will be approved by the maintenance supervisor and repaired by authorized maintenance personnel only.
- 2) Certain machinery may be repaired by an outside contractor per the parks director's approval.
- 3) Before repairing any equipment always "lock-out" the machinery electronically or mechanically. You can do this by physically locking electric switches, removing spark plug wires etc. Lock-out tags or signs will be used if the power source is remotely located away from the repair site.

#### First Aid/Toxic Substances

- 1) Each building should have emergency numbers located by the telephone as well as emergency operations plans for use during evacuation, tornado conditions, or related emergencies.
- 2) Users of toxic or hazardous chemicals should refer to all label guidelines and materials safety data sheets for specific safety precautions and required personal protective equipment.
- 3) Copies of materials safety data sheets must be furnished by the manufacturers of toxic materials used in the park district. Copies of these data sheets are filed in the respective use area administrative office and with the Safety Coordinator.

## II. Parks

### A. Safety Regulations

1. The Park District is committed to providing quality parks for use by the general public. As part of this commitment, all Park District staff members must work together to maintain a high degree of safety in its parks, facilities, and the equipment contained within them.
2. Park employees must exercise extreme caution while performing various work tasks in the parks or recreational facilities to avoid injury to participants when present.
3. Any unfinished projects that present a potential safety concern should be properly protected if left unattended and barricaded if the condition will exist overnight. Any ground openings such as trenches, holes, or shafts shall be protected by suitable barricades or covers.
4. All playground equipment and playground sites will be systematically inspected monthly for hazards. (Refer to the parks inspection section.) Records of all inspections and repairs must be maintained in the parks maintenance office.
5. Playground surfaces and athletic fields should be inspected regularly during maintenance activities (i.e. grass cutting) for the presence of and removal of any foreign objects which could cause injury. Athletic fields should be thoroughly inspected on a pre-season basis by the maintenance department, the Safety Coordinator and the recreation/athletic department. Coaches, team managers, or employees responsible for conducting actual athletic events should inspect fields prior to each event.
6. Bleachers, backstops, dugouts and players' benches should be inspected regularly during high use periods and repaired when necessary.
7. All newly installed or replacement playground equipment should comply with standards as proposed by the current USCPSC guidelines.
8. All necessary regulatory signs must be posted and be positioned in easily viewable, conspicuous locations. Absolutely no swimming will be permitted in any park pond, lagoon, waterway, or retention and detention ponds.
9. Trash and refuse should not be permitted to litter or accumulate in any park building or facility and must be properly hauled to a designated dumping area.
10. Pesticides, herbicides, and fertilizers must be applied in an appropriate manner. Only licensed pesticide applicators and operators are permitted to spray chemicals.

## B. Safety Guidelines for Small Power Equipment

The following safety policy will be in force for all employees authorized to use power equipment which includes but is not limited to: riding mowing equipment, walk-behind rotary mowers, power blowers, weed eaters, tractors, edging equipment, chain saws, etc. Note the following requirements:

1. Wearing long pants is required, a Park District shirt, and a minimum of ankle-high boots at all times when using the equipment. All parks staff must adhere to the Parks Division dress code procedure 6.101
2. Wear authorized eye protection when necessary while operating Power equipment
3. When using high decibel-producing equipment such as chain saws Or blowers wear a noise-muffling device to prevent hearing impairment
4. While operating power equipment, listening to radio headphones Is prohibited

**Note: Adherence to the above rules is mandatory. Failure to comply will result in disciplinary action.**

## C. Mowing Safety Checklist

Before mowing –

1. Put on close fitting clothes, including long pants and sturdy, Non-slip leather shoes
2. Inspect the lawn carefully to pick up stones, wire, toys, and dog bones– anything the mower might pick up and throw
3. Make sure you know where any hard, solid obstacles might be hidden in the grass. Use fluorescent paint to mark any known ground objects.
4. Add fuel and wipe up spills before starting power.
5. Adjust cutting height before starting power.
6. Read the mower instruction book again, especially if it has been a while since you last used the mower.

While you mow -

1. Always start the mower outdoors, near the lawn you are going to mow.
2. Never run mower over gravel, stones, or hard and immovable objects like pipes, rocks, or sidewalk edges.

3. Mow forward as much as possible so you can see where you are going.
4. Walk-behind rotary mowers go across slopes; riding mowers go up and down.
5. Stay clear of the blade housing edge and the discharge chute.
6. Never point the discharge chute at others.
7. Turn off the mower and remove the key, even if you leave it for only a moment.

And be sure to -

1. Disconnect the spark plug or power cord before working on the mower.
2. Have safety devices in their proper position.
3. Let the mechanic inspect your mower for leaks, electrical shorts, blade condition and balance.
4. Treat gasoline like the high explosive it really is.

#### Riding Mowers

1. Look to the rear before you back up.
2. Keep kids away from and off of the mower.
3. Mow up and down slopes, not across.
4. For slopes above 10°, mow up and down slopes, not across, (refer to slope hazard assessment guide).
5. For slopes exceeding 15°, hand trimming is required, (refer to slope hazard assessment guide).
6. In the case of unforeseen hazards or changes to terrain (soil creep, sinkholes, post holes, etc.), staff is required to contact their immediate supervisor of the hazard. If safe to mow immediately adjacent to the hazard, use a trimmer/weed-whip to create a safe distance. Then operate a walk-behind mower in the near vicinity of the hazard. Do not operate a riding mower within fifteen (15) feet of the hazard.

**Note: Always pour gasoline outdoors and store it away from flames, sparks, or other ignition sources. Keep it in an approved safety container.**

#### D. Forestry

##### A. Personal Protective Equipment

When operating a chainsaw, brush chipper, or trimming trees, wear the following personal protective equipment::

- 1 Long pants
- 2 Over the ankle, sturdy work shoes
- 3 Appropriate face and eye protection, such as goggles and face shields
- 4 When using the chainsaw or working in close proximity to it (within 75 feet), wear hearing protection.
- 5 When operating the chainsaw, wear Kevlar leg protectors (chaps) and shin guards
- 6 Hard hats
- 7 Close fitting clothing
- 8 Remove all rings, watches, and other items that present a "caught-in" exposure.

## B. Chainsaws

- 1 Pick a saw no longer and larger than is needed for the size of the logs to be cut.
- 2 The major causes of chainsaw accidents are poorly adjusted motors, improperly tensioned chains, dull chains, and poor saw maintenance. A properly maintained saw will not only produce more wood, but it is also far safer to use.
3. The chain should be correctly filed for the type of timber you are cutting so that it cuts cleanly and does not chew. The chain should be tensioned, sharpened, and jointed according to the manufacturer's specifications to minimize kickbacks.
4. Be sure the cutting teeth on the chain run toward the motor to pull the saw against the tree.
5. The drive sprocket should be enclosed top and bottom to prevent contact with/or entanglement in the sprocket.
6. Chainsaws weighing less than fifteen (15) pounds may be drop-started. Drop-starting of saws over fifteen (15) pounds is permitted outside the basket of an aerial lift and then only after ensuring the area below the basket is clear of personnel.
7. Large saws over fifteen (15) pounds in weight should not be drop-started or held on the knee for starting. You should start the saw on the ground and hold it firmly in place.
8. Adjust the idling control so that the chain stops when the motor idles. Never walk with the power saw running. Walk with the saw stopped and the guide bar pointing to the rear.
9. Keep both hands on the saw at all times during operation. Hold the motor end of the saw solidly against the tree so that the spurs or dogs are in contact with the tree.
10. Always stand at the end of the saw when cutting, never at the side.
11. Avoid using the tip of the saw for cutting.
12. Never use the saw for stripping bark or cutting loose bark, or to cut small brush and twigs.
13. Never hold a chainsaw at head level when cutting; if kickback occurs, the injury could be fatal.
14. Chainsaws carried aloft should be secured to the climber's saddle or suspended from a separate line, except when used from an aerial basket.
15. Do not repair chains in the field; carry extras.
16. Roll up extra chains and carry them by a rope or wire, or in a special carrying case to guard against cuts.
17. Electrically operated saws should be connected through a switch and a ground fault circuit interrupter to the power source. Motor control should be through a dead man's switch. Waterproof cables should be used and inspected frequently. The motor frame should also be grounded.



### C. Brush Chippers

1. The chipper tongue crank should be used to adjust the height of the hitch prior to connecting to a vehicle. A back-up guide should be used to direct the driver and help align chipper/vehicle hitch components.
2. When towing the chipper, the safety chains must be crossed under the tongue and secured to the frame of the towing vehicle.
3. When not hitched to a truck, make sure all outrigger pads are firmly in contact with the ground to prevent the chipper from walking or tipping over.
4. Set up the chipper away from combustible material.
5. Access panels for maintenance and adjustment should be closed and secured prior to operation.
6. The chipper should be installed with a flexible, anti-kickback device or flap installed in the in-feed hopper for the purpose of protecting the operator and other workers in the area from flying chips and debris.
7. Keep the emergency shut-off for the chipper within reach of the operator.
8. Chipper operators should be equipped with proper personal protective equipment including head, hearing, eye and face protection.
9. Operators in traffic areas should wear high visibility safety vests in addition to other personal protective equipment.
10. Clothes should be close-fitting and all rings, watches and other items that could present a "caught on" type hazard should be removed.
11. Chipping operations in traffic areas should be properly barricaded with cones and appropriate signage.
12. Feed the branches into the mouth of the chipper from the curb side to avoid stepping in front of traffic. Also, chipper operators should avoid standing directly in line with the cutter blades. The chipper may kick out scrap chunks with tremendous force that can cause injury.
13. Do not feed wood with embedded nails or other foreign objects into the chipper. Remove the objects first to prevent chipping the blade and turning fragments into bullets.
14. Operators should throw or push the butt end of the branch toward the blade drum and turn away from the hopper once contact is made with the cutter. This practice will help avoid injury from flying chips and whipping branches as the limb is pulled into the machine.
15. Do not overfeed the chipper with large limbs. The resulting kickback could cause injury. Know the limits of the machine and do not overextend it.
16. Trim branches to eliminate wide forks that cannot easily be fed into

the machine. Chipper operators should never try to force an oversized branch into the hopper and should never stand inside the branch they are feeding.

17. Never stand in or reach inside the hopper during chipper operations. Use a push stick to feed small branches into the chipper blades.
18. Shut-off and lock the chipper when not in use.

#### D. Trimming

1. Rope off or barricade the area to keep park users out of the work area.
2. Use flagmen to control the direction of traffic through the work area when working adjacent to a roadway.
3. The climber should remove all knives, pens, and other objects that could cause discomfort while climbing or injury in a fall.
4. Before climbing a tree, the worker should plan how the job will be done and select a crotch for tying in his climbing safety line.
5. Watch for power lines. Assume that all lines are energized unless the power company is present and has certified that power has been disconnected. Power lines expose climbers to serious burn and electrocution hazards. Only a qualified line clearance tree trimmer should be assigned to the work if an electrical hazard exists.

#### E. Excavation Safety

The following guidelines on excavation safety are a minimum. The person in charge of the field operation must be knowledgeable of excavation safety procedures and be responsible for their enforcement.

All underground cables, pipes, and utility systems must be marked, spotted, or stacked prior to beginning any excavation project. All local utilities must be contacted, and approval granted before breaking ground. Overhead transmission lines must also be noted to prevent contact with backhoes or other digging equipment.

*For underground locations, contact **JULIE** at 1 (800) 892-0123.*

Soil strength must be evaluated to determine the potential for cave-in so that safety precautions can be taken. Soil strength can be affected by the following:

- \*Type of soil – sandy or loose soils have the least cohesion.
- \*Moisture – water can drastically reduce the ability of soil to hold together.
- \*Freezing – freezing can expand water and affect trench shoring. When surface ground is frozen it may be mud below the frost line.
- \* Recent Excavations – soil that has been disturbed will always have a greater potential for cave-in due to its looser content.

Other factors affecting the likelihood of cave-ins are:

- \* Trench depth
- \* Soil weight (higher moisture content will be heavier)
- \* Weight of bank soil
- \* Weight of adjacent equipment
- \* Vibration

Three basic methods will be used to prevent cave-ins:

- \* **Trench angle sloping**

The sloping requirements will vary depending on the type of soil being excavated. The angle of repose will be determined by the trenching chart (see appendix).

- \* **Shielding**

Shielding involves the use of a "trench box" that is open at the top, bottom and ends. This box is placed into a trench so that workers can work inside it.

- \* **Shoring**

Shoring is a framework support system constructed from wood or metal to prevent the trench walls from caving in.

Please note the following safety rules:

- \* All employees working in or near the excavation site will be required to wear hard hats.
  - \* In all excavations, a ladder will be placed in the trench and extend at least three (3) feet above ground level.
  - \* All material removed from an excavation shall be piled at least two feet from the edge of the trench.
  - \* Ground openings shall be protected by suitable covers or barricades.
- When not in use, all excavating equipment will have its blade, bucket, or scoop lowered to the ground, and have the ignition system locked.

Note the following emergency procedures:

- \* Never work in a trench alone. If a cave-in does occur, you will need someone to summon help or to dig you out.
- \* If a cave-in does occur, and it looks like you are about to be buried ... **YELL!!** It will increase your chances of being pinpointed, which can be critically important in saving time as rescuers begin to dig you out.
- \* As you go under, try to cover your face with your arms. Any space you create near your mouth will trap air to help you breathe while you wait for rescuers.
- \* If you are buried under a large amount of dirt, you will not be able to dig yourself out. Do not struggle, your best course of action is to wait calmly for rescue.

### III. Recreation

#### I. Aquatic Center

The Park District is committed to providing an aquatic recreation facility that will conform to all necessary safety standards. All employees shall be provided with specific instructions contained within a separate aquatic manual. It will include information on emergency response, safe handling of chemicals, policies and procedures, and general pool safety. The following is a partial listing of the Park District pool safety rules:

##### Chemical Handling

1. Employees handling solid, gas cylinders or liquid chlorine or muriatic acid drums are required to use the provided hand truck.
2. Rolling or sliding any chemical drums should be avoided.
3. Employees changing tanks or drums should wear steel-toed shoes, boots, or steel foot protectors.
4. When working with liquid chlorine or caustic substances, a minimum of two pre-designated employees who have trained in the safe handling of pool chemicals must be present. Only authorized personnel will be allowed in unloading area during the delivery of pool chemicals.
5. A full-face shield, safety glasses, and rubber gloves will be worn at all times when changing or dispensing any pool chemicals. A bucket of water and an eye-flushing device must also be readily accessible when handling any pool chemicals.
6. The general public must be kept a safe distance from the filtration room when dispensing any pool chemicals.
7. All pool chemical handlers must be trained in the safe use of these chemicals according to the guidelines established on the appropriate Material Safety Data Sheet (MSDS). MSDS must be kept on file at each pool room for each toxic substance used.
8. All soft drink CO2 cylinders must be kept chained in the concession area at all times.

#### B. Maintenance

1. The chlorinating system must be maintained in good repair to ensure effective operation.
2. The water quality within each pool as it relates to chlorine levels, pH levels, and clarity will be maintained according to state and county health department requirements. (Refer to the Pool Manual for sampling methods and levels.)
3. All identified hazardous conditions found in the pool or surrounding deck, such as cracks, chips, broken handrails, etc. should be repaired as quickly as possible.
4. Food, drinks, gum, and tobacco are allowed only in designated areas. Two (2) employees must be present whenever any in-water maintenance is being conducted.

C. Liability Control

1. Post all pool regulations in high visibility areas. Specific safety regulations or requirements for pool apparatus such as diving pools and water slides should be again posted in a conspicuous area near the equipment.
2. When the pool is in use, the water shall be sufficiently clear so that a black disk, six (6) inches in diameter, is clearly visible when placed on the bottom of the pool at the deepest point. If the disk is not visible in the pool, the pool will be closed.
3. Horseplay of any kind that could obviously be considered potentially dangerous must not be permitted.
4. Incident Report Forms must be filled out for any injury occurring in the pool area that requires medical treatment beyond basic first aid.
5. Waivers should be used for persons purchasing seasonal passes.
6. All Park District staff must be responsible for ensuring that all pool users adhere to the established safety rules and regulations. Notify your supervisor if any person refuses to obey any posted pool regulations.

D. Basic Emergency Response

1. Refer to the Pool Emergency Procedures in the Aquatic Manual for a detailed response procedure.
2. Only lifeguards currently trained in CPR/First Aid and life saving techniques will be on duty when the pool is open to bathers.
3. Immediately administer any necessary first aid treatment and notify the Fire Department if the injury appears to be serious.
4. Have a staff member remain with the victim until additional medical assistance arrives.
5. Ensure that a roving guard moves into a position to cover the area left unattended by the treating guard.
6. Send a staff member to meet the ambulance or rescue squad and maintain a clear path to and from the accident scene.
7. Notify the parents, registered legal guardian or immediate family to meet the ambulance at the treating hospital. Do not diagnose or estimate the extent of injury.
8. Notify your immediate supervisor.
9. Complete an accident report immediately. All witnesses and persons who administered first aid should write their recollection of the incident before speaking with others.

II. Golf Course Operations

- A. Any employee working on the golf course when players are present must wear head protection. Hard-soled shoes or work boots are required for all outside maintenance tasks.

- B. Pesticides, herbicides, and fertilizers must be applied by licensed operators or applicators wearing appropriate protective clothing and gear. All instructions must be reviewed prior to application, and disbursement permitted only during proper weather conditions. Material safety data sheets (MSDS) must be available for all products dispensed.
- C. While operating golf course tractors or equipment, riders will be permitted only when a standard seat is available.
- D. Always use extreme caution when mowing or driving any tractors or vehicles on golf course areas that are sloped or graded to avoid rollover.
- E. Any electrical equipment, such as ball washers, hand tools, pumps, etc., used in close proximity to water must be provided with ground-fault protection.
- F. Driving range ball retrieving tractors must be fully enclosed with guarding sufficient to protect the operator from flying golf balls. The driver is strictly prohibited from leaving the vehicle while on the driving range.
- G. All soft drink and CO2 cylinders must be kept securely chained at all times.

### III. Playground Safety Rules

#### A. Supervisors' General Guidelines

playground supervisor may be considered a day camp counselor, pre-school teacher, or any individual that acts as an overseer of children participating in our using Park District playground equipment.

1. All playground supervisors should be trained in basic first aid. At least one (1) individual at each Park District facility should have CPR and first aid training.
2. A playground supervisor must be located in close proximity to any play area being used by young children participating in Park District programs.
3. Conduct a daily inspection of the playground area to identify any damaged equipment, glass, foreign objects, etc. Never allow children to play on damaged playground equipment.
4. Do not permit too many children to play on a single piece of equipment. Observe play patterns to identify any unsafe behaviors.
5. Do not allow children to roughhouse or play tag on or near any playground equipment. Never allow children to carry objects when on apparatus.
6. Never allow vehicles or ground maintenance to be performed in a close proximity of playing children.

#### B. Safety Guidelines for Playground Equipment

1. Rings
  - \* Rings are to be used for "traveling", not gymnastic stunts.
  - \* One (1) child should travel at least halfway before the second child begins. Only one (1) child should stand on any approach landing.
  - \* Children should drop from the rings onto an approved surface. Do not allow children to swing out over a hard surface and release their grip.
2. Climbing Apparatus
  - \* Never allow children to hang by the knees, stand on top, or jump from apparatus.

- \* Children should keep both hands in contact with the apparatus when climbing or descending.
- 3. Slides
  - \* Children should climb one (1) step at a time, one (1) child at a time.
  - \* Do not allow children to climb up the slide chute.
  - \* Children should slide down in a sitting position, feet forward.
- 4. Swings
  - \* Only allow one (1) child per swing in a seated position.
  - \* Try to limit the activities in the immediate area surrounding the swing sets.
  - \* Do not allow children to engage in "jumping contests" from the swings.
- 5. Bats and Balls
  - \* Tap all bat handles and inspect them regularly for cracks.
  - \* Only allow bats to be swung in approved areas. Bats are not to be thrown.
  - \* Do not allow children to climb the baseball backstops.
  - \* Basketballs and volleyballs are not to be kicked.

#### IV. Administration Safety

- I. Persons working in office environments are exposed to many different hazards throughout the workday that can cause serious injury. The following is a listing of basic Park District Office Safety Rules and Regulations:

##### Fire Safety

All aisles, stairways, doorways, and emergency exits must be kept unobstructed at all times. All office areas must have at least two (2) means of egress.

Never dispose of smoking materials in waste paper baskets or receptacles. Metal waste cans are encouraged in all areas that permit smoking.

Learn all available routes to exit the building in the event of emergency. (Refer to the Emergency Operations Manual.) Also note the location of available fire extinguishers.

Never use rubber based glues, markets, or typewriter cleaning fluids near heat or flame. Also use these materials in well-ventilated areas to avoid inhalation of fumes that can cause dizziness or headaches.

##### **Safety Maintenance**

1. Every employee shall be responsible for keeping their immediate work area clean and orderly. Good housekeeping practices are very important in maintaining a safe office environment.

2. Furniture such as tables, desks, cabinets, and chairs should be maintained in good condition and be free of sharp corners, projecting edges, wobbly legs, etc.
3. Report any loose or rough floor coverings that could cause tripping injuries. All employees are responsible for immediately cleaning up any liquid spills. This condition can cause extremely serious falling injuries.
4. Office employees should never attempt to make electrical or mechanical repairs.

### **Sharp or Pointed Objects**

1. Never keep knives, scissors or other sharp pointed objects in shirt pockets or stored upright in drawers. Always carry these objects with the pointed portion away from your body.
2. Use a wetting device to moisten envelopes. Use finger guards when working with stacks of paper.
3. Always operate paper cutters and shredders with extreme caution, keeping hands and fingers away from the cutting area. Keep them closed and locked when not in use.
4. Message spindles can cause severe puncture wounds and should be covered or bent in a manner to reduce the possibility of injury.

### **Desks and Chairs**

1. All file and desk drawers shall be kept closed when not in use. Avoid overloading all cabinets, especially upper storage drawers that could cause the entire unit to fall on the user.
2. Never use a chair, desk, or any other office furniture as a makeshift ladder. If reaching raised materials is necessary, borrow a stepladder or request that one be purchased for your department.
3. Never tilt your chair back on two legs. Only tilt back in chairs that are designed for that purpose. Always be sure that your chair is behind you before sitting down.

### **Electrical Hazards**

1. Avoid using electrical extension cords unless it is absolutely necessary. Permanent wiring will need to be installed to accommodate any permanent machinery that needs electrical power.
2. Electrical cords or telephone lines that extend across a walkway can only be protected by an approved covering device. Never pull on the cord. All electrical cords should be regularly inspected for frayed cords or exposed wiring.

### **Proper Lifting and Stacking**

1. Always obtain assistance when lifting heavy or awkward objects. Use material handling devices whenever possible.
2. Lift with your legs, not your back. Bend your knees, get a firm grip, and always set the object down in the same manner.
3. All boxes and packages should be carefully stacked in a manner that will reduce the possibility of falling.



## Hazard Identification Program

### Section VI

I. The Park District recognizes the need to maintain an ongoing safety inspection program to uncover any unsafe human acts or conditions. Document the identified hazards, and correct these hazards to prevent injury or property damage losses. As district employees, we ask that you assist in this effort by reporting any unsafe condition found in the daily course of your work duties. While our scheduled self-inspection program will be effective in identifying many hazards, you are still the most effective tool available in detecting hazardous conditions before someone gets hurt.

#### Building Inspections

1. Frequency of Inspection  
Each Park District building will be inspected on a monthly basis. Particular attention will be placed on general condition of the building, fire protection, housekeeping, chemical storage, electrical equipment as well as maintenance of tools and equipment.
2. Process and Documentation  
The building inspector will complete a Facility Hazard Survey form, notify appropriate personnel of conditions that requires attention and assist with corrective action.
3. Follow-Up  
Once corrective action has been determined and implemented, notification is given to the facility director with a brief statement as to the corrective action implemented and when. Hazard survey lists should be returned and items checked off once they have been completed.

#### Playground Equipment Inspections

1. Frequency  
An in-depth, systematic, preventive playground maintenance inspection will be performed each month by a trained parks department employee to identify any wear, damage, vandalism or related hazards.
2. Inspection Process  
The monthly inspections will be conducted on foot, and will require the inspector to look for wear, structural integrity, and preventive parts replacement. Attention will also be given to playground surfaces, equipment footings, and landing areas.
3. Documentation  
Employees will utilize a check-off and short-answer style checklist to conduct the inspections of the play equipment. Checklists will be conducted from recommendations provided by the manufacturer of the play equipment but nationally recognized authorities, such as, but not limited to, the Consumer Safety Products Commission. A checklist inspection form to identify any needed repairs, vandalism, or equipment replacement will be developed for each playground within each park. The maintenance supervisor will keep these records after monthly review with the Safety Coordinator.

### Fleet Inspections

1. Frequency of Inspections
  - a. Vehicle operators will be expected to perform a safety maintenance inspection before each use. See Vehicle Maintenance and Inspection in the Fleet section of Fleet Risk Management Guideline.
  - b. All on-road Park District vehicles will be thoroughly inspected every three (3) months or 3,000 miles by a mechanic or designated maintenance employee.
  - c. All trucks and buses requiring state inspection and certification will be taken to a local state inspection station as required prior to the sticker expiration date.
2. Inspection Process
  - a. Each employee is required to perform a safety and maintenance inspection on any vehicle prior to use.
  - b. The Park District mechanic or designated maintenance employee will perform a thorough inspection on each on-road vehicle as required above. Contracted maintenance, such as dealerships or local repair shops, may also be used.
  - c. All vehicles that require state certification will be inspected at a designated state vehicle safety inspection site.
3. Documentation
  - a. Employees performing the daily safety/maintenance inspection will do so on an honor system.
  - b. The thorough three (3) month or 3,000 mile vehicle inspection will be documented on the vehicle inspection checklist. The checklist should be returned to the maintenance office for filing.
  - c. All vehicles that successfully pass the state inspection will display the new sticker on the front windshield as required. All expired stickers should be promptly removed. Return all documentation relating to the vehicle inspection to the maintenance office for filing.
  - d. Any vehicles that do not successfully pass the state inspection should be taken directly to the Park District maintenance garage so that the appropriate repairs can be made. A listing of the needed repairs must be given to the maintenance supervisor. The vehicle should be taken for state re-inspection when needed repairs are completed.

### Family Aquatic Center Inspection

1. Frequency of Inspections
  - a. The Family Aquatic Center will be formally inspected on a daily basis to identify any hazardous conditions that could cause injury during seasons of operation.
  - b. An in-depth safety inspection will be conducted prior to the opening of the pool each spring.
2. Inspection Process

A daily walk through inspection will be performed by the Family Aquatic Center technician or trained employee.
3. Documentation

If any repairs are needed or safety hazards are noted during the daily walk-through

inspection, a safety-related work request should be completed and forwarded.

## Accident Reporting Procedures

### Section VII

#### I. General

- A. Employees must immediately report to their supervisor any injuries, accidents or damage that occur to district employees, participants, vehicles, equipment or property. The supervisor must immediately complete an accident report, which is then forwarded to the Safety Coordinator for review, investigation and insurance processing.
- B. No matter what the circumstances, employees should never make any statements of admission or speculate on the causes of an accident or injury. Any questions in this regard should be directed to the Safety Coordinator, Executive Director or appropriate department head.

#### II. Job Related Injuries or Illnesses

- A. When a work related injury or illness occurs, it is the responsibility of the employee to notify the supervisor of the injury or illness before leaving work on the same day.
- B. All employees injured at work will be taken to a designated medical facility for treatment. In emergency, the nearest hospital will be used. When a serious injury occurs, notify the Fire Department by dialing **911**. The attending paramedics will determine the treatment site.
- C. Employees will provide all necessary information relative to the injury/illness in order to complete the incident report and the worker's compensation form 45.

If additional follow-up medical care is necessary as a result of a work related injury, each employee is required to inform the supervisor of the appointment date and time. The employee then will report the results of the visit to the supervisor immediately following treatment. Failure to follow this procedure may result in disciplinary action.

#### User/Participant Injuries or Illness

In the event of major injury or a medical emergency:

1. Administer first aid, and summon medical assistance immediately by dialing **911**.
2. If the victim is a minor, notify parents or registered legal guardian as quickly as possible so that any necessary medical treatment can be authorized.
3. Notify your immediate supervisor as soon as possible.
4. Complete the Park District Illness, Injury and Incident Report Form and forward it to your supervisor.

- A. When a minor injury occurs:
  - 1. Administer any necessary first aid assistance.
  - 2. Notify your immediate supervisor.
  - 3. Complete the Park District Illness, Injury and Incident Report Form and forward it to your supervisor.

III. Vehicle Accident Reporting and Post-Accident Procedures

- A. The driver(s) must stop at the scene of the accident or as close to it as possible without blocking traffic.
- B. The employee(s) should contact the police or fire department and then assist the injured in whatever way they can. They should not attempt to move an injured person unless the injured person faces immediate danger from another source, such as fire.

**Note: The police should be called every time an agency vehicle is involved in a collision. Even if there is no damage to the agency vehicle, a police report should be obtained.**

- C. The employee(s) must secure the scene to avoid any secondary crashes caused by the accident scene. This can be accomplished by displaying reflectors, flares (if no fire hazard exists), cones, flags, flashlights, etc.
- D. The employee must report any accident to the police as soon as possible. After contacting emergency services, a call should be made to the employee's agency. If the crash is severe and multiple injuries are involved, the agency may implement its **crisis management plan**.
- E. The employee must exchange information with other people involved in the accident. They will need to provide their name, address, driver's license number and insurance carrier. The worksheet identifies PDRMA as providing vehicle insurance (Appendix J.).
- F. The employee(s) should look for witnesses and record their names, addresses, and telephone numbers. If a camera is available, take pictures of the crash and surrounding area from different angles. The PDRMA vehicle accident worksheet should be completed.
- G. **The employee should not admit any guilt or accept any responsibility from/to any party, such as "We will take care of everything", or "We will take care of your bills."** The agency's defense of a claim is often complicated by admissions made by employees at the scene of the accident or in the completion of the incident report. The driver should only discuss the facts with the police. However, the driver should record any admission of guilt by the occupant(s) of the other vehicle.

- H. If the accident involves an unattended vehicle, the driver should call the police and have an accident report completed. If the police cannot assist, the employee must leave a note for the vehicle owner. The note should include: the driver's name, agency name, telephone number and the date and time the accident occurred. The employee should follow up by immediately contacting their supervisor and filing a written report with the police department.
- I. Upon notice of a vehicle accident, the agency claims contact should complete and fax to PDRMA the Accident Report form. Agencies should not wait in sending PDRMA the claim form. Prompt reporting results in faster contacts with the other driver and faster repairs.
- J. If an agency vehicle is involved in an accident resulting in injury or death of any person, or in which damage to property of any one person, including the agency's property, is in excess of \$500.00, a written report must be forwarded to the Secretary of State within ten (10) days after the accident.
- K. If a district employee is involved in an avoidable accident while driving a park district vehicle, or driving a personal vehicle for park district business, that employee must be tested for drugs and or alcohol present in their blood stream within two hours of the time of the accident. Procedure 1.024.

## **Accident Investigation Policy**

### Section VIII

#### Purpose

To better assist the district in reducing accidents and injuries, this policy is established to provide supervisors, staff and the Risk Manager with a means for identifying causes of accidents.

#### Accident Investigation Form

A form has been developed as a tool for recording information about an accident and the loss prevention action necessary. The immediate supervisor of the injured person or in charge of the area which sustains property damage must immediately conduct an accident investigation and complete the investigation form. The form must be completed for all accidents, injuries, property damage, and near misses that have the potential for severe loss.

#### Photographs

Whenever possible, it is strongly recommended that pictures of the affected areas be taken as close to the time of the accident as possible.

#### Follow-up

Once an accident form is completed, forward it to the department supervisor and then the Safety Coordinator. Each will initial the report once they have reviewed it. The reports are maintained by the safety coordinator.

#### Preventive Action

Some form of immediate follow-up action will be implemented after an accident, injury or near miss. The supervisor will be responsible for informing the employees of the immediate/temporary action taken to prevent any accidents. The department head and the Safety Coordinator will be responsible for implementing the permanent action.

#### Review

On a regular basis, the Risk Manager will review the accident reports to identify trends.

## **Employee Safety Training and Orientation Program**

### **Section IX**

In order to ensure that all staff fully understands the Park District Safety Policies and Procedures, documented training and orientations are required.

Supervisor Responsibilities:

Each supervisor is responsible for ensuring that their staff has received proper training. The Safety Coordinator assists in developing training program materials, identifying training needs, etc.

#### **Required Safety Training Prior to Employment**

1. Safety Orientation – All employees must receive a safety orientation prior to their employment with the Park District. Refer to the Safety Orientation policy for more information about this program.
2. Special Facilities/Programs Training – Those procedures that are unique to the employee's job or facility are reviewed with the employee. Safety Rules have been developed for these programs and facilities. The training is documented on the training sign-in sheets. The completed sheets are given to the Risk Manager.
3. Emergency procedures – A Disaster Action plan has been developed for all Park District facilities. Those procedures to follow in the event of a fire, tornado, or other such emergency are reviewed with the employee prior to their employment with the district. The training is documented on the training sign-in sheets. The completed sheets are given to the Safety Coordinator.
4. First Aid/CPR Training – First Aid/CPR Training is required for all employees that serve as Fitness Center Supervisors. Copies of the certification cards are given to the Safety Coordinator.
5. Continuing Part-Time Employee Training – On a regular basis, program supervisors are required to provide safety training to their staff. Some training topics may be determined by the Safety Coordinator based upon previous accidents, program changes, etc. The Safety Coordinator assists in developing training program materials, identifying training needs, etc. The training is documented on the training sign-in sheets. The completed sheets are given to the Safety Coordinator.
6. Full-time Employee Training – Full-time employee training is provided by the Risk Manager during full-time staff meetings. Supervisors are responsible for covering the topics with their part-time staff and staff that may not be present in the meeting.
7. Equipment training – Supervisors are responsible for ensuring that their employees have been properly trained on the safe operating procedures for equipment that they may use while on the job. The Risk Manager assists in developing training program materials, identifying training needs, etc. The trainings are documented on the training sign-in sheets. The completed sheets are given to the Safety Coordinator.



8. An orientation program has been developed to serve as a means of familiarizing employees of the job related safety policies and procedures. The documented orientation program is conducted for all new, transferred or re-hired Park District employees. This employee safety manual has been developed to be used as a tool for conducting the orientation. A documented checklist is used to record the topics covered during the orientation. All information on the checklist must be covered and documented on the checklist. When completed, it is forwarded to the Safety Coordinator. On a regular basis, the orientation procedure and content will be reviewed to ensure it meets the current needs of the Park District.

## Limited Duty/Return to Work

### Section X

The district will provide limited duty work assignments, when available, to employees returning from a work-related accident. The district is not obligated to provide light duty work assignments.

**Any employee who has been involved in a work-related accident is responsible for forwarding all medical information, bills, and work restrictions to the immediate supervisor and/or the district's business office.**

The limited duty program is designed to serve those employees who are disabled with a **short-term injury** and are expected to return within a two-month period. This program is not intended for an employee who has suffered a permanent disability, or is experiencing personal medical problems.

**All injured employees, employees returning from an illness that has kept them away from work for more than one week and or returning after a leave of absence, are subject, at the discretion of the district administration, to a medical evaluation by a medical professional determined by the district administration.**

## Reporting Hazardous Conditions

### Section XI

Any existing safety hazards and conditions, or potential safety problems which are observed, must be reported immediately to your supervisor and through channels to the safety committee member through verbal or written form. The supervisor or safety committee member will then complete a written work request labeled "Safety Related" which will be forwarded to the responsible department for remediation. The safety committee will retain a copy for these "Safety Related" work requests for follow-up purposes to ensure that proper action has been taken by the responsible party. Serious problems must be resolved as quickly as time permits; non-emergency items must be corrected within a reasonable period of time.

## General Safety Rules

### Section XII

The following are General Safety Rules of the Hoffman Estates Park District. These Safety Rules are to be adhered to by all employees of the Park District.

1. Employees must know and observe General Safety Rules.
2. All injuries must be reported to the immediate supervisor. An injury or illness suspected of being work-related, requiring medical treatment while off duty, shall be reported to supervision.
3. Incidents, near misses or conditions that could cause injury or property damage must be reported to supervision immediately. An employee in an accident must report it immediately to his/her supervisor. Vehicles/equipment involved in an accident should not be removed until proper supervision has authorized release.
4. All unsafe conditions or practices will be brought to the attention of supervision and corrected immediately, or guarded against until corrections can be made.
5. Safety glasses, meeting the requirements of ANSI 2-87.1 or other eye protection such as face shield or mono-goggles, shall be worn by all personnel in areas designated as eye-protection areas. All personnel performing maintenance-type tasks shall be required to wear approved eye protection.
6. Hard hats shall be worn in construction areas and locations posted as hard hat areas, during specific job task performance and classification as designed by supervision.
7. Safety shoes are required by all maintenance personnel and/or by specific job classification and work assignment.
8. Clear access to exits and emergency equipment must be maintained at all times. Emergency doors, used as access to the outside, must not be blocked or locked. Employees must know locations of emergency exits and how to use emergency equipment.
9. Smoking is prohibited except in specifically designated areas.
10. Authorized or designated personnel only should report to the scene of a fire.
11. All safety devices must be in place and functional before equipment is operated.
12. Certain personal grooming and wearing apparel habits constitute a hazard to personal safety in the work area. Employees engaged in work activities around moving machinery or equipment will not report to work wearing jewelry, loose clothing, or wear their hair in a long, flowing style. Personnel with long hair which could come in contact with or be entangled in moving machinery, equipment, tools or other items constituting a hazard to personal safety, will report for work with their hair secured in such a manner as to eliminate the hazard throughout the work day.
13. Each employee is responsible for keeping his/her work area clean and orderly.
14. The use of compressed air on any part of the body or for cleaning clothes is prohibited.
15. Heavy loads must not be lifted or moved without adequate assistance or the use of mechanical or proper lifting devices and techniques.
16. Employees will not climb on any type of ladder without using both hands. Carrying materials or other items on ladders with one hand while using the other hand to climb is prohibited. Portable ladders shall be secured to protect from displacement.
17. Safety belts shall be worn and used any time a worker whose height from the floor exceeds six (6) feet (measured from the bottom of the feet). Safety belts shall be worn as a supplement protective equipment to standard guardrails on elevated work platforms and aerial lifts. Safety belts shall never be used as a replacement for guardrails on work platforms.

18. Flammable and combustible liquids that are not in use shall be stored in safety cans, storage cabinets or approved storage facilities.
19. Approved respirators shall be used as designated by supervision and Safety Coordinator. Personnel shall be thoroughly trained in their use for the hazards they may be exposed to.
20. All excavations shall be approved by supervisory staff before entering to continue work tasks.
21. The following rules are applicable when operating Park District vehicles:
  - a. Obey all traffic signs.
  - b. Drivers and passengers must use seat and shoulder belts while in Park District vehicles.
  - c. Before moving a vehicle, the operator is responsible for seeing that the area all around the vehicle is clear.
  - d. Vehicle operators are responsible in assuring that the vehicle is safe for operation prior to start-up or movement.
  - e. Vehicle operators will not back any vehicle without obtaining assistance from a fellow employee who is a passenger of the vehicle or who may be working in the immediate vicinity of the vehicle.

Any employee will assist the vehicle operator by standing to the rear of the vehicle assuring that there are no obstructions and the way is clear, and guide the vehicle operator safely in a backing manner. If a vehicle operator has no passengers and no other personnel are within the immediate area to give assistance, then the vehicle operator will check the area immediately to the sides and rear of the vehicle for obstructions assuring the way is clear prior to sounding the vehicle's horn and backing.

The above General Safety Rules cannot possibly cover all situations that may arise. Thus all employees are expected to exercise good safety judgment throughout the Park District.

Violations of any of these rules will result in disciplinary action against the employee pursuant to our Policy Manual.

## **Fleet Operations**

### Section XIII

#### I. Driver's License Verification

1. Only licensed and qualified Park District employees that are at least eighteen (18) years old are permitted to drive or operate Park District vehicles or tractors on public roadways.
2. Departmental supervisors are responsible for verifying that each new employee possesses a driver's license that is of proper classification for the vehicles to be driven for Park District business.
3. The Park District will conduct motor vehicle registration (MVR) checks at least annually for all employees who drive personal or Park District vehicles as a requirement of employment to ensure validity.
4. Any driver of a Park District vehicle must carry their driver's license at all times while conducting Park District business. Periodic unannounced inspections of all driver licenses will be scheduled to ensure that employees are carrying a valid driver's license while at work.
5. Employees must possess a driver's license of the appropriate class for the vehicles to be driven when required for their job position.

#### II. Restrictions

- A. If any employee has his/her driver's license revoked or suspended, they must refrain from driving Park District vehicles and notify their supervisor immediately. Failure to notify will result in disciplinary action.
- B. Employees shall be required to abide by any state mandated driving restrictions when operating vehicles to conduct Park District business including, but not limited to, corrective eyewear, night vision, color blindness, hearing impairment.

#### III. Driver Selection

- A. The driver's license of a new employee should be inspected prior to driving for the Park District. The new employee's driver's license number should be sent to the Secretary of State for evaluation prior to any driving assignments.
- B. Certain vehicles will require orientation training prior to use by employees. Check with your supervisor before driving any new vehicles such as tractors, dump trucks, etc.

#### IV. Driver Training

- A. Employees who are required to drive Park District vehicles as a part of their normal duties may be required to participate in a defensive driver-training course.
- B. Orientation and related safety instruction will be given to certain employees for the vehicles they will be using. A checklist system will be maintained to document the specific vehicles that each employee is permitted to operate.
- C. All employees who drive Park District vehicles will be subject to periodic unannounced check rides to verify training effectiveness and the employee's ability to operate Park District equipment safely.

## V. Vehicle Inspection and Maintenance

- A. Vehicles will be inspected by operators each day prior to usage to ensure safe operation and basic maintenance checks. A daily vehicle inspection will be completed by each vehicle driver on an honor system. This daily inspection will include:

- \_\_\_\_\_ Lights
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Tires and Mud Flaps
- \_\_\_\_\_ Mirrors
- \_\_\_\_\_ Windshield Wipers
- \_\_\_\_\_ Fluid Levels
- \_\_\_\_\_ Two-way Radios
- \_\_\_\_\_ Walk-around visual inspection for damage

- B. All on-road Park District vehicles will be thoroughly inspected every three (3) months or 3,000 miles by a mechanic or designated maintenance employee.
- C. All trucks and busses requiring state inspection and certification will be taken to a local state inspection station as required prior to the sticker expiration date.
- D. All vehicles will have emission testing completed when requested by the State of Illinois.
- E. Accurate records shall be kept current on all repairs and maintenance for each vehicle.

## VI. Vehicle Safety Operation

- A. All drivers of Park District vehicles, and those using personal or leased vehicles in pursuit of Park District business, will comply with all applicable laws of the State of Illinois as well as the regulations established by the Park District.
- B. Employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees, and the public at large.
- C. Before the initial use of any vehicle each day, the driver will perform a walk-around inspection to check for damage, loose hardware, tire condition, fluid levels, etc.
- D. If there is evidence of vehicle accident damage, the employee shall report it to their supervisor before leaving for daily work assignments. Otherwise, the employee may be questioned and possibly held responsible for unreported vehicle damage.
- E. If the vehicle is found to be unsafe, report the problem to your supervisor.
- F. Any vehicles that have steering or brake defects shall not be driven. After the condition is reported to your supervisor, arrangements should be made to have the vehicle towed to the service garage.
- G. All safety related controls, guards, warnings and alarms shall be kept in goodworking condition.
- H. All drivers and passengers must wear safety belts when the vehicle is in motion, in accordance with Illinois State law. There must be no more riders in the cab of a vehicle than there are seatbelts.
- I. Picking up hitchhikers while driving Park District vehicles is strictly prohibited.
- J. It is prohibited to operate a Park District vehicle under the influence of alcoholic beverages, non-prescription narcotics, or prescription drugs that cause physical impairment.

- K. You may not transport any of the following in Park District vehicles unless authorization is provided by the Director of the District:
- \* Alcoholic beverages
  - \* Narcotics
  - \* Fire-arms or explosives
- L. Any non-official use of Park District vehicles must be approved by the Executive Director.
- M. At no time should any vehicle or mobile equipment be left unattended or unsecured at a work site other than its normal storage area. Ignition keys should never be left in an unattended vehicle except when stored overnight in a secured building.
- N. Passengers riding in the rear of a truck must be sitting down with their backs against the rear cab wall at all times.
- O. Tailgates should remain up and in a locked position when the vehicle is in motion. If an extended load requires that the tailgate remain open, a red flag must be attached to the furthest rear point on the load to warn other vehicle drivers. Any overhead signal lights should also be activated.
- P. Secure all loads firmly when transporting in vehicles.
- Q. Backing of vehicles that do not have a clear view of the rear will be accomplished with the assistance of a guide who can give appropriate hand and voice signals. If a driver is alone, they will lock the parking brake and inspect the area behind the vehicle before backing.
- R. During periods of limited visibility or when windshield wipers are in use, the vehicle headlights will be activated.
- S. Drivers must not exceed the posted speed limit, and must obey all traffic signs and signals. The traveling speed on any residential street should not exceed 25 MPH unless otherwise posted.
- T. Drivers of Park District vehicles will park in legal parking zones at all times, unless performing emergency repairs with lighted barricades.
- U. No smoking is permitted in vehicle being driven down public roadways or in areas where fuel is being dispensed or stored.
- V. The use of radio headphones while operating vehicles is prohibited.

Note the following requirements for special purpose vehicles:

1. All slow moving vehicles will be equipped with the appropriate orange fluorescent triangle to alert other drivers.
2. When towing portable equipment or trailers, all safety chains must be fastened.
3. Use overhead emergency lights for activities such as plowing snow, following slow-moving vehicles on public roadways, performing roadway repairs, etc.
4. Employees are forbidden from riding, standing, trimming, etc. in the bucket of any tractor.

## **Assignment of Responsibilities**

### Section XIV

All Park District employees are responsible for compliance with safety procedures, standards, and rules outlined in this manual. The rules and regulations outlined in this manual are a minimum, and should in no way limit a Park District employee from implementing more comprehensive procedures to reduce the likelihood of injury or property damage.

#### I. Executive Director of Parks and Recreation Responsibilities

The Park District Executive Director has the ultimate responsibility for implementing and overseeing the loss prevention program at the Hoffman Estates Park District. However, for practical purposes, the authority for safe operations will be delegated through all management and supervisor levels. Following is a list of specific duties that the Executive Director should perform to ensure compliance with the safety program.

- A. Appoint a Safety Coordinator to implement and administer the loss prevention program.
- B. Include safety related agenda items at department head and staff meetings to reinforce the Park District's strong safety attitude.
- C. Review all serious employee or public injuries to ensure that the established accident investigation process clearly identifies the causative factors, and takes action to prevent recurrence.
- D. Meet with the Safety Coordinator on an as needed basis to review the loss prevention program and make recommendations for improvement.

#### II. Safety Coordinator Responsibilities

The Safety Coordinator has the overall responsibility for formulating, directing and coordinating all safety activities throughout the Park District.

- A. Acts as a chairperson of the Safety Committee and presents recommendations to the Executive Director when necessary.
- B. Develops and maintains a loss prevention program.
- C. Prepares agenda for Safety Committee meeting and reviews summaries of accidents and injuries.
- D. Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices and arranges for follow-up inspections to ensure that requested corrective action has been completed.
- E. Periodically evaluates compliance with the Park District safety program requirements within each department.
- F. Acts as custodian of master safety-related record files.



### III. Responsibilities of the Safety Committee

1. Establish specific annual loss prevention goals that can be measured on a quarterly basis to track loss improvement.
2. Assist in safety program development that is responsive to the needs of employees as well as Park District visitors and participants. The programs should include in-service training, audio/visual presentations, professional demonstrations and should strive to be innovative, interesting, and informative.
3. Discuss any new or existing safety policies and make recommendations for their adoption, removal, or modification.
4. Participate in inspections of all Park District sites and facilities and provide assistance and recommendations regarding safety-related problems and observations.
5. Provide opportunities for employees to discuss safety-related problems and accident prevention measures through the Park District's suggestion system.
6. Identify unsafe conditions or practices and report them to the safety committee.
7. Review the factors that contributed to individual accidents and identify accident trends.

### IV. Safety Committee Member Responsibilities

1. Attend all safety committee meetings and contribute ideas and suggestions for safety improvements of their own and as submitted by employees within the area they represent.
2. Report to immediate supervisor any unsafe conditions or behaviors that could lead to loss of life, injury or damage to Park District property.
3. Participate in the scheduled inspections of Park District sites and facilities and provide recommendations to the safety committee for the elimination of the identified hazards.
4. Induce others to work safely while setting an example of safe work performance.

### V. Division Director Responsibilities

Each Division Director is responsible for maintaining a safe and healthful environment for employees and the public using the district's parks, buildings, and recreational programs.

Specific responsibilities include:

- A. Maintain and support departmental safety programs by attending safety-related meetings, monitoring loss statistics, and making loss prevention suggestions.
- B. Take corrective action when any known, unsafe condition exists that could potentially affect the safety of a Park District employee or the general public.
- C. Enforce Park District safety rules and policies pertinent to the activities conducted in your department and hold each supervisor accountable for a complete explanation of any preventable injuries, collisions, and liabilities.
- D. Make specific budget allocations for the purchase of safety-related items such as material, handling equipment, personal protective equipment, training materials, fire prevention, etc.

- E. Meet at least monthly with supervisor staff to discuss safety-related topics such as safety inspection results.

#### VI. Manager Responsibilities

Each Manager is responsible and accountable for accident prevention within their respective department. It must be thoroughly understood that supervisors are the key to any effective safety program. Your safety efforts can be measured by the number of accidents that occur in your work area, and will be a factor in individual performance reviews. Specific manager responsibilities include, but are not limited to, the following:

- A. Take the initiative in recommending corrective action for any deficiencies noted in facilities or work procedures that affect district loss control efforts.
- B. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by giving prompt recognition to those who perform well.
- C. Ensure that each employee is fully trained for the job assigned and that the employee is familiar with department work rules and personal protective equipment requirements.
- D. Fully cooperate with the Safety Coordinator in shutting down operations considered to cause imminent danger to employees or the public, and in removing personnel from unprotected hazardous jobs, or enforcing appropriate disciplinary procedures, when they are not wearing or using prescribed protective equipment.
- E. Promptly and thoroughly investigate all employee and participant accidents, review the circumstances of each incident, and prescribe preventive measures.
- F. Promptly submit supervisor accident report forms to the appropriate claims coordinator responsible for filing claims forms with the risk pool and/or insurance carrier.
- G. Work in conjunction with the Safety Coordinator on documentation requirements (i.e., OSHA logs, training records, material safety data sheets, inspection and investigation records).

#### VII. Employee Responsibilities

Each Park District employee shall be fully responsible for implementing the provisions established in this manual as they pertain to their operations. The responsibilities are a MINIMUM. They do not limit individual initiative to implement more comprehensive procedures to eliminate hazards.

- A. Report all accidents and unsafe conditions to your supervisor immediately. Failure to do so may result in disciplinary action.
- B. Promptly forward all medical information pertaining to a work-related injury to your immediate supervisor and the business office. This includes informing your supervisor of the injury and/or accident the day that it occurs. This notification should take place prior to leaving work at the end of your scheduled work shift.
- C. Cooperate with and assist in the investigation of accidents.
- D. Submit suggestions related to safety methods, conditions or activities.
- E. Attend all required departmental and district-wide safety meetings and actively participate when necessary.

Note: Each employee performing hazardous jobs shall, in addition:

1. Obey all safety rules and follow published work instructions. If you have any doubts about the safety of a job, **STOP** and **GET INSTRUCTIONS** from the supervisor before continuing work.
2. Operate equipment that the supervisor has authorized for the job and handle it according to the manufacturer's instructions.
3. Wear the required personal protective equipment when working in hazardous operation areas. Dress safely and sensibly.

## **Federal and State Safety Requirements**

### Section XV

#### **I. "Right to Know" Compliance**

1. The Park District recognizes the Illinois "Right to Know" Law, and will exercise care in providing a safe and healthful work environment for its employees.
2. The Park District will make available all pertinent information regarding toxic substances as required by law, in the following manner:
  - A "Right to Know" poster will be displayed at each location of employment throughout the Park District to inform employees of their rights and responsibilities according to the law.
  - A current record of all material safety data sheets (MSDS) will be maintained for each chemical or substance at the administrative office and at the specific site of use.
  - Annual training will be provided for all new or transferred employees prior to handling any toxic substance.
  - A uniform labeling system will be maintained for toxic substances containing the chemical name and appropriate hazard and health warnings.

#### **II. Illinois Safety and Health Act**

- A. The Park District recognizes the State of Illinois Inspection and Education Act. This Act requires that:
  1. "Each public employer shall furnish to his/her employees a place of employment free from recognized hazards that are causing, or are likely to cause, death or serious physical harm and shall comply with occupational safety and health standards issued under the Acts."
  2. The Park District agrees to follow all guidelines as set by the Acts.

#### **III. OSHA, State of Illinois, and Insurance Company Inspections**

- A. The Park District recognizes the Occupational Safety and Health Act (OSHA) of 1970. OSHA or recognized State OSHA agency is authorized to conduct workplace inspections to determine if employers and employees are complying with standards issued by the agency for safe and healthful workplaces.
- B. The Park District welcomes annual inspections conducted by our insurance carriers to insure compliance with the American National Standards Institute, the National Fire Protection Association, and the OSHA Industry Standards as they apply to our facilities.
  1. Supervisors should cooperate fully during these inspections as time permits.
  2. Copies of the insurance company inspection results will be sent to the Executive Director, Safety Coordinator, Safety Committee and Park Maintenance heads.
  3. Never allow any type of inspection unless the Park District Executive Director, Division Director or Safety Coordinator has been notified and can have a representative accompany the inspection agency.

#### **IV. Sexual Harassment Policy**

The Sexual Harassment Policy in its entirety is contained in the Park District's policy manual.

#### **V. Bloodborne Pathogens Program**

### PROGRAM PARTICIPANT SECTION

#### I. Introduction

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the PD to the public or the dignity of the people it serves. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

#### II. Participation in Programs by Infected Persons

##### A. General

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for a program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected, decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:

- a. The nature of the risk (how the diseases are transmitted);
- b. The duration of the risk (how long is the carrier infectious);
- c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
- d. The probabilities that the diseases will be transmitted and will cause varying degrees of harm;
- e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the

possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.

2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate Park District personnel and, in case of a minor, the minor's parents or legal guardian(s), Park District's legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Director will make the final decision after consideration of the review team's recommendation.

3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.

4. If the Director determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may recommend that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Director.

5. If the Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the Park District refund policy.

## B. Children/Mentally Challenged

The participation of known infected children and persons who are mentally challenged will be assessed as set forth above, with the following additional considerations. Infected children and mentally challenged persons who display such behavior as biting or who lack control of their body secretions, which increases risk of transmission of the virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections associated with HIV or HBV infected child or mentally challenged person, under these conditions.

Even with the incorporation of additional precautions and safety measures, children and mentally challenged persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the worse. Accordingly, assessment of a child's as well as a mentally challenged person's participation should be performed regularly by the review team.

### III. Privacy Considerations

A. The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the Park District who knows the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or Park District personnel other than personnel specifically designated by the Director of the Park District. The legal ramifications to both the employee involved and the Park District of a breach of confidentiality should be clearly explained to employees.

B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the Park District may not advise the public or program participants or their parents of the participation in its programs or the employment by the Park District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the Park District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the Park District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with Park District's legal counsel.

C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in Park District programs should be directed to a single spokesperson, such as the Director of the Park district. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the Park District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the Park District has received and is receiving expert medical and legal advice on this matter.

## AGENCY COMPLIANCE SECTION

### I. Introduction

In today's work environment, the possibility of infection resulting from exposure to human blood and other infectious material is real. The threat of infection as a result of occupational exposure to blood and blood by-products is so real that OSHA published its Bloodborne Pathogens Standard (29 CFR 1910.1030), that first appeared in the Federal Register in 1991 and became effective in 1992. In Illinois, public employers are regulated by the Illinois Department of Labor which has adopted the OSHA Standard. The Illinois Department of Labor is the regulatory agency which enforces compliance with the OSHA Standards in the state of Illinois. As a result of this standard, employers are required to establish and implement a written bloodborne pathogens control program. Bloodborne Pathogens are biological agents which may be present in human blood and can cause diseases.

### II. Scope

This standard covers all employees who could be "reasonably anticipated as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. "Good Samaritan Acts" such as assisting a co-worker with a nose bleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than in tact skin from a human (living or dead) and human immunodeficiency virus (HIV) containing cell or tissue cultures, organ cultures, and HIV or Hepatitis B (HBV) containing culture medium or other solutions. This can include blood, organs, or other tissues from experimental animals infected with HIV or HBV.

### III. Exposure Control Plan

One of the primary elements of OSHA/IDOL's bloodborne pathogens standard, it is a requirement that employers prepare a written exposure control plan. The exposure control plan requires employers to identify in writing tasks and procedures as well as job classifications where occupational exposure to blood occurs- without regard to personal protective clothing and equipment. It must also set forth the schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan must be accessible to employees and available to IDOL upon request. Plans must be formally reviewed and updated at least annually or more often if necessary to accommodate workplace changes and afford equal protection for potential exposures.

Central to the written exposure control plan is the exposure determination. Exposure determination is a task to identify employees who may have exposure to blood and blood by-products. To accomplish this, you need to look at the various work classifications at your agency and determine the nature of possible exposure to blood. In completing the exposure determination, you need only consider the normal and customary job duties of workers in each job classification. The **Sample Exposure Control Plan**, located in Appendix 2, of this guide is for use in completing the exposure determination for your agency.



Most employees will have no anticipated exposure to blood and blood by-products. For this group of employees a general understanding of your bloodborne pathogens exposure control plan is needed. They should be trained in emergency response procedures and in the location and general use of personal protective equipment. They should also be aware of the steps you will take in the event of an exposure incident. Please note: according to the Illinois Department of Labor, Park District's are not required to provide to their employees the pre-exposure Hepatitis B vaccination series.

A second class of employees may have some potential for exposure to blood or blood by-products, when performing secondary or "collateral" duties (i.e., first aid, cleanup) of their job within the park or recreation setting. These personnel include but are not limited to:

- Health Club Supervisors
- Lifeguards
- Recreation Specialists (Special Recreation Agencies)
- Licensed Day Care Workers
- Day Camp Program Leaders
- Custodians
- Coaches for Contact Sports

These employees may require a more comprehensive understanding of your bloodborne pathogens exposure control program. These employees should be provided information on the availability of Hepatitis B vaccinations.

The Agency's policy regarding the use of personal protective equipment and post-exposure evaluation procedures in potential exposure incidents must be explicit with these employees. They need to be thoroughly familiar with personal protective equipment use and other aspects of your exposure control program. Training for these workers is as extensive as that provided to the class where all employees have a high likelihood of exposure.

#### IV. Methods of Compliance

The standard also requires the practice of "Universal Precautions", or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags, and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

#### V. Hepatitis B Vaccination

Vaccinations must be made available to all employees with occupational exposure to blood:

- Within ten working days of assignment
- At no cost

- At a reasonable time and place
- Under the supervision of licensed physicians/licensed health care professionals
- According to the latest recommendations of the US Public Health Service (USPHS)

Prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. The declination form may be found in Appendix 1 of this guide. Should booster doses later be recommended by the USPHS, employees must be offered them.

#### VI. Post-exposure Evaluation and Follow-up

If any employee actually comes into contact with 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-up will be provided at a reasonable time and place, 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:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
- 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.
- Prompt testing of the source material or individual's blood, (with his or her consent) to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
- Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling.
- Evaluation of reported illnesses.

The Park District will provide the healthcare professional who is responsible for an employee's Hepatitis B vaccination, or for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations. The Park District will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with:

- A description of the employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
- Results of the source material or individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the Park District's 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 who performs a post-exposure evaluation. In regards to the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination. In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the following information: 1.) The employee has been

informed of the results of the evaluation; and 2.) The employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**Appendix 1 –  
Hepatitis B Vaccination Declination Form  
Hoffman Estates Park District**

**HEPATITIS B PRE-EXPOSURE VACCINATION DECLINATION FORM**

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series at this time. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee's Signature

Print Name:

Last four of social security number:

\_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 2 – Exposure Control Plan**

Agency Name: **Hoffman Estates Park District**

Date of Preparation: July 10, 2009

In accordance with the OSHA/IDOL Bloodborne Pathogens Standard, 29 CFR 1910.1030, which has been adopted by the Illinois Department of Labor, the following exposure control plan has been developed:

### **A. Purpose**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

### **B. Exposure Determination**

OSHA/IDOL requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. An occupational exposure is defined in CFR 1910.1030(b) as a “reasonably anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.” At this facility the following job classifications are in this category:

List job classifications

**Custodians**

**Day car and Camp workers**

**Health club workers**

**Athletic Coaches**

### C. Implementation Schedule and Methodology

OSHA/IDOL also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

#### 1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. At this facility the following engineering controls will be employed: (List controls, such as gloves, etc.)

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The above controls will be examined and maintained on a regular schedule.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA/IDOL requires that these facilities be readily accessible after exposure. (If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.) When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.

**Building Custodians** shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

They shall also ensure that if employees incur exposure to their skin or mucous membranes, those areas are washed or flushed with water as soon as feasible following contact.

## 2. Contaminated Equipment/Area

**Building custodian** is responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

## 3. Personal Protective Equipment (PPE)

PPE Provision

**Facility supervisor** is responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

### Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers.

## 4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

### General

Recreation agencies should understand that the requirement of providing the pre-exposure Hepatitis B vaccine and vaccination series to its employees is voluntary. According to OSHA/IDOL, most PD, SRA, and FPD employees are not considered to have an occupational exposure hazard because these employees generally are not designated as being *responsible* for rendering medical assistance as part of their jobs. Also, according to OSHA/IDOL, the mere fact that "CPR or first aid training is provided to employees does not invoke coverage by this Standard." With this in mind, the PD, SRA, or FPD may decide to make available the Hepatitis B vaccine and vaccination series to all employees who **may** have occupational exposure and **must** conduct post-exposure follow-up to employees who have had an exposure incident.

HR shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

- A) Made available at no cost to the employee;
- B) Made available to the employee at a reasonable time and place;
- C) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and

D) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

### **Hepatitis B Vaccination**

**HR** is in charge of the Hepatitis B vaccination program. (Where appropriate: We contract with a **designated health care provider** to provide this service.)

Hepatitis B vaccination shall be made available after an employee has received the training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that an employee is immune or the vaccine is contraindicated for medical reasons. Training should include information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the offered Hepatitis B vaccination shall sign an OSHA-required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

### **Post-Exposure Evaluation and Follow-up**

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to **Risk Manager**.

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- A) Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- B) Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
- C) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV infectivity. If consent is not obtained, the **Superintendent of HR** shall establish that legally required consent cannot be



obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

- D) If a source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- E) Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- A) After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
- B) The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-up will be performed by (insert name of clinic, physician, and department).

#### **Information Provided to the Health Care Professional(s)**

The **Hoffman Estates Park District** shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A) A statement that the employee has been informed of the results of the evaluation; and
- C) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

## **5. Information and Training**

**Facility Manager or Program Supervisor** is assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within

12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

- A) A copy of the standard and an explanation of its contents;
- B) A discussion of the epidemiology and symptoms of bloodborne diseases.
- D) An explanation of the modes of transmission of bloodborne pathogens;
- E) An explanation of the Hoffman Estates Park District Bloodborne Pathogen Exposure Control Plan and how to obtain a copy;**
- F) The recognition of tasks that may involve exposure;
- G) An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment (PPE);
- H) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPEs;
- I) An explanation of the basis of selection of PPEs;
- J) Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits and that it will be provided free of charge;
- K) Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
- L) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up;

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

Appendix 3 and 4 are provided to assist with the training process.

## **6. Recordkeeping**

### **Medical Records**

**HR** is responsible for maintaining medical records (indicated below). These records will be **kept under lock in the HR's office**.

(If you contract for post-exposure follow-up and Hepatitis B vaccination evaluation, make sure that your contract language includes provisions for recordkeeping that are consistent with the requirements of 1910.20)

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

- A) The employees name and Social Security number
- B) His or her hepatitis B vaccination record, including any declination form signed by the employee
- C) A copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials.

Employees are **not** and shall not be required to provide the employer signed medical authorizations pertaining to medical care and treatment prior to the date of exposure. However, if voluntary and upon express written consent of the employee, the employer may obtain medical records pertaining to medical care and treatment rendered the employee prior to the date of the exposure. These records shall be kept confidential and otherwise maintained in accordance with the above-noted guidelines.

### **Training Records**

**Risk Manager** is responsible for maintaining the following training records. These records will be kept in the **Risk Manager's office**

Training records must be maintained for three years from the date of training. The following information will be documented:

- A) The dates of the training sessions;
- B) An outline describing the material presented;
- C) The names and qualifications of persons conducting the training; and
- D) The names and job titles of all persons attending the training sessions.

### **Availability**

All of an employee's records are available to the employee in accordance with 29 CFR 1910.1020.

All of an employee's records are available to the Director of the Illinois Department of Labor and the Director of the National Institute for Occupational Safety and Health upon request.

### **Transfer of Records**

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

## **7. Evaluation and Review**

**Risk Manager** is responsible for annually reviewing this program, its effectiveness and for updating this program as needed.

## **8. Dates**

All provisions required by this standard will be implemented by: **July 10, 2009** for implementation of the provisions of this standard).

## **9. Outside Contractors**

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

## APPENDIX 3 – TRAINING GUIDELINES

### A. General Precautions and Procedures

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Park District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves which are impervious to blood must be worn. **Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves.** Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
4. 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.
5. 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. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
6. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
7. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
8. Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Material Safety Data Sheets (MSDS) should be maintained for each disinfectant.
9. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

## **B. Cleaning Up Blood or Other Body Fluid Spills**

1. In situations where bleeding due to lacerations, cuts, etc. must be immediately be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap, and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of same.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

## **C. Food Handling**

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.

9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.

**D. Laundry**

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow manufacturer's directions for detergent use.
5. If the material is bleachable, add ½ cup of household bleach to the wash cycle.
6. If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle.
7. Use hot cycle on washer and dryer.
8. Clean laundry carts when soiled linen is washing before using for clean linen.

**E. Diapering**

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.
2. Wash hands in all cases of diapering.
3. Put on latex gloves.
4. Remove soiled diaper and place in appropriate receptacle. Disposable plastic bag should be removed once per day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag that is marked with child's name, secured and sent home at the end of the day.
6. Cleanse the genitals, perineum and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin prior to applying a clean diaper.
8. Wash the child's hands and then your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.
10. Report abnormal conditions (blood, etc.) to administration so that parents and Health Professionals can be properly notified.

## **F. Cleaning of Equipment**

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

## **G. Use of Micro shield or Respirators for CPR**

The micro shield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard micro shields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

## **H. First Aid Training**

Unless first aid is specific to a job description (i.e. Park Police, lifeguard) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.
3. Instructors should explain sanitary manikin practice. Each student should be provided their own micro shield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.



4. Manikin Practice

- a. Manikins should be sanitized prior to the practice session.
- b. New disposable head bags, airways, etc. should be inserted.
- c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
- d. Always rinse the items in clean water after disinfection and allow to dry before storing.
- e. Instructor trainees should be encouraged to immediately clean manikins following a First Aid/CPR class they may teach.
- f. Manikin clothing, accessories and carrying bag should be cleaned and disinfected as well.

## **APPENDIX 4 – COMMUNICABLE DISEASES-BLOODBORNE**

### **Hepatitis A**

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash his or her hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminate hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminate hepatitis.

Symptoms of HAV infection include “fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days).”<sup>1</sup>

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

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<sup>1</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis B-faqa

## **Hepatitis B**

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during deliver (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, two percent to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."<sup>2</sup>

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

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<sup>2</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis B-faqa

## **Hepatitis C**

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage which occurs two weeks to six months after infection usually is so mild that most people don't know they are sick.
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develop liver cancer.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peg interferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

<sup>3</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis B-faqa

## **Human Immunodeficiency Virus (HIV)**

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers.

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system which helps you fight infections. AS HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis, include:

- fever,
- sore throat,
- headache,
- muscle aches and joint pain,
- enlarged lymph nodes in the neck, armpits and groin,
- skin rash,
- abdominal cramps, nausea or vomiting, and/or
- diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body;
- preventing or controlling opportunistic diseases; and
- maintaining good overall health by eating well, reducing stress, and staying physically active.

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests;
- what the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you; and
- where you and your family can get the emotional, social and financial support you need.

## **Acquired Immunodeficiency Syndrome (AIDS)**

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per micro liter of blood;
- develop an opportunistic disease or cancer.

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States can be attributed to:

- Men who have sex with men (homosexual men);
- people who inject illegal drugs (IV drug users);
- people who have multiple heterosexual partners, especially if one or both partners inject illegal drugs.

## **Impetigo**

“Impetigo is a skin infection caused by bacteria. I may affect skin anywhere on the body but usually attacks the area around the nose and mouth”.<sup>3</sup>

Sounds or symptoms include:

- round, crusted oozing spots on skin;
- spots grow larger day by day;
- spots appear on hands, face, and parts of the skin not covered by clothes;
- spots are typically tan or yellowish brown crust (honey-colored) in form; and
- are very itchy.

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels, or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, there are some general practices that should be reinforced with both staff and patrons if symptoms are found.

1. Exclude person infected from program until 48 hours after the start of treatment.
2. Exclude person from handling or serving food until 48 hours after the start of treatment.
3. Wash hands frequently.
4. Launder towels, clothes, linens or other items after each use and do not share.

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<sup>3</sup> *AMA Health Insight, Kids Health at the AMA—Infections & Immunizations, November 21, 2000.*

## **SOURCES CONSULTED**

OSHA Standard CFR 1910.1030

PDRMA Communicable Disease Policy, 1992

PDRMA Health Website

PDRMA Fact Sheet #521

PDRMA Fact Sheet #522

Illinois Department of Public Health - Health Beat Website

Center for Disease Control – National Center for Infectious Diseases Website

American Medical Association – Health Insight Website

MedicineNet Website

CBS-Health Watch Website

### **VI. Drug and Alcohol Policy**

- A. The Drug and Alcohol Policy in its entirety is contained in the Park District's policy manual.

### **VII. DOT Controlled Substance and Alcohol Testing Policy**

- A. This policy in its entirety is contained in the Park District's policy manual.

## Compliance Programs

### Section XVI

#### I. Lockout / Tagout Procedures

##### I. OVERVIEW

OSHA's **Control of Hazardous Energy Standard** is referenced in the Code of Federal Regulations (CFR) in part 1910.147 as published in the Federal Register. This standard is commonly called lockout/tagout.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL). Each employee who performs maintenance activities on machinery that requires lockout/tagout procedures must be trained in these procedures. Common energy sources that can cause injury if not controlled include, but are not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

To date, PDRMA member agencies fortunately have not suffered any catastrophic injuries due to the release of hazardous energy; however, several serious and minor injuries have occurred. These include:

- An employee suffering severe tissue damage due to contact with exposed wires at a circuit panel. This injury caused second and third degree burns on one hand.
- A 480-volt charge across the chest of a maintenance person working on a motor.
- An electrical shock while cleaning a grill drain pan.
- An employee was shocked while working on a concession machine.
- An employee was struck by a pneumatic hand tool that was not properly connected.

This program will be used to help ensure that certain equipment is locked out or tagged out before employees conduct maintenance, adjustment, cleaning or repair activities. **The member's responsibility is to ensure that all machinery needing lockout/tagout procedures to control hazardous energy release are identified at each facility. When this evaluation is completed, lockout/tagout safety procedures must be developed and training conducted with employees to minimize the potential for employees to be injured when performing maintenance tasks.**

##### II. USING THIS PROGRAM

Parks maintenance managers, supervisors and safety coordinators will often be responsible for implementing and coordinating the agency's lockout/tagout program. Supervisory level staff at each location must also be knowledgeable and trained in lockout/tagout procedures to manage implementation at their facility.

The majority of the time necessary in implementing a comprehensive lockout/tagout program will come during the initial development phase. This is when an assessment to identify machinery needing lockout/tagout procedures is completed, procedures are written, lockout/tagout devices are purchased and employees are trained. Assessments must be machine specific.



It is also important to note that certain types of equipment that have a single energy source that can be easily identified and controlled (unplug a power tool) do not need written lockout/tagout procedures, if the power plug is under the exclusive control of the employee performing the task. Please review additional exceptions on Page 4 of this document when written lockout/tagout procedures are not required.

Ongoing aspects of a lockout/tagout program include periodic inspections to ensure employees are following lockout/tagout procedures, periodic training, developing new equipment procedures and managing contractors.

*Important Note:*

Appendix D of this lockout/tagout compliance program can be used as a short sample written program by agencies as a practical guide for employees in using lockout/tagout procedures. It is, however, very important that equipment-specific written lockout/tagout procedures be used by all employees performing maintenance and related tasks.

### III. DEFINITIONS SECTION

1. An **energy isolating device** is a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:
  - A manually locked electrical circuit breaker.
  - Disconnection or on/off switches.
  - A line valve; a block; and any similar device used to block or isolate energy.

*Please note:* Push buttons or safety “kill” switches and other control circuit type devices are **not energy isolating devices**.

2. **Lockout** is the placement of a lockout device such as a key lock on an energy isolating device ensuring that the equipment being serviced cannot be operated until the lockout is removed.
3. **Tagout** is the use of a prominent warning device such as a tag that can be securely fastened to the energy isolating device.
4. The term **authorized employees** in this lockout/tagout guide refers to employees who actually lock out or tag out equipment to do maintenance.
5. An **affected employee** is a person whose job normally requires them to use equipment that may be maintained under lockout or tagout conditions. An affected employee may also be one whose job requires them to work in an area in which the maintenance is being done. Affected employees are not always maintenance staff and may be recreation staff, administrative personnel or even volunteers. Proper lockout or tagout devices and procedures should ensure that affected employees are warned not to use or cannot use equipment during maintenance.

#### **IV. LOCKOUT/TAGOUT GENERAL REQUIREMENTS**

Each member is required to conduct an evaluation to determine if any machinery requires lockout/tagout procedures developed. The written program will contain those procedures, training of staff, the purchasing hardware and monitoring of the program for any needed changes.

##### **A. Written Program**

Each member that has machinery or equipment that requires the use of lockout or tagout devices must maintain a written program. The written program should consist of this sample document, your equipment assessment (Appendix A), the sample lockout procedure in Appendix D and your completed training records.

##### **B. Facility/Department Evaluation**

Machinery that could retain energy sources or move while being serviced must be de-energized to prevent employee injury during maintenance tasks. Examples include removing the spark plug wire on a mower prior to changing a blade or placing a mechanical lock on a circuit breaker. The lockout/tagout program requires that member agencies do an evaluation on equipment to decide which maintenance tasks require isolation and what type of lockout/tagout devices will be needed. Your local safety equipment vendor can help in choosing appropriate and cost effective lockout/tagout devices.

The member will assess each facility by department to decide which machines or pieces of equipment require steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.

##### **C. Developing Energy Control Procedures**

When your equipment evaluation has been completed, procedures need to be developed, documented and used by staff to control potentially hazardous energy.

Written lockout/tagout procedures must clearly and specifically outline the scope, purpose, authorization, rules and techniques to be used for the control of hazardous energy (see Appendix A). Additionally, the procedures will show a way to enforce compliance including, but not limited to, the following:

- Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy (manufacturer specifications must be followed whenever possible).
- Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the person(s) responsible for them, such as where to put locks and tags to be most visible on each piece of machinery.
- Specific requirements for testing machinery to verify the effectiveness of lockout devices, tagout devices, and other energy control measures. This includes release of all remaining energy on hydraulic energy sources (examples - tractors, mowers, etc.) and trying to turn power on for electrical energy sources, after a lockout device is applied.

## 1. Energy Control Procedure Exceptions

Procedures do not need to be developed when the following conditions exist:

- The equipment has no potential for stored or residual energy or build up of stored energy after shut down which could endanger employees (the machine has no power source and all hydraulic energy has been released).
- The equipment has a single energy source that can be readily identified and isolated (the machine can be unplugged and moved to an isolated area, such as hand power tools).
- The isolation and locking out of that energy source will completely release energy and deactivate the equipment.
- The equipment is isolated from the energy source and locked out during maintenance (the machine is portable and removed from an electrical outlet).
- A single lockout device will achieve a locked-out condition.
- The lockout device is under the exclusive control of the authorized employee doing the maintenance and the maintenance does not create hazards for other employees.

### D. Training Requirements

#### 1. Training Personnel

Agency personnel who will be responsible for implementing the agency's lockout/tagout program by conducting the equipment evaluation, writing lockout/tagout procedures, training employees, etc. need to be trained first. It is strongly recommended that trained personnel review and understand this document

Suggested Trained Personnel:

- Superintendent of Parks
- Parks Supervisors
- Safety Coordinator
- Authorized Employees

#### 2. Initial Training

The member must provide documented training (Appendix B) to ensure that the purpose and function of the agency's lockout/tagout program are understood by employees. Additionally, training should ensure that the knowledge and skills required for the safe application, usage, and removal of the lockout/tagout procedures are understood by employees.

The videotapes listed in the Available Resources Section of this document can be used to educate employees to the general aspects and importance of using lockout/tagout procedures. In addition, the agency's trainer must also discuss the specific aspects of your lockout/tagout program including written procedures, equipment procedures, limitations of tags, etc.

Each **authorized employee** must receive training in the recognition of applicable hazardous energy sources, the type and amount of the energy, and the methods and type of energy isolation and control needed. Each **affected employee** will be instructed in the purpose and use of lockout/tagout procedures.

When tagout systems are used, employees should also be trained in the limitations of tags which can be found in Section E of this document.

### **3. Refresher Training**

Retraining must be provided for all **authorized** and **affected employees** following a change in their job assignments or a change in machines or equipment that present a new hazard. Additional retraining will also be conducted whenever a periodic inspection reveals deviations from established lockout/tagout procedures. Retraining should re-establish employee proficiency with lockout/tagout devices and procedures and introduce new or revised control procedures, as necessary.

The member should document the employee training sessions on lockout/tagout issues when completed.

### **E. Lockout/Tagout Materials and Hardware**

Appropriate lockout devices such as locks, tags, chains, wedges, self-locking fasteners, or other hardware will be provided by the member for isolating or securing of machines or equipment from energy sources. These items may be obtained from any safety supplier or electrical distributor. The determination as to what isolating devices will be used should be based on manufacturer instructions and on the individual machine/equipment evaluation conducted by personnel who are trained to evaluate lockout/tagout requirements.

### **1. Hardware Selection Criteria**

The selection criteria for the type of lockout/tagout devices used by the authorized employees should meet the following guidelines:

- Lockout/tagout devices will be used for controlling energy and will not be used for other purposes.
- Selected lockout and tagout devices must withstand the environment to which they are exposed for the maximum time that exposure is expected.
- Lockout and tagout devices should be standardized within the facility in color, shape or size. Additionally, for tagout devices, print and format should be standardized for ease of understanding.
- The removal requirements for lockout/tagout devices must meet the following criteria:
  - Lockout devices must be strong enough to prevent removal without the use of unusual techniques or excessive force, such as the use of bolt cutters or other cutting tools.
  
  - Tagout devices, including their fasteners, will be strong enough to prevent inadvertent or accidental removal. Tagout fasteners will be of a single use type, self-locking and having the general design of at least equivalent to a one-piece, environment-resistant nylon cable tie.
  
  -

- Lockout/tagout devices will show the identity of the employee applying the device(s). Locks may have initials engraved or taped; tags should have the employees' name printed on them. All tagout devices should warn against hazardous conditions if the machine is started and will include wording such as the following: Do Not Start, Do Not Open, Do Not close, Do Not operate, etc.

## 2. Limitations of Tagout Only System:

The following is a listing of the limitations of tagout only systems:

- Tags serve essentially as warning devices secured to energy isolating devices and do not provide the physical restraint provided by a lock.
- When a tag is attached, it is not to be removed without consent of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area. Illegible or missing tags must be reported to the Superintendent of Parks or Safety Coordinator immediately.
- Tags and their fasteners must be made of materials that will withstand the environmental conditions encountered in the workplace, e.g., pool chemical rooms, high humidity locations, etc.
- Tags must be securely attached to energy isolating devices so that they cannot be accidentally detached.
- Tags may falsely reassure employees, their limitations need to be understood as part of the training program.

## V. APPLICATION AND REMOVAL OF THE LOCKOUT/TAGOUT DEVICES

### A. Notification of Employees

Affected employees must be notified of the application and removal of lockout or tagout devices. Notification must be given before the devices are applied, and after they are removed from the machine or equipment.

### B. Application of Lockout/Tagout Devices

Lockout or tagout application procedures will cover the following elements and actions and will be done in the following sequence:

1. **Preparation for shutdown.** Before authorized or affected employees turn off a machine, the **authorized employee** must have knowledge of the type and amount of energy, the hazards of the energy to be controlled, and methods used to control energy.
2. **Shutdown and isolation of machinery or equipment.** The machine or equipment must be turned off or shut down using the lockout/tagout procedures established for that piece of equipment or machine. Energy isolating devices should be installed and checked to ensure that they are operable.

Once the above steps have been completed, the lockout or tagout device must be applied only by the authorized employee. Lockout devices will be secured so they will hold the energy isolating devices in a "safe" or "off" position. Tagout devices will be placed to show the operation or movement of energy isolating devices from the "safe" or "off" position is not allowed.

Where tagout devices are used when lockout is not feasible, the tag fastener must be secured at the same point that the lock would have been attached. If the tagout cannot be directly secured to the energy control source, the tag will be placed as close as safely possible to the energy source, to be immediately obvious to anyone attempting to operate the machine.

**Following the application of lockout or tagout devices, all potentially hazardous energy, whether stored or residual, must be relieved, disconnected, restrained, and otherwise rendered safe before a machine will be worked on. If a possibility exists of build up of stored energy to a hazardous level, verification of isolation will be continued until the possibility of accumulation no longer exists.**

#### **C. Removal of Lockout/Tagout Devices**

Before lockout or tagout devices are removed and energy is restored to a machine, procedures will be followed and actions taken by the authorized employee(s) to verify the following:

1. The work area will be inspected to ensure that items, such as tools, have been removed and the machine or equipment components are working and intact.
2. The work area will be checked to ensure that all employees have been safely positioned or removed.
3. Each lockout or tagout device will be removed from each energy isolating device by the employee who applied the device.

When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the Superintendent of Parks or their designated employee. The specific procedure will include at least the following elements:

1. Verification that the authorized employee who applied the device is not at the facility.
2. Attempts are made to contact the authorized employee to inform them that their lockout or tagout device will be removed.
3. After lockout or tagout devices are removed and before a machine or equipment is started, affected employees will be notified that the lockout or tagout devices have been removed.

#### **D. Testing of Machines, Equipment or Components**

In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine must be started to test or position the machine or one of its components, the following sequence of actions will be followed:

1. Clear the machine or equipment of tools and materials.
1. Remove employees from the machine or equipment area.

2. Remove the lockout or tagout devices as specified as part of the individual machine procedures.
3. Energize and continue with testing or positioning.
2. Release energy and reapply energy control measures according to machine procedures and continue the servicing and/or maintenance.

#### **E. Group Lockout or Tagout**

When servicing and/or maintenance is done by a group, they will use a procedure that affords the employees a level of protection equivalent to that provided by the implementation of a single lockout device. **Tagout should not be used for group situations unless used with lockout.**

Group lockout devices will be used by following these procedures:

1. Primary responsibility will be placed with one authorized employee in charge of the group lockout device (such as an operations lock).
2. The authorized employee must be able to identify the exposures for all members of the group.
3. Each authorized employee will place their own lockout device on the group lockout device, group lock box, or comparable mechanism when they begin work. Each employee will remove these devices when they stop working on the machine being serviced.
4. When more than one department or crew, is involved, one authorized employee will be primarily responsible for the project or operation. Each separate group will use their own device, hasp or lock box.

#### **F. Shift or Personnel Changes**

During shift or personnel changes, each employee or contractor will remove their own lockout or tagout device to ensure their removal from the project or operation. Steps for the transfer of a lockout or tagout device will include the removal of all persons from the exiting shift. The personnel that are beginning a new shift will replace lockout/tagout devices as previously listed in this program, as if the machine were being shut down for the first time.

### **VI. PERIODIC INSPECTIONS**

The member will conduct periodic inspections of developed lockout/tagout procedures for each machine or piece of equipment **at least annually** to ensure that lockout/tagout procedures are being followed. This periodic inspection will be done by a trained employee other than the employee using the procedure for the equipment being inspected.

The periodic inspection should include a hands-on and verbal review with each authorized and affected employee to determine if employees are properly using and understand the lockout/tagout procedures.

#### **A. Inspection Documentation**

The member can document that inspections have been completed by using the form found in Appendix C. The documentation must, at a minimum, identify the machine or equipment on which the device was used, the date of the inspection, all employees included in the inspection and the person doing the inspection.

## **VII. OUTSIDE PERSONNEL**

### **A. Non-Employee Personnel (contractors, etc.)**

Whenever outside servicing personnel work on equipment covered by this program, the member and the outside employer will inform each other of their respective lockout or tagout procedures. The member will ensure that their employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.



## Appendix A

### Lockout Tagout (LOTO) Hazard Assessment and Analysis

Agency: Hoffman Estates Park District      Location: \_\_\_\_\_

Specific Machine Evaluated: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

OSHA requires employers to complete assessments of all work places to determine the need for securing energy sources on equipment prior to performing maintenance, cleaning and adjustment tasks. These assessments must be machine specific and address all energy sources.

Use a copy of the LOTO assessment form for each machine or piece of equipment within your agency on which you would perform cleaning, maintenance, or adjustment tasks, that would expose your staff to uncontrolled energy sources. As a result of completing this assessment you can then determine what action is necessary to secure or Lockout Tagout these energy sources prior to performing these tasks.

Once you have completed an assessment form for each machine or piece of equipment, you may elect to transfer your findings to the LOTO Hazard Assessment summary sheet. This is a condensed form on which you can list all equipment and machinery, and what energy sources by machine, that need to be secured or Locked Out Tagged Out.

#### LOTO ASSESSMENT FORM

Energy form	Energy source	Lockout guideline	Notes
Electricity		Shut off power at switch and then at main disconnect switch- lock and tag Or remove fuses from box- lock and tag.	
Hydraulics	○ Hydraulic systems, hoses, rams, cylinders	Shut off, lock and tag valves. Bleed off fluid and blank lines as necessary	
Pneumatics	○ Pneumatic systems, air lines, pressure reservoirs, rams, cylinders.	Shut off, lock and tag valves. Bleed off excess air. If pressure cannot be relieved, block any	

<p>Kinetic Energy (energy of a moving object or materials- moving object may be powered or coasting) Potential Energy</p>	<ul style="list-style-type: none"> <li>○ Blades</li> <li>○ Flywheels</li> </ul>	<p>possible movement of machinery. Stop and block machine parts, and ensure they do not recycle.</p>	
	<ul style="list-style-type: none"> <li>○ Springs</li> <li>○ Actuators</li> <li>○ Counterweights</li> <li>○ Raised loads</li> </ul>	<p>Lower all suspended parts and loads to the lowest position. Block parts that might move due to gravity. Release or block stored spring energy.</p>	
<p>Pressurized liquids and gases</p>	<ul style="list-style-type: none"> <li>○ Supply lines</li> <li>○ Storage tanks</li> </ul>	<p>Shut off, lock out and tag valves. Bleed off excess liquids or gases. Blank lines as necessary.</p>	

**Within the Hoffman Estates Park District if equipment / machinery are equipped with a lockable electrical pull box, it will be locked out at all times when it is being serviced or worked on**





**Appendix C**  
**Periodic Inspection Form**

<b>Name of authorized employee(s):</b> _____				<b>Date:</b> _____
<b>Name of affected employee(s):</b> _____				
<b>Machine</b>	<b>ID</b>	<b>or</b>	<b>Type:</b> _____	<b>Department:</b> _____
<b>Understanding of procedures by authorized employee(s):</b>				<b>None</b> <b>Partial</b> <b>Full</b>
<b>Understanding of procedures by affected employee(s):</b>				<b>None</b> <b>Partial</b> <b>Full</b>
<b>Name</b>	<b>of</b>	<b>Inspector:</b> _____	<b>Signature:</b> _____	
_____				

## Hoffman Estates Park District Written Lockout/Tagout Program

### A. Purpose

This Written Lockout/Tagout Program establishes the minimum requirements for the lockout, by use of a lock, or tagout, or by use of an identification tag to prevent the release of energy whenever maintenance is done on machines or equipment. It will be used to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. If you are unsure of any specific lockout/tagout procedures, stop work and consult with the Superintendent of Parks or the Safety Coordinator.

### B. Compliance With This Program

All employees are required to follow the restrictions and limitations imposed upon them during the use of lockout or tagout procedures. **Authorized** employees who are trained to perform lockout procedures are required to follow all aspects of this written program. **Affected** employees, who work in the area of the servicing, must not attempt to start or work with the machine or equipment locked out for maintenance.

### C. Sequence of Lockout

This procedure should be referenced before, during and after a lockout or tagout operation. The following steps provide a general summary of lockout procedures.

1. Notify all **affected** employees that maintenance is taking place on the machine or equipment and that it will be shut down and locked out to do the maintenance.
2. The **authorized** employee will refer to this procedure and specific procedures developed for the machine and determine the type and amount of the energy that the machine or equipment uses (electric, hydraulic, etc.); must understand the hazards of the energy (shock, crushing, etc.); and must know the methods to control the energy (lock, tag, blocking, etc.).
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress a stop button, open the switch, close valves, etc.).
4. Deactivate the machine so that it is isolated from its energy source(s). Stored energy must be released or restrained by methods such as bleeding the system, blocking, repositioning, etc.
5. Lock out the energy source(s) with the assigned individual lock(s) or tag(s).

### D. Group Lockout/Tagout

If more than one individual will be doing maintenance on locked out equipment, each will place a separate lock on the energy isolating device. When an energy isolation device cannot accept more than one lock, a multiple lockout device, such as a group lock box or hasp, will be used. Tagout should not be used for group situations unless used with lockout.

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be removed or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. The following steps should be followed:

1. Ensure that the equipment is disconnected from the energy source(s). Verify the

isolation of the equipment by operating the on/off switch or other normal operating control(s) to make sure the equipment will not operate.

*Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

6. The machine or equipment is now locked out.

Each person who will be working on the machinery must put their lock on the machine's lockout device(s). Each lock must remain in place until the individual's work is completed or the shift is complete. As the work is completed, each authorized employee is to remove their lockout device from the machine.

When one or more employees add or remove themselves from the project or operation, the change will be coordinated by the authorized employee in charge of the group or individual lockout. At every change, each person should check machines for locks, check energy sources, place their lock on machine or energy sources, and talk to outgoing personnel about the project. The last person to remove their lockout device will have primary responsibility to verify that no one is still working on the machine and that all tools have been removed.

#### **E. Restoring Equipment to Service**

When the maintenance is completed and the machine is ready to return to normal operating condition, the following steps should be taken:

1. Check the machine and the immediate area to ensure that unnecessary items, tools, etc. have been removed and the machine components are in working order.
2. Check the work area to ensure that all employees have left the area.
3. Verify that the controls are in the neutral or off position.
2. Remove the lockout devices and start the machine or equipment.

*Note: The removal of some forms of blocking may require restarts of the machine before safe removal.*

4. Notify **affected** employees that the maintenance is completed and the machine or equipment is ready for use.
3. If the individual who did the work is not available and if the lockout/tagout device must be removed, the following procedure must be followed:
  - The persons wishing to remove a lockout device must contact the Superintendent of Parks, or their designated employee, who is the only person allowed to remove the lockout device.
  - The Superintendent of Parks, or their designated employee, must verify that contact has been made with the person responsible for applying the lockout device. They will then cut the lockout device off and prepare the equipment or machine for start.

**F. Training**

All employees using lockout/tagout devices should receive training prior to using energy isolating devices. Affected employees should also receive general training on the purpose of lockout/tagout procedures. Training will be given by the Agency Trainer.

**AVAILABLE RESOURCES**

PDRMA Video Library:

*Lockout/Tagout - Controlling the Beast Emp 9050a*

**Sources Consulted**

*Control of Hazardous Energy, Lockout/Tagout*, OSHA Document 3120  
Code of Federal Regulations, Part 29, Section 1910.147



## II. Confined Space Program

### Hoffman Estates Park District Confined Space Program

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#### **Background**

The Occupational Safety and Health Administration (OSHA) is a federal agency of the U.S. Department of Labor (IDOL) that regulates workplaces nationwide. OSHA develops and enforces comprehensive work practices and safety standards to protect American workers. The Confined Space Safety Standard (29 CFR 1910.146) for general industry took effect April 15, 1993. The Illinois Department of Labor (IDOL), the public sector safety enforcement agency has adopted the OSHA standard. Recently IDOL has been conducting site visits to area Park Districts and Forest Preserves and has been issuing confined space violation notices.

OSHA believes that confined spaces (permit required) pose significant risks and that the final rule is reasonably necessary to protect affected employees from those risks. OSHA estimates that exposure to permit space hazards caused at least 62 fatalities and 12,643 injuries and illnesses annually and that compliance with the permit-required confined space standard will reduce the risk of permit space hazard by 85% (preventing 53 fatalities and 10,746 injuries and illnesses annually). This constitutes a substantial reduction of a significant risk of harm to the exposed population of approximately 1,629,000 permit space entrants.

Permit-required confined spaces vary in size, configuration, process use and hazards across Districts where the risks are present. Permit spaces could include manholes, water valve vaults, filters, wet wells, surge pits, furnaces, and storage vessels.

Employees encounter a variety of hazards while working in permit spaces, chief among these being asphyxiation and poisoning from toxic atmospheres. Explosions and fires caused by a sudden exposure to a flammable source or by a dangerous reaction among volatile chemicals have also caused a number of fatalities and injuries. In some environments, worker engulfment by water or by fine particulates, such as sand, has resulted in deaths and injuries.

When an employee is overcome by the atmosphere in a permit space, fellow employees sometimes enter in a rescue attempt. Often these would-be rescuers are unaware of or not equipped for the hazard and are overcome along with the original victim. Many permit spaces are infrequently entered to inspect, clean or repair equipment.

Degree of risk depends more on atmospheric conditions in the space rather than frequency of entry.

However, the frequency of entry can enter into the risk equation as well.

## **Atmospheric Hazards**

### **Oxygen Deficiency**

Oxygen deficiency occurs from chemical or biological reactions which displace or consume oxygen from a confined space. The consumption of oxygen takes place during combustion of flammable substances, as in welding, cutting, or braising. A more subtle form of consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen deficiency can result from bacterial

action in excavations and manholes which are near garbage dumps, landfills, or swampy areas. Oxygen may also be consumed during slow chemical reactions, as in the formation of rust on the exposed surface of metal tanks, vats, and manholes.

Ambient air has an oxygen content of 21%. When the oxygen level drops below 17%, the first sign of hypoxia is a deterioration of night vision, which is usually not noticed. Physiological effects included increased breathing volume and accelerated heart beat. Between 14% and 16% physiologic effects are increased breathing volume; accelerated heart beat, poor muscular coordination, rapid fatigue, and intermitted respiration. Between 6% and 10%, the effects are nausea, vomiting, inability to perform, and unconsciousness. At concentrations less than 6%, there is rapid loss of consciousness, and death in minutes.

### **Oxygen Displacement**

#### ***Inert Gases and Simple Asphyxiates***

A simple asphyxiating atmosphere contains a gas or gases that are physiologically inert and which do not produce any ill affects on the body. However, in sufficient quantity, a simple asphyxiate will displace oxygen and may result in an atmosphere unable to support respiration. The ambient or normal atmosphere is composed of approximately 21% oxygen, 78% nitrogen, and 1% argon with small amounts of various other gases. For example, if 100% nitrogen - a non-toxic, colorless, odorless gas is used to inert (displaced oxygen in) a confined space, it will cause immediate collapse and death to the worker if the confined space is not adequately ventilated before worker entry. Other examples of simple asphyxiants which have claimed lives in confined spaces include carbon dioxide, argon and helium.

### **Flammable Atmospheres**

A flammable atmosphere generally results from vaporization of flammable liquids, by-products of chemical reaction, enriched oxygen atmospheres, or concentrations of combustible dust. Three components are necessary for an atmosphere to become flammable: fuel and oxygen in the proper mixture and a source of ignition. The proper mixture of fuel and oxygen will vary from gas to gas within a fixed range and is referred to as the lower flammability limit (LFL) and upper flammability limit (UFL). These terms are synonymous with the lower exposure limit (LEL) and upper explosive limit (UEL). For example, the explosive range for methane is between 5% and 15% in air.

Concentrations below 5% methane are below the explosive range, and concentrations above 15% are too rich to support combustion. If a confined space contains 27% methane, and forced air is started, the introduction of air into the confined space may dilute the methane in air, taking it into the explosive range.

## **Toxic Gases**

Toxic gases may be present in confined spaces because:

1. There are biological or chemical processes occurring in the products stored in the confined space. For example, decomposing organic material in a tank or sump can liberate hydrogen sulphate.
2. The operation performed in the confined space can liberate a toxic gas. For example, welding can liberate oxides of nitrogen, ozone and carbon monoxide.

Some toxic gases such as carbon monoxide are particularly insidious because of their poor warning properties. Toxic gases that have been reported to cause death in workers in confined spaces include carbon monoxide, hydrogen cyanide, hydrogen sulphide, chlorine, oxides of nitrogen, and ammonia.

Toxic gases may be evolved when acids are used for cleaning the interior of a confined space.

## **Physical Hazards**

In addition to the atmospheric hazards in a confined space, physical hazards must also be addressed. Physical hazards cover the entire spectrum of hazardous energy and its control. These hazards include those associated with mechanical, electrical, and hydraulic energy; engulfment; communication problems; noise; and the size of openings into the confined space.

### **Engulfment**

Engulfment in loose materials is one of the leading cause of death from physical hazards in confined spaces. Engulfment and suffocation are hazards associated with storage bins, silos, and hoppers where grain, sand, gravel, or other loose material are stored, handled or transferred. The behavior of such materials is unpredictable and entrapment and burial can occur in a matter of seconds. In some cases, material being drawn from the bottom of storage bins can cause the surface to act like quicksand. When a storage bin is emptied from the bottom, the flow of materials forms a funnel-shaped path over the outlet. The rate of material flow increases towards the center of the funnel. During a typical unloading operation, the flow rate can become so great that once a worker is drawn into the flow path, escape is virtually impossible. The same engulfment hazard is true in regards to wet wells and surge pits.

### **Other Physical Hazards**

The nature of a confined space work may make it difficult to separate the worker from hazardous forms of energy such as powered machinery, electrical energy, and hydraulic or pneumatic lines.

Examples of physical hazards often encountered in a confined space include the following:

1. Activation of electrical or mechanical equipment can cause injury to workers in a confined space. Therefore, it is essential to de-energize and lock-out all electrical circuits and physically disconnect mechanical equipment prior to any work in confined spaces.
2. Release of material through lines which are an integral part of the confined space pose a life-threatening hazard. All lines should be physically disconnected, blanked off, or should use a double block and bleed system.
3. Falling objects can pose a hazard in confined spaces, particularly in spaces which have top side openings for entry, through which tools and other objects may fall and strike a worker.
4. Extremely hot or cold temperatures can make work inside a confined space hazardous. Communication between the entrant and attendee should monitor temperature and employee conditions.
5. Wet or slick surfaces can cause falls in confined spaces. In addition, wet surfaces can provide a grounding path and increase the hazard of electrocution in areas where electrical equipment, circuits, and tools are used.
6. Noise within confined spaces can be amplified because of the design and acoustic properties of the space. Excessive noise is not only harmful to the worker's hearing, but can also affect communication and cause shouted warnings to go unheard.

### **Conclusions**

Confined spaces can be hazardous, and they can be hazardous in varied ways. Often times the confined space will not appear to be hazardous; it may have been entered on prior occasions without incident, and may give no apparent sign of danger. At other times, there may be ready indications of danger: the distinct odor of irritating or toxic atmospheres, the presence of arcing electrical equipment, continued mild shocks, or flowing grain or water. By their nature, confined spaces concentrate hazards: atmospheric hazards, in that certain gases will displace breathable air, or that the confined space will allow the accumulation of toxic hazards or flammable or explosive atmospheres; and physical hazards, in that confined spaces limit the ability to avoid contact with electricity, moving mechanical components or machinery, or unstable substances. Recognition of the inherent capacity of these spaces to harbor hazardous agents is a significant element in any workplace hazard assessment. When confined spaces are recognized to be hazardous, provisions for minimizing the need for entry and for use of appropriate workplace practices and equipment can be made.

### **Confined Space Features**

Any enclosed space within the District is considered by OSHA to be a confined space if it has three specific features. These features include:

1. A space large enough so employees can enter and perform a task.
2. A space that has limited or restricted means for entry and exit (for example, vaults, pits, manholes, surge pits, wet wells).
3. A space that is not designed for continuous occupancy.

When an area in the District meets all three of the above criteria, it is subject to OSHA regulation and is considered to be a confined space. OSHA identifies such spaces either non-permit confined spaces or permit-required confined spaces.

A **non-permit** confined space as defined by OSHA does not contain any hazard capable of causing death or serious physical harm.

A **permit-required** confined space as defined by OSHA means a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section;
4. Contains any other recognized serious safety or health hazard.

### **General Requirements**

It is the responsibility of each District to determine whether or not the proposed OSHA standard applies to their District. The following steps should be followed to determine compliance responsibility:

Step 1 Inventory your workplace for confined spaces. OSHA provides a decision flow chart to help you comply with the requirement. All identified confined spaces should be initially classified as permit-required confined spaces.

**Note** If upon review of your survey, your agency has no confined spaces and your employees don't enter any off-site, then your agency has no further responsibilities concerning the standard.

Step 2 Determine whether the confined spaces identified by your survey are permit-required confined spaces or non-permit confined spaces.

Step 3 If the District contains permit-required confined spaces, the District shall inform exposed employees, by posting danger signs or by any other means (training) of the existence and location of and danger posed by the permit-required space.

**Note** A sign reading "**DANGER - PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER**" or using similar language would satisfy the requirement for a sign.

Step 4 If the District decides that its employees will not enter permit spaces, the District shall take effective measures to prevent its employees from entering the permit-required space. Possible measures could include locks, fences, covers, guard rail, etc. to prohibit entry.

Step 5. Determine if other employees such as contractors might be hired to work in permit-required spaces. If so, develop procedures for establishing liaison with them.

Step 6. If the District decides that its employees will enter permit-required spaces, the District shall develop and implement a written permit-required space entry

program. The written program shall be available for inspection by employees and their authorized representatives.

## Hoffman Estates Park District

### CONFINED SPACE PROGRAM

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The following guidelines are supported by the Administration of the Hoffman Estates Park District; they are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Administrative Staff, as additional information becomes available.

The Hoffman Estates Park District recognizes that confined spaces pose significant risks and that the development of the confined space program is reasonably necessary to protect affected employees from those risks.

The following guidelines are intended to assist the Hoffman Estates Park District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

#### **DEFINITIONS**

*Acceptable Entry Conditions* means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

*Attendant* means a trained individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

*Authorized Entrant* means a trained employee who is authorized by the employer to enter a permit space.

*Blanking or Blinding* means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

*Confined Space* means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit; and
3. Is not designed for continuous human occupancy.

*Emergency* means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

*Engulfment* means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

*Entry* means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

*Entry Permit* means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in OSHA 1910.146, paragraph (f).

*Entry Supervisor* means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.

*Hazardous Atmosphere* means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL); (Note: LFL is the same as LEL, Lower Explosive Limit)
2. Airborne combustible dust at a concentration that meets or exceeds LFL;
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose of a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit;
5. Any other atmospheric condition that is immediately dangerous to life or health.

*Hot Work Permit* means the employer's written authorization to perform operations capable of providing a source of ignition.

*Immediately Dangerous to Life or Health (IDLH)* means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

*Isolation* means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

*Line Breaking* means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

*Non-Permit Confined Space* means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.



*Oxygen Deficient Atmosphere* means an atmosphere containing less than 19.5 percent oxygen by volume.

*Oxygen Enriched Atmosphere* means an atmosphere containing more than 23.5 percent oxygen by volume.

*Permit-Required Confined Space* means a confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard.

*Permit-Required Confined Space Program* means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

*Permit System* means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

*Prohibited Condition* means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

*Rescue Service* means the personnel designated to rescue employees from permit spaces.

*Retrieval System* means the equipment used for non-entry rescue of persons from permit spaces.

*Testing* means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

## **CONFINED SPACE IDENTIFICATION INFORMATION**

At each facility and work area, involving employees of the Hoffman Estates Park District the assigned supervisor shall perform a survey for the purpose of identifying confined spaces. Upon completion of this survey, a "Work Space Profile" (attachment A) form shall be completed by Department employees who would enter those spaces as part of their normal work. The survey sheets shall be changed to reflect the information shown on the completed "Profile Sheets". It is the responsibility of the Safety Coordinator to maintain a current file of all "Profile Sheets" and to notify affected employees of any change in status of a confined space. The "Work Space Profile" shall give an employee pertinent information relative to safe entry into that particular confined space and shall serve as inspection and testing documentation for "Alternate Entry Procedures".

## **HAZARD CONTROL**

1. If the District contains permit spaces, the District shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.

2. Before any confined space entry, it must be determined by the safety coordinator as a necessary entry. If at all possible, the needed work will be completed without entry.
3. The District shall provide training so that all employees associated with working in or around permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
  - a. Testing and monitoring equipment needed to comply with the standard;
  - b. Ventilating equipment needed to obtain acceptable entry conditions;
  - c. Communication equipment necessary for compliance;
  - d. Personal protective equipment insofar as feasible; engineering and work practice controls that adequately protect employees;
  - e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
  - f. Barriers and shields needed to protect the entrants from overhead hazards;
  - g. Equipment such as ladders for safe ingress and egress by authorized entrants;
  - h. Rescue and emergency equipment needed to comply with the standard; and
  - i. Any other equipment necessary for safe entry into and rescue from permit spaces.

### **COMPLIANCE OPTIONS**

After reviewing the "Profile Sheets" & Survey Sheets for a particular confined space to be entered, a determination will be made to use one of the following options:

#### Option #1 - No Entry

The District will not enter the confined space and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage.

#### Option #2 - Use of Outside Contractor

The District will use an outside contractor to conduct the confined space work. The Safety Coordinator will apprise the contractor of the hazards and precautions of the confined space as identified by the "Profile Sheets" and Survey Sheets. In addition, the safety coordinator will coordinate the action of the district employees, prevent unauthorized entry, and will debrief the contractor at the work conclusion.

#### Option #3 - Forced Air Ventilation

1. If the confined space has a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the Confined Space Profile, the space may be entered without the need for a written permit provided that the space can be maintained in a safe condition by mechanical ventilation alone.
2. The spaces shall be considered as a permit-required space until a "Non-Permit Entry Checklist" (attachment C) demonstrates otherwise. The Non-Permit Entry Checklist shall be completed prior to entry and without having to enter the space. The atmosphere in the confined space shall be tested, using a properly calibrated gas detector, and the results

recorded on the Non-Permit Entry Checklist. The atmosphere shall be tested at four (4) foot intervals in the direction of the entrant travel and side to side, for a minimum response time as specified by the manufacturer of the test instrument being used, down to the level where work is being performed.

3. Any conditions making it unsafe to remove an entrance cover shall be eliminated before cover is removed.
4. When entrance covers are removed, the opening shall be promptly guarded by a temporary barrier that will prevent an accidental fall through the opening and will protect each employee, working in the space, from foreign objects entering the space.
5. The Safety Coordinator shall be notified prior to entry and immediately upon completion of entry.
6. Before an employee enters the space, the internal atmosphere shall be tested and ventilation of the space shall be continuous until all employees have left the space.
7. If a hazardous atmosphere is detected during entry:
  - a. Each employee shall leave the space immediately;
  - b. The Safety Coordinator contacted immediately;
  - c. The space shall be evaluated to determine how the hazardous atmosphere developed; and
  - d. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
8. Smoking in or around the confined space is prohibited.
9. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

#### Option #4- Permit-Required Confined Space

1. Implement the measures necessary to prevent unauthorized entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.
2. The Entry Supervisor should complete the "Entry Permit" (attachment D) form issued and authorized by the Safety Coordinator or his designee, as well as reviewing the past "Profile Sheets", prior to work beginning in the confined space.
3. Identify and evaluate any hazards existing in the space to assure acceptable entry conditions are met prior to entry into the space. Where possible, hazards should be minimized or eliminated by blanking or blinding, isolation, line breaking, lockout/tagout, purging, inserting, flushing, ventilating, or other appropriate methods. (Note: acceptable entry conditions are listed on confined space profile sheets.)
4. Initially, the atmosphere outside of the confined space shall be tested to determine if any hazards are present. The atmosphere within the confined space shall then be tested, using a properly calibrated gas detector, and the results recorded on the confined space entry permit. The atmosphere shall be tested at four (4) foot intervals in the direction of the

entrant travel and side-to-side, for a minimum response time as specified by the manufacturer of the test equipment being used, down to the level where work is to be performed. The confined space atmosphere shall be also tested on a continuous basis while workers are in the space.

5. The Confined Space Entry Permit must be completed by the Entry Supervisor and reviewed in detail by the authorized Entrants and Attendants, prior to entry into the confined space.
6. If the atmosphere inside the space is within acceptable limits, authorized employees may enter the space using the equipment listed on the Entry Permit and "Profile Sheet" for the space. If the atmosphere inside the space is not within acceptable limits, the space shall be ventilated until testing indicates that an acceptable atmosphere exists. Ventilation shall continue while there are employees inside the space. (Note: Additional notification is required by the Safety Coordinator when hazardous atmospheres are encountered.)
7. Where applicable, a retrieval system shall be used by each employee who enters the space, such as a safety harness worn by the employee, connected to a winch and tripod by means of a tagline and yoke. Where a retrieval system is impractical, employees shall carry 5 minute escape packs for the purpose of safe egress only. The procedures for contacting the local EMS shall be reviewed by the attendant prior to confined space entry.
8. An attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded. The permit will include the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities.
9. When employees of more than one employer may be working simultaneously as authorized entrants in a permit space, the safety coordinator will be notified prior to their entry into the confined space. Procedures will be identified so not to endanger the employees of any other employers.
10. Constant communication shall be maintained between the entrants inside the space and the attendant.
11. All appropriate personal protective equipment shall be worn while entry is in progress.
12. Smoking in or around a confined space is prohibited.
13. Artificial lighting shall be explosion proof, if the space contains or has the potential to contain and explosive atmosphere.
14. If the gas detector sounds an alarm, workers shall exit the space immediately and may not re-enter until the atmosphere has been determined as safe, using methods as described in Step 4 and 5, including the issuance of a new entry permit and notifying the Safety Coordinator.
15. All entry permits are to be canceled by the entry supervisor upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

16. The District will perform a single annual review covering all entries performed during a 12 month period. If no entry was performed during the 12 month period, no review will be completed.

### **Permit System**

1. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
2. The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry point or by any other equally effective means, so that entrants can confirm that pre-entry preparations have been completed.
3. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
4. The entry supervisor shall terminate entry and cancel the entry permit when:
  - a. The entry operations covered by the entry permit have been completed; or
  - b. A condition that is not allowed under the entry permit arises in or near the permit space.
5. The District shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made (see attachment F).

### **Entry Permit**

The entry permit shall identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit;
4. The authorized entrants within the permit space, by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
5. The personnel, by name, currently serving as attendants;
6. The individuals, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry;
7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
9. The acceptable entry conditions;

10. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means for summoning those services;
12. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry;
13. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance;
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. Any additional permits, such as for hot work (attachment E), that have been issued to authorize work in the permit space.

### **GENERAL TRAINING REQUIREMENTS**

1. The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
2. Training shall be provided to each affected employee:
  - a. Before their first assignment;
  - b. Before any change in duties;
  - c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
  - d. Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures.
  - e. The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

### **Duties of Authorized Entrants**

1. The District shall ensure that all employees whose job task includes entering a permit-space:
  - a. Know the hazards that may be faced during entry, including information about the signs and symptoms, and consequences of the exposure;
  - b. Know the proper use of all equipment involved;
  - c. Know how the communication system work;
  - d. Know how to alert the attendant whenever the employee recognizes any warning sign, symptom or detects a prohibited condition;
  - e. Knows how and when to exit the permit space during an emergency.

## **Duties of the Attendant**

1. The District shall ensure that each attendant:
  - a. Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure;
  - b. Maintain an accurate count of all authorized entrants.
  - c. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.
  - d. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.
  - e. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
    - Detects a prohibited condition.
    - Detects the behavioral effects of hazard exposure in an entrant.
    - Detects a situation outside the permit space that could endanger entrants in the space.
    - Cannot effectively and safely perform all the duties required under the standard.
  - f. Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.
  - g. Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
    - Warn unauthorized persons to stay away from the permit space.
    - Advise unauthorized persons to exit immediately if they have entered the permit space.
    - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
    - Must be able to perform non-entry rescue as indicated by the District's rescue procedure. If rescue requirements of the District's permit program includes appropriate procedures for attendant entry, attendants may enter a permit space to attempt a rescue. However, this is allowed only with adequate rescue training, equipment, and is properly relieved by another trained attendant.
    - Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

## **Duties of the Entry Supervisor**

1. Any employee designated by the District who may authorize or supervise permit entry operations, would be designated the entry supervisor.

2. The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District must ensure that each entry supervisor:
  - a. Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure;
  - b. Verifies, by checking that the appropriate entries have been made on the permit, that all test specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
  - c. Terminates the entry and cancels the permit when:
    - The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.
    - Verifies that rescue services are available and that the means for summoning them are operable;
    - Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations, and
      - Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.
    -

### **Rescue & Emergency Services**

1. The following requirements apply if the District will have employees enter permit spaces to perform rescue services:
  - a. The District shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
  - b. Each member of the District rescue team shall be trained to perform the assigned rescue duties. Each team member must also receive the training required of authorized entrants.
  - c. Each member of the rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit space or from a representative space. Representative spaces shall simulate the types of permit spaces from which rescue is to be performed.
  - d. Each member of the rescue team shall be trained in basic first-aid and CPR.

### **Outside Rescue Services**

1. If the District arranges to have persons other than the District's employees perform rescue operations. The District shall:
  - a. Contract the rescue service prior to entry into the permit required confined space.
  - b. Inform the rescue service of the hazards they may encounter when called on to perform rescue at the District.



- c. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

### **Retrieval Systems (Non-Entry Rescue)**

1. To facilitate non-entry rescue, the Districts will use retrieval systems or methods whenever an authorized entrant enters a permit space. The only exception would be if the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.
2. To maintain compliance with OSHA, the retrieval systems shall meet the following requirements.
  - a. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

### **Material Safety Data Sheets (MSDS)**

If an injured entrant is exposed to a substance for which a MSDS or other similar written information is required to be kept at the worksite, that MSDS or written material shall be made available to the medical facility treating the exposed entrant.

### **Outside Contractors**

Outside contractors hired by the District to perform work in permit-required spaces must have their own Confined Space Program that meets or exceeds OSHA 1910.146. The District will coordinate the actions of the District's employees, prevent unauthorized entry and debrief the contractor at the conclusion of the designated work.

### **Specialized Equipment**

The District will provide the following equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly:

- a. Testing and monitoring equipment needed to comply with the standard;
- b. Ventilating equipment needed to obtain acceptable entry conditions;
- c. Communication equipment necessary for compliance;
- d. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
- e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
- f. Barriers and shields needed to protect the entrants from overhead hazards;
- g. Equipment such as ladders for safe ingress and egress by authorized entrants;

- h. Rescue and emergency equipment needed to comply with the standard; and
- i. Any other equipment necessary for safe entry into and rescue from permit spaces.

### **Testing and Monitoring**

The District will evaluate permit space condition as follows when entry operations are conducted:

- a. The atmosphere outside of the confined space shall be tested to determine if any hazards are present;
- b. The atmosphere within the confined space shall then be tested, using a properly calibrated gas detector;
- c. When testing for atmosphere hazards, oxygen will be tested first, then combustible gas and vapors, and then for toxic gases and vapors;
- d. The atmosphere shall be tested at four (4) foot intervals in the direction of the entrant and side-to-side, for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed;
- e. The confined space atmosphere shall be also tested on a continuous basis while workers are in the space.

### **Program Review**

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the safety committee and/or safety coordinator or designated employee shall review the program on an annual basis. This includes review of all "Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

## **ATTACHMENTS**

A – Confined Space Inventory

B - Work Space Profile

C - Confined Space Entry Permit

D - Confined Space Pre-Entry Checklist - Non-Permit Confined Spaces

E - Confined Space Pre-Entry Checklist - Alternate Entry Procedures

F - Confined Space Hot Work Permit

G - Confined Space Protection Program Reviews

H - Gas Monitor Calibration Log

Hoffman Estates Park District

# Hoffman Estates Park District Confined Space Inventory





<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Throughout the District
<b>Location:</b>	Exterior
<b>Space Number:</b>	HEPD-1
<b>Type/ Description:</b>	Sanitary Sewer
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	Contractor Entry Only



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Throughout the District
<b>Location:</b>	Exterior
<b>Space Number:</b>	HEPD-2
<b>Type/ Description:</b>	Storm Sewer and Catch Basin
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Throughout the District
<b>Location:</b>	Exterior
<b>Space Number:</b>	HEPD-3
<b>Type/ Description:</b>	Water Valve Vault
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality
<b>Classification:</b>	Alternate Entry (Level 1)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Triphahn Center
<b>Location:</b>	Interior Boiler Room
<b>Space Number:</b>	HEPD-4A
<b>Type/ Description:</b>	Whirlpool Surge Pit (without water in whirlpool)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality
<b>Classification:</b>	Alternate Entry (Level 1)
<b>Special Comments:</b>	





<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Triphahn Center
<b>Location:</b>	Interior Boiler Room
<b>Space Number:</b>	HEPD-4B
<b>Type/ Description:</b>	Whirlpool Surge Pit (with water in whirlpool)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Triphahn Center
<b>Location:</b>	Interior Ice Rink
<b>Space Number:</b>	HEPD-5
<b>Type/ Description:</b>	Access Inside / under Bleachers
<b>Access:</b>	Horizontal
<b>Hazards:</b>	None
<b>Classification:</b>	Non-Permit Required (Level 0)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Triphahn Center
<b>Location:</b>	Interior Zamboni Garage
<b>Space Number:</b>	HEPD-6
<b>Type/ Description:</b>	Ice melting Pit
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Triphahn Center
<b>Location:</b>	Interior Zamboni Garage
<b>Space Number:</b>	HEPD-7
<b>Type/ Description:</b>	Sump Pump Pit
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Triphahn Center
<b>Location:</b>	Interior Zamboni Garage
<b>Space Number:</b>	HEPD-8
<b>Type/ Description:</b>	Collection Basins (3)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Exterior (Filter Building)
<b>Space Number:</b>	HEPD-9
<b>Type/ Description:</b>	Sump Pit
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Interior Bathhouse
<b>Space Number:</b>	HEPD-10
<b>Type/ Description:</b>	Sump Pit
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Interior Filter Building
<b>Space Number:</b>	HEPD-11
<b>Type/ Description:</b>	Sand Filters (2)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	





<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Interior Filter Building
<b>Space Number:</b>	HEPD-12A
<b>Type/ Description:</b>	Surge Tank (without water in tank)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality
<b>Classification:</b>	Alternate Entry (Level 1)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Interior Filter Building
<b>Space Number:</b>	HEPD-12A
<b>Type/ Description:</b>	Surge Tank (with water in tank)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Interior Filter Building
<b>Space Number:</b>	HEPD-13
<b>Type/ Description:</b>	Sodium Hypochlorite Tank
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	Do Not Enter



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Seascape
<b>Location:</b>	Interior Filter Building
<b>Space Number:</b>	HEPD-14
<b>Type/ Description:</b>	Sodium Hypochlorite Tank
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	Do Not Enter



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Prairie Stone
<b>Location:</b>	Interior Filter Room
<b>Space Number:</b>	HEPD-15
<b>Type/ Description:</b>	Sand Filters 92)
<b>Access:</b>	Horizontal
<b>Hazards:</b>	Air Quality and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Prairie Stone
<b>Location:</b>	Interior Filter Room
<b>Space Number:</b>	HEPD-16A
<b>Type/ Description:</b>	Surge Tanks (2) (without water in pool)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality
<b>Classification:</b>	Alternate Entry (Level 1)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Prairie Stone
<b>Location:</b>	Interior Filter Room
<b>Space Number:</b>	HEPD-16B
<b>Type/ Description:</b>	Surge Tanks (2) (with water in pool)
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Prairie Stone
<b>Location:</b>	Interior Filter Room
<b>Space Number:</b>	HEPD-17
<b>Type/ Description:</b>	Pump Area
<b>Access:</b>	Vertical
<b>Hazards:</b>	None
<b>Classification:</b>	Non-Permit Required (Level 0)
<b>Special Comments:</b>	





<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Prairie Stone
<b>Location:</b>	Interior Filter Room
<b>Space Number:</b>	HEPD-18
<b>Type/Description:</b>	Sump Pump Pit
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Prairie Stone
<b>Location:</b>	Interior Boiler Room
<b>Space Number:</b>	HEPD-19
<b>Type/ Description:</b>	Water Storage Tanks (2)
<b>Access:</b>	Horizontal
<b>Hazards:</b>	Air Quality, Isolation, and Engulfment
<b>Classification:</b>	Permit-Required (Level 2)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	Princeton Park
<b>Location:</b>	Exterior
<b>Space Number:</b>	HEPD-20
<b>Type/ Description:</b>	Catch Basin with Water Shutoff for Fountain and Splash Pad
<b>Access:</b>	Vertical
<b>Hazards:</b>	Air Quality
<b>Classification:</b>	Alternate Entry (Level 1)
<b>Special Comments:</b>	



<b>Complex:</b>	Hoffman Estates Park District
<b>Building:</b>	CCIA, WRC, PSSWC, VOGELI
<b>Location:</b>	Interior
<b>Space Number:</b>	HEPD-21
<b>Type/ Description:</b>	Elevator Shaft Pit
<b>Access:</b>	Vertical
<b>Hazards:</b>	Isolation
<b>Classification:</b>	Non-Permit Required (Level 0)
<b>Special Comments:</b>	

**Hoffman Estates Park District  
WORK SPACE PROFILE**

<b>Date:</b>	<b>Profile #:</b>	
<b>Location (facility/address):</b>		
<b>General Description:</b>		
<input type="checkbox"/> <i>Is large enough and so configured that an employee can bodily enter and perform assigned work; and</i>	<input type="checkbox"/> <i>Has limited or restricted means of entry or exit; and</i>	<input type="checkbox"/> <i>Is not designed for continuous human occupancy</i>
<p><i>IF THE ABOVE SPACE HAS MET ALL THREE OF THE ABOVE CRITERIA, IT IS CONSIDERED A "CONFINED SPACE" BASED ON OSHA STANDARD 29 DFR 1910.146. THE FOLLOWING INFORMATION HAS BEEN GATHERED REGARDING THIS SPACE:</i></p>		
<b><u>CLASSIFICATION:</u></b>		
<input type="checkbox"/> Non-Permit	<input type="checkbox"/> Hazardous Atmosphere Only	<input type="checkbox"/> Permit Required
<b>Entrance/Exits - Type/Location:</b>		
<b>Equipment needed:</b>		
<b>Existing potential hazards:</b>		
<b>Personal protective equipment needed to enter space:</b>		
<b>Warning signs posted?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is space sealed/locked?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No action required
<b>Is it anticipated that employees will be working in this space at any time?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b><u>Atmospheric tests performed in the space:</u></b>		
<b><u>Results:</u></b>		<b><u>Test</u></b>
Oxygen Level:	_____	
Flammable Gas/Vapor (LFL):	_____	
Toxic Air Contaminants:	_____	
Hydrogen Sulfide:	_____	
Carbon Monoxide:	_____	
Other:	_____	
<b>Other pertinent information:</b>		

*Consult with Work Space Profile prior to using this form. This permit must be posted at the entrance of the confined space for the duration of the work within the confined space.*

**Hoffman Estates Park District  
CONFINED SPACE ENTRY PERMIT**

Location Of Confined Space:	Date:
Purpose Of Entry:	Time:
Attendant(s):	Expires On:

Designated Entry Supervisor Authorizing Entry:

Authorized Entrants(List Others On Back Of Form)		

MEASURES FOR ISOLATING & EQUIPMENT	·YES·	·NO·	MEASURES FOR ISOLATING & EQUIPMENT	·YES·	·NO·
	External Barricades (Vehicle, Pedestrian)				Self-Contained Breathing Apparatus (SCBA)
Confined Space Identification Signs			Air-Purifying Respirators and Cartridges		
Mechanical Ventilation			Emergency Escape 5-Minute Air-Pack		
Lock Out - De-Energize, Try-Out Equipment			Communications Equipment		
Purge-Flush and Vent or Wash-Down			Protective Clothing		
Full Body Harness With "D" Ring			Head/Eye/Hearing Protection (circle type)		
Tripod Emergency Escape Unit			Hot Work Permit Required		
Lifelines					
Fire Extinguishers					
Lighting (Explosion Proof)					

TESTS TO BE TAKEN	YES	ACCEPTABLE ENTRY CONDITIONS	TEST NO. DATE _m.	1	2	3	4	5	6	7	8
				DATE _m.	DATE _m.	DATE _m.	DATE _m.	DATE _m.	DATE _m.	DATE _m.	DATE _m.
OXYGEN (O2)		19.5%-23.5%									
COMBUSTIBLE GAS (LFL)		Below 10% LFL									
CARBON MONOXIDE (CO)		Below 35 PPM									
HYDROGEN SULFIDE (H2S)		Below 10 PPM									

Individual Conducting Atmospheric Testing: \_\_\_\_\_ Gas Monitoring Instrument Used: \_\_\_\_\_

**EMERGENCY RESCUE SERVICES**

The \_\_\_\_\_ should be contacted for Emergency Rescue Services by dialing 911 from a standard phone or by dialing the emergency cellular number. **Do Not enter the space. You are not a trained rescuer.**

Designated Entry Supervisor Authorizing Entry(All above conditions satisfied)

This Permit Has Been Canceled By: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check the Work Space Profile prior to using this form. This checklist only applies to those spaces which are designated as "Non-Permit Confined Spaces."**

Hoffman Estates Park District  
**CONFINED SPACE PRE-ENTRY CHECKLIST**  
 FOR USE ONLY WITH  
**NON-PERMIT CONFINED SPACES**

<b>DEPARTMENT:</b>			
1. Non-Permit Space to be Entered:			
2. Purpose of Entry:			
3. Date & Time of Entry:			
4. Authorized Person(s) Performing Entry:			
<b>5. Test(s) to be Taken</b> (without making entry)	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>
A. Percent of O2			
B. LFL			
C. H2S			
D. CO			
6. Were all Gas Monitor Readings within Acceptable Limits?			<input type="checkbox"/> YES
7. Entry Opening has been Guarded and/or Barricaded?			<input type="checkbox"/> YES
8. Entrant(s) has read the Work Space Profile for the space being entered? (Profile indicates Non-Permit space?)			<input type="checkbox"/> YES
9. Person(s) performing Entry and/or Atmospheric Testing have completed required Confined Space and Gas Monitor Training?			<input type="checkbox"/> YES
10. Space will be continuously monitored for hazardous atmospheres while authorized entrants are in the space?			<input type="checkbox"/> YES
<i>NOTE: if you did not answer YES to questions 6 through 10, do not enter the space. Notify your supervisor and the Manager of Risk Management &amp; Security Services immediately.</i>			
Signature of person Certifying that space is safe to enter:			
<b>EMERGENCY RESCUE SERVICES</b>			
The _____ Fire Department should be contacted for Emergency Rescue Services by dialing 911 from a standard phone or by dialing the emergency cellular number.			
Comments: (list any problems or concerns encountered during entry)			

*This form must be returned within 24hrs of entry completion to the Safety Coordinator for required OSHA record keeping.*

Please check the Work Space Profile prior to using this side of the form. This checklist only applies to those spaces which are designated as "Hazardous Atmosphere Only."

Hoffman Estates Park District  
**CONFINED SPACE PRE-ENTRY CHECKLIST**  
 FOR USE ONLY WITH  
 ALTERNATE ENTRY PROCEDURES

<b>DEPARTMENT:</b>			
1. Permit Space to be Entered:			
2. Purpose of Entry:			
3. Signed authorization by Risk Management or Designee:			
4. Date & Time of Entry:			
5. Person(s) Performing Entry:			
6. Test(s) to be Taken (without making entry)	Test 1	Test 2	Test 3
A. Percent of O2			
B. LFL			
C. H2S			
D. CO			
<b>7. EMERGENCY RESCUE SERVICES</b> (local) Fire Department should be contacted for Emergency Rescue Services, by dialing 911 from a standard phone or by dialing the emergency cellular number.			
8. Were all Gas Monitor Readings within Acceptable Limits?			<input type="checkbox"/> YES
9. Entrant(s) has read the Confined Space Profile for the space being entered?			<input type="checkbox"/> YES
10. Entry Opening has been Guarded and/or Barricaded?			<input type="checkbox"/> YES
11. Ventilation Equipment is in place, operating properly, and will be in operation for the duration of the entry?			<input type="checkbox"/> YES
12. Space will be continuously monitored for hazardous atmospheres while employee(s) is in the space?			<input type="checkbox"/> YES
13. Manager of Risk Management & Security Services(or designee)has been notified and given signed authorization above prior to entry?			<input type="checkbox"/> YES
<i>NOTE: If you did not answer YES to questions 8.through 13., do not enter the space. Notify your supervisor immediately.</i>			
14. Signature of person Certifying that space is safe to enter:			
15. Risk Management (or designee) has been notified upon completion of entry? (Form Must Be Returned Within 24hrs of Entry Completion To Manager of Risk Management & Security Services For Required OSHA Record keeping)			<input type="checkbox"/> YES
16. Comments: (list any problems or concerns encountered during entry)			



**This checklist must be posted at the entrance of the confined space for the duration of the work within. Consult the Work Space Profile prior to using this form. Only authorized personnel may conduct confined space entry.**

Hoffman Estates Park District  
**CONFINED SPACE HOT WORK PERMIT**

<b>INSTRUCTIONS</b>					
<p>***A Hot Work Permit must be completed for all operations performed within a confined space that require workers to weld, cut, or use other open-flame or spark producing devices in a confined space. 1) Complete permit and eliminate or control all hazardous conditions before entry begins. 2) The Hot Work Permit must be signed by the person authorizing entry. 3) Attach signed permit to the Confined Space Entry Permit and post both permits at entrance to confined space. 4) Send permits to the Manager of Risk Management &amp; Security Services within 24hrs of completion of the work within the confined space. 5) <b>NOTE: Do not cut, weld, or use other open-flame or spark producing equipment until the proper precautions have been taken.</b></p>					
<b>GENERAL INFORMATION</b>					
CONFINED SPACE LOCATION:					
PERMIT BEGINS: Date: _____ Time: _____ AM/PM      PERMIT EXPIRES: Date: _____ Time: _____ AM/PM					
LOCATION & DESCRIPTION OF CONFINED SPACE:					
PURPOSE OF ENTRY:					
TYPE OF HOT WORK	Cut:	Weld:	Grind:	Repair:	Other:
TYPE OF EQUIPMENT:					
<b>PRECAUTIONS (Please circle YES or NO.)</b>					
Is an air sampling meter used to monitor the presence of flammables/combustibles?					YES NO
Does the confined space contain a flammable/combustible material or atmosphere? ( <i>Flammables/combustibles must not exceed 10% Lower Explosive Limit (LEL).</i> )					YES NO
Does the confined space contain combustible dust or ignitable residue?					YES NO
Have cutting, welding, and other flame/spark producing devices been inspected and are they in good condition?					YES NO
Have flammable/combustible materials been purged from the confined space?					YES NO
Is a fire extinguisher, of the proper type, available and has it been inspected?					YES NO
Is a fire watch posted?					YES NO
Is electrical equipment (lights, air sampling instruments, blowers, etc.) intrinsically safe (explosion proof)?					YES NO
Have sewer and drain openings been covered?					YES NO
Is general ventilation of sufficient capacity (7 air changes per minute) provided and in use?					YES NO
Is local ventilation for welding and cutting arranged so as to remove fumes and smoke at the source?					YES NO
Are respirators, of the proper type, available and in use where required?					YES NO
Have precautions been taken to protect workers from electrical shock?					YES NO
Are welding machine and other equipment safely located, grounded, and spark controlled?					YES NO
<b>TRAINING (Please circle YES or NO.)</b>					
Have all workers been trained to work safely within a confined space?					YES NO
Have all workers completed a pre-entry briefing?					YES NO
Have all workers been trained in emergency procedures?					YES NO
Have all workers been trained to use fire extinguishers?					YES NO
Have all workers been instructed <u>not</u> to bring gas cylinders into the confined space?					YES NO
Have all workers been instructed to remove welding hoses and leads from the confined space when not in use?					YES NO
<b>FIRE WATCH (Please print name clearly.)</b>					
NAME:					
<b>PERSON(S) PERFORMING HOT WORK (Please print name(s) clearly.)</b>					
1)		2)		3)	
<b>SIGNATURE OF PERSON AUTHORIZING ENTRY (ALL ABOVE QUESTIONS <u>MUST</u> BE ANSWERED YES.)</b>					
SIGNATURE:			DATE:		TIME:                      AM/PM

**THIS PERMIT HAS BEEN CANCELED BY: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE \_\_\_\_\_**





### III. Hearing Protection

Whenever it has been determined that the eight hour TWA noise exposure is greater than or equal to 85 dBA, a Hearing Conservation Program is established. This program, besides being required by IDOL (see CFR 1910.95) provides a mechanism to track the progress of efforts to minimize employee noise exposure. The program consists of the following:

- \* Sound Level Monitoring
- \* Audiometric Testing & Audiometric Evaluation
- \* Hearing Protection for Employees
- \* Training for Employees
- \* Record Keeping

#### A. Monitoring

Noise monitoring should be conducted at least biannually to determine if changes in the workplace noise levels have taken place. Examples of changes might be:

- \* Installation of engineering controls
- \* Institution of administrative controls
- \* Equipment changes

#### B. Audiometric Testing

All employees required to wear hearing protection must have a baseline audiogram and a follow-up audiogram every year thereafter. The annual audiogram will be compared to the baseline to determine if any hearing shift is occurring. The audiogram is to be provided at no cost to the employee.

#### C. Training

Employees in the Hearing Conservation Program should attend an initial training session when they first enter the program and annually thereafter. The content of the training program must include the following:

- \* The affects of noise;
- \* Purpose, advantages, disadvantages and noise reduction properties of types of hearing protectors to be used;
- \* Selection, fitting and care of hearing protectors;
- \* Purpose of and procedures relating to audiometric testing.

A written roster of those attending the training sessions must be kept.

#### D. Record Keeping

Records regarding individual's noise exposure and any audiograms should be kept indefinitely. Since noise exposure and audiogram results must be provided to employees and former employees at their request, these records remain separate from employee personnel records.

**Hoffman Estates Park District  
Procedure for Hearing Conservation  
Compliance Program**

**1.336 Hearing Conservation Compliance Program**

A. Whenever it has been determined that the eight-hour Time Weighted Average (TWA) noise exposure is greater than or equal to 85 dBA, a Hearing Conservation Program should be established. This program, in addition to being required by IDOL (see CFR 1910.95) will provide a mechanism to track the progress of your efforts to minimize employee noise exposure. In general, the program should consist of the following:

- Sound Level Monitoring
- Hearing Protection for Employees
- Training for Employees
- Audiometric Testing
- Record Keeping

**B. Monitoring**

Noise monitoring will be conducted at least biannually to determine if changes in the workplace noise levels have taken place.

**Sound Readings District High Risk Equipment**

Large Riding Mower	103	103-32=71
Small Riding Mower	100	100-32=68
Walk-Behind Mower	97	97-32=65
Chipper	108	108-32=76
Leaf Blower	102	102-32=72
Chainsaw	107	107-32=75
Weed Whip	102	102-32=72
Skid Loader	98	98-32=66
Sand Pro	96	96-32=64
Hedge Trimmer	94	94-32=62
C.C.I.A. Compressor Room	96	96-32=64
Back Hoe	95	95-32=63
Big Tractors	106	106-32=74
Radial Arm Saw	99	99-32=67
Table Saw	96	96-32=64
Planer	113	113-32=81
Joiner	90	90-32=58
Air Compressor	116	116-32=84
Miter Saw	103	103-32=84
Skil saw	90	90-32=58
Belt Sander	93	93-32=61
Snow Blower – Large	99	99-32=67
Snow Blower – Small	96	96-32=64
Safe Level	85	

- NRR earplugs provided by Hoffman Estates Park District reduce sound level by 32 dBA are to be worn at all times when operating the above listed equipment.

### **C. Hearing Protection**

The use of hearing protective devices is mandatory for employees exposed to noise levels greater than or equal to 85 dBA Time-Weighted Average. In addition to all Park District safety rules, the use of hearing protective devices will be strictly enforced.

### **D. Training**

Employees in the Hearing Conservation Program should attend an initial training session when they first enter the program and annually thereafter. The content of the training program must include the following:

- The effects of noise;
- Purpose, advantages, disadvantages and noise reduction properties of types of hearing protectors to be used; and
- Selection, fitting and care of hearing protectors.

You must keep a written roster of those attending the training sessions.

### **E.. Audiometric Testing**

All employees required to wear hearing protection must have a baseline audiogram and a follow-up audiogram every year thereafter. The annual audiogram will be compared to the baseline to determine if any hearing shift is occurring. The audiogram is to be provided at no cost to the employee. The American Speech-Language-Hearing Association at 1-800-638-8255 can provide a list of certified audiologists in specific geographical areas.

Prior to the baseline audiogram, the employees should be notified that they should not be exposed to any high noise levels (greater than or equal to 85 dBA) during the 14 hour period before the test. This also applies to the annual audiogram, but the employee may use the hearing protection as a means for maintaining the level required.

When the audiogram is obtained, it should be evaluated by an audiologist or physician who has experience interpreting audiograms and evaluating noise induced hearing loss. After the audiogram is evaluated, the audiologist/physician will report the results to you. Since the audiogram is a graphic picture of an individual's hearing, the report will address whether any loss has occurred in specific frequencies. Although, the human ear can respond to frequencies ranging from 20-20,000 Hz, the audiogram will test 500 Hz, 1000 Hz, 3000 Hz, 4000 Hz and 6000 Hz.

If a shift in the audiogram has occurred, the employee should be notified in writing within 21 days. A new audiogram can be obtained after 30 days and the results can be made the new baseline. Since the audiogram is telling you that the employee has sustained a shift, you should begin to investigate why this has occurred. It may be that the employee is not wearing the protective device properly and needs to be re-educated. It may also be an issue of enforcing the use. It might also be due to noise exposure outside the workplace. The point is, any shift from the baseline should be investigated since the audiogram is a measure of the effectiveness of the program.

## **F. Record Keeping**

Records regarding individual's noise exposure and any audiograms should be kept indefinitely. Since noise exposure and audiogram results must be provided to employees and former employees at their request, it is suggested that these records remain separate from employee personnel records.

Audiometric test records should also be kept in the same fashion. They must include the following:

- Employee's name
- Job Classification
- Examiner's name
- Date of test
- Date of last audiometer calibration
- Employee's workplace
- Employee's workplace noise exposure

## IV. Personal Protective Equipment

### I. INTRODUCTION

OSHA's **Personal Protective Equipment Standard (PPE)** is referenced in the Code of Federal Regulations (CFR), Parts 1910.132 through 1910.138, as published in the Federal Register.

In essence, the PPE Standard requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE suitable for protection from existing hazards to the head, eye, hands, foot, etc. **Agencies must certify in writing that a workplace hazard assessment has been performed.**

Another important aspect of the PPE compliance program is the training of employees. Employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. **Employers are also required to certify in writing that training has been carried out and that employees understand it.**

While the PPE Standard primarily affects maintenance departments, there are many recreation related work activities that require the use of personal protective equipment and should be included in your hazard assessment. For example, employees who add chemicals to a pool sanitation system or clean-up body fluid spills need personal protective equipment to safely perform these duties. In addition, various art, crafts, SRA and related recreational activities will, at times, require the use of employee personal protective equipment.

While the PPE Standard is a state mandated compliance program for employees at your agency, good safety practices dictate that your assessment could include personal protective equipment needs that arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. It is recommended that a patron PPE assessment be completed following your employee assessment.

While reviewing specific sections within this compliance assistance program, words such as "must," "shall," "required," and "necessary" indicate requirements under the OSHA/IDOL Standards. Procedures indicated by "should," "may," "suggested," and "recommended" constitute generally accepted good safety practices.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL), which has jurisdiction in Illinois over the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that affect employees.

It is the responsibility of your agency to develop a comprehensive PPE program that includes the mandatory documentation for PPE assessment and training. This documentation may be requested by the IDOL inspector and reviewed for content and quality. IDOL inspectors are not to be feared. They are trained to identify safety related problems at public agencies and assist you in complying with regulations. Typically, fines will only be assessed when an agency has been informed of a specific violation, and does not respond to correct it within the prescribed period set forth by the IDOL inspector. In most cases, the IDOL inspector will provide you with



sample materials to assist you in complying with a safety and health regulation. PDRMA can also provide you with sample materials to assist you in your compliance efforts.

## II. MANDATORY WRITTEN REQUIREMENTS OF THE PPE STANDARD

### A. Written Hazard Assessment

Employers are required to assess the workplace to determine if hazards that require the use of head, eye, face, hand or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, power equipment manufacturers strongly recommend eye protection due to the potential for flying materials that can cause serious injury to the eye. Another example is use of a chemical that has toxic effects and requires a properly selected respirator, eye protection, special clothing, gloves, etc. to protect the employee from the chemical hazards.

Employers must certify in writing that a workplace hazard assessment has been performed. This written hazard assessment must contain the following:

1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date(s) of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

Appendix A in this compliance packet includes a sample hazard assessment form that can be used to identify areas within park and recreation agencies that may require the use of personal protective equipment. **Please note that agencies need to closely evaluate all work tasks performed at your agency to comprehensively complete your individual hazard assessment.**

It is recommended that your written hazard assessment be completed by a supervisory level staff member at your agency who has a good knowledge of safety and health issues. Your hazard assessment could also be performed by your safety committee, which typically is represented by all the departments and facilities within your agency that have specific knowledge of the equipment and other work hazards.

Two other excellent sources of information in completing your hazard assessment are your employees' knowledge of work hazards and equipment owners' manuals that clearly outline the necessary personal protective equipment needed to operate such tools or machinery. These two sources can be very valuable in comprehensively completing your hazard assessment.

## **B. Training Requirements**

Before performing work requiring the use of personal protective equipment, employees **MUST** be trained in the following:

1. When PPE is necessary.
2. What PPE is necessary?
3. How to properly use and adjust PPE.
4. Limitations of PPE.
5. The proper care, maintenance, useful life and disposal of PPE.

Employers are required to certify **in writing** that training has been carried out and that employees understand it. Each certification of training shall contain the name of the employee trained, the dates of training, and identify the subject of the training. A sample training outline form is included within this compliance packet in Appendix B. A sample training certification form is included in Appendix C.

The PPE Standard currently only requires that employers show employee understanding through documenting the training which includes the subject and dates. PDRMA recommends that agencies provide a brief 5 to 10 question quiz to employees following training to help ensure that employees understand the most important portions of your training including the use, selection, and related issues concerning specific PPE.

## **III. SPECIFIC PPE CONSIDERATIONS**

### **A. Head Protection**

A survey of the Bureau of Labor Statistics (BLS) of accident injuries noted that most workers who suffered impact injuries to the head were not wearing head protection. Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects.

For example, at park and recreation agencies employees should be required to wear hard hats whenever working in or around back-hoes, tractors, trenching, overhead loading or when working on a golf course. Head protection resists the penetration of flying objects and also can absorb the shock of a blow.

It is important to stress with your employees that severe head injuries can be fatal or cause significant impairments that can affect their quality of life.

#### **1. Selection of hard hats**

Each type and class of head protector is intended to provide protection against specific hazardous conditions. Employers need to assess the conditions your employees will be working under and select the proper hard hat for the particular situation.

For industrial purposes, three classes of hard hats are recognized:

*Class A - General service, limited voltage protection;*

*Class B - Utility service, high voltage protection;*

*Class C - Special service, no voltage protection, limited protection.*

- All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category.
- All hard hats purchased prior to July 5, 1994 should contain ANSI #Z89.1-1969.
- All hard hats purchased after July 5, 1994 should contain ANSI #Z89.1-1986.

## **2. Inspection and maintenance of hard hats**

The common method for cleaning hard hat shells is dipping them in a hot water solution (approximately 140 degrees F) that contains a good detergent for approximately one minute. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.

Helmets should not be stored or carried on the rear window shelf of an automobile since sun light and extreme heat may adversely affect their degree of protection.

## **B. Eye and Face Protection**

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. Employers are responsible for providing eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors, management personnel, and should apply to all visitors while they are in the hazardous areas.

A study on eye injury accidents found that about 60% of workers who suffered eye injuries were not wearing eye protective equipment at the time of their injury.

Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- Provide adequate protection against the particular hazards for which they are designed;
- Be reasonably comfortable when worn;
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable and capable of being disinfected;
- Be kept clean and in good repair.

OSHA, the National Society to Prevent Blindness and PDRMA recommend that emergency eye washes be placed in all hazardous locations such as chemical rooms, battery charging areas, etc.

## 1. Selection of eye protection

Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the agency should consider the type of hazard and degree of hazard and select the protector accordingly. When agencies have a choice of eye protection sufficient against a particular hazard, worker comfort and styling should be the deciding factor. Employees who feel comfortable with their eye protection are more apt to wear their eye protection when needed. Agencies should also consider providing tinted eye safety glasses when employees will be working and driving outside in sunlight.

Persons who use corrective eye wear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

- Eyeglasses with protective lenses providing optical correction;
- Goggles or face shields worn over corrective spectacles that do not disturb the adjustment of the spectacles;
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

There is a vast variety of eye protection that come in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, for chipping, welding, and when using chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet

When selecting eye protection, agencies need to closely evaluate what specific type of eye protection is needed depending on the task being performed. For example, employees performing welding tasks need special filtered lenses that have a shade number appropriate for the work being performed for protection against injurious light radiation. In addition, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

All eye and face protection purchased prior to July 5, 1994 must be in accordance with ANSI Z87.1-1968 USA Standard Practice for Occupational Eye and Face Protection.

Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

Agencies need to evaluate their existing eye protection to ensure that it complies with the above cited standards.

## **2. Eye protection fit**

The fitting of goggles and safety glasses should be done by someone skilled in this procedure. It is recommended that agencies work with their local safety equipment vendor who can provide a wide variety of eye protection types and conduct comprehensive fit testing of this equipment with your employees.

Prescription safety glasses should be fitted only by qualified optical professionals.

## **3. Inspection and maintenance of eye protection**

The inspection and disinfection of eye protection is essential since it is often used as an excuse by employees not to wear eye protection.

Eye protection that has pitted or dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to store personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators and located near specific power equipment can be stored in a disinfected metal coffee can with a plastic lid that will keep them from accumulating dust and dirt. As discussed above, employees are more apt to use eye protection when it is readily available, clean and damage free.

Most eye protection can be cleaned with soap and warm water and rinsed thoroughly. It is recommended that supervisors review specific cleaning instructions provided by manufacturers to ensure that disinfection methods will not damage eye protection.

## **C. Ear Protection**

It is very important to note that employees exposed to high noise levels in excess of 90dba for extended periods of time can suffer permanent hearing damage that is not medically repairable.

When employees are exposed to noise levels in excess of 85dba, IDOL regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at park and recreation agencies who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment. PDRMA staff may be able to help you determine if your agency needs to implement a comprehensive hearing conservation program. PDRMA has additional detailed compliance information on implementing a hearing conservation program.

## 1. Selection of hearing protection

The two most common types of ear protection are moldable earplugs and earmuffs.

Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable earplugs should be cleaned after each use for proper sanitation and protection. Earmuffs are also an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of eyeglasses, long side-burns, long hair or facial movement such as chewing can reduce protection. It is important to work with safety equipment vendors to determine which types of hearing protection are most suitable for the noisy work tasks performed at your agency.

**Important Note: Plain cotton is ineffective as protection against hazardous noise levels.**

## D. Respiratory Protection

Respirators shall be provided by the employer when such equipment is necessary to protect the health of the employee. Respirators provided by the agency should be suitable for the hazards identified in your assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are material safety data sheets. MSDS sheets help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect your employees.

It should be noted that respiratory protection is not specifically covered in the PPE Standard. However, it is recommended by PDRMA that respiratory protection be included in your agency's hazard assessment to identify the jobs and tasks performed by employees that need respiratory protection. Additional information on the respiratory protection standard is available in another PDRMA compliance and training resource.

The following is a listing of general circumstances that would require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on MSDS sheet).
- When the employer has implemented all feasible engineering and work practice controls and they are not sufficient to reduce exposures to or below the PEL.
- During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees who have not received specific training in emergency response procedures that require respiratory protection should contact the local EMS provider in such emergencies.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

## **E. Torso Protection**

Park and recreation employees are exposed to torso injury in a variety of situations. Examples include liquid chemical handling at swimming pools or the exposure of a park police officer to a gunshot wound. Forms of torso protection include, but are not limited to: bullet-proof vests, welding aprons, special protective coveralls for applying pesticides, and chaps for chainsaw use.

Selection of torso protection should be made after reviewing material safety data sheets when chemicals are used or when employees are exposed to extreme temperatures of heat or cold.

Another excellent source of information in identifying the best possible and most cost effective type of torso protection is your local safety equipment supply vendor. The vendor can discuss various products available on the market so that it can be specifically tailored to your work needs.

## **F. Arm and Hand Protection**

There are numerous types of injuries that can occur to arms and hands including burns, cuts, electrical shock, amputation, and the absorption of chemicals.

Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries.

During your hazard assessment, the agency should determine what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is required for specific jobs, the duration of such jobs, frequency, and degree of exposure. For example, employees who cut foods at banquet facilities should use cut-resistant gloves to minimize the potential for slicing-type injuries.

Performance-oriented criteria should be used when selecting various gloves and related hand protection. Characteristics to be considered include chemical use, puncture potential, tear and abrasion resistance, how long the glove can be worn and whether or not it should be re-used. Again, local safety equipment vendors can assist you.

## **G. Foot and Leg Protection**

The use of foot and leg protection will be determined by the type of job being undertaken by the employee. For example, when conducting forestry-type work, vehicle maintenance, mowing, and related activities where there is the potential for heavy objects to fall upon the foot, employees should wear heavy work boots or safety shoes. Foot protection should also be worn when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

Foot protection should be considered when conducting welding tasks and when operating chainsaws during forestry operations. In addition, heavy leather protective legwear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

When an agency determines that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect

against puncture wounds when hazards relating to stepping on sharp objects exist.

Additional foot protection such as metatarsal guards can be incorporated over existing work boots. These foot guards may be made of aluminum alloy, fiber glass, or galvanized steel. It is recommended that the agency work with your local safety supply vendor who will often bring out various types of safety shoes to be tested by employees prior to purchase.

The wide variety of maintenance tasks conducted at park and recreation agencies makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant their use. Agencies may want to require that employees have both a standard work boot and safety shoe available in their locker so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

#### **H. Personal Protective Equipment for Working near Water**

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees who may be working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas should wear Coast Guard approved life jackets to minimize their potential to be injured and drowned.

PDRMA has had a maintenance employee who fell from a boat and drowned. Another employee who was also thrown from the boat, but was wearing a Coast Guard approved life jacket survived.

Employees working on or near water should wear the life vest at all times, even if they are swimmers. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

#### **I. Traffic Control and Night Maintenance**

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit that reflects light so they are visible to moving vehicles.

### **IV. COST ASSUMPTION FOR PERSONAL PROTECTIVE EQUIPMENT**

In most cases, employers are required to provide and pay for personal protective equipment required by the agency for the worker to do their job in a safe manner and in compliance with IDOL standards. However, where equipment is personal in nature and useable by workers off of the job, the matter of payment maybe left to labor-management negotiations.

### **V. CONCLUSION**

For your personal protective equipment program to be effective, it should be coordinated by your safety coordinator or other responsible manager.

First-line supervisors and employees must be educated as to when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, supervisors need to be held responsible for insuring their employees wear personal protective equipment when necessary. Employees who do not comply with your



agency's personal protective equipment procedures should be subject to discipline or retraining.

Please remember that personal protective equipment is the last line of defense in preventing employee injuries. Whenever possible, agencies should look to implement engineering controls to reduce hazards resulting in less dependence on personal protective equipment.

**Appendix A**

**CERTIFICATION OF HAZARD ASSESSMENT**

This document is a hazard assessment to determine whether hazards are present or likely to be present which necessitate employees to use personal protective equipment including eye, face, head, foot or hand protection.

**Work Area / Job Task / Job Description**

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**Exposure / Potential for Injury**

**PPE Needed**

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

**Work Area / Job Task / Job Description**

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Person Conducting Assessment: \_\_\_\_\_

Date: \_\_\_\_\_ Agency: \_\_\_\_\_

## Appendix B

### PERSONAL PROTECTION EQUIPMENT EMPLOYEE TRAINING OUTLINE

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This outline is intended to serve as a sample checklist and provide structure to employee PPE training. Check off each topic as it is covered.

#### **Introduction/Overview**

- Why is PPE so important?
- When is PPE necessary?
- What type is necessary?
- How should PPE be worn?
- What are the limitations of PPE?
- How PPE should be maintained?

#### **The Employee Handbook**

- Go through contents
- Emphasize safety information pertaining to your department

#### **Workplace Hazards**

- Discuss what hazards are apparent
- Review the hazards identified in the "PPE Hazard Assessment"
- The importance of noting new hazards
- Imminent Danger/Employee rights
- The use of MSDSs

#### **PPE Selection Criteria**

- Matching up PPE with hazards
- If they are not certain, ask!

#### **How PPE Should be Worn**

- The importance of proper fit
- Fit tests (i.e., respirators)

#### **Maintenance of PPE**

- Your PPE storage system
- Cleaning and Inspection  
(Emphasize: If damaged, PPE is useless)
- Disposal and Replacement

#### **Administer Quiz**

- Go through questions and correct answers

- Fill out training forms and return them to:** \_\_\_\_\_

Appendix C

**CERTIFICATION OF PERSONAL PROTECTION EQUIPMENT (PPE) TRAINING  
FORM**

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The employees listed below received training regarding the use of the following PPE:

	<u>PRINT</u>	<u>SIGN</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## **SOURCES**

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1. U.S. Department of Labor, Occupational Safety and Health Administration.  
*Personal Protective Equipment Pamphlet OSHA 3077, Revised 1995.*
2. Compliance information provided by the Illinois Department of Labor.
3. *Personal Protective Equipment Program, Supervisor Edition.*  
American Family Insurance Co.
4. *COMPIWARE*, P. O. Box 49670, Dayton, OH  
513/866-6164
5. *Personal Protective Equipment Hazard Assessment* - Video
6. *Personal Protective Equipment: Danger Zone* – Video
7. *Personal Protective Equipment: The Right Choice!* - DVD

**Personal protective equipment is mandatory while performing the following duties**

**Eye Protection**

- **Weed whipping**
- **Any and all saw work all types of saws**
- **Any chiseling**
- **Any mower operation**
- **Tractor driving on road**

**Water safety**

- **All people in the district's boat must wear at all times a coast guard certified flotation device**

**The above are not to be considered absolute additional conditions may exist**

**Additional PPE hazards specific the Hoffman Estates are identified as you read through the program**

## V. Fall Protection Program

### I. INTRODUCTION

Many people think that falls primarily occur in the construction industry, where workers fall from roofs or scaffolds. The truth is that most falls can, and do occur throughout all job occupations and in the home. People fall down stairs, slip down ramps, fall through floor openings, fall off chairs, or trip and fall in their offices.

Although you may not realize it, falls are a leading cause of occupational death in today's workplace, second only to motor vehicle collisions. The reasoning behind this statistic is that nearly every occupation, in one way or another, performs some type of task that puts us at risk of a fall. The task could be as simple as climbing a step ladder to change a light bulb, or as complex as operating a powered lift to change light fixtures at the baseball diamond or ice rink.

It is important to remember that people have fallen from considerable heights and received only broken bones, while others fall to the floor from a standing or sitting position and die from their injuries. That is why it is important to evaluate each situation where a fall could occur and utilize the right tool, step-ladder, ladder or harness for the job.

The following list provides some real-life examples of falls that have occurred within PDRMA member agencies:

- Maintenance worker fell through skylight and dislocated hip and cracked ribs;
- Pro shop cashier fell through attic while retrieving supplies and bruised shoulder and arm;
- Maintenance worker fell off scaffold and fractured leg;
- Theater worker fell through floor lights on stage and sprained ankle;
- Teaching assistant standing on chair to hang Halloween decorations fell spraining wrist;
- Preschool teacher standing on a chair to hang poster fell receiving a concussion and fractured wrist;
- Maintenance worker fell off 15 foot fixed ladder fracturing vertebrae;
- Maintenance worker fell off ladder while painting pipes and fractured arm.

Nearly all falls result from conditions or practices that seem obvious after an accident. However, preventing such accidents requires maintaining safe conditions in the workplace as well as proper planning, supervision, and training to promote safer actions by agency employees. The agency has a responsibility to prevent these accidents from happening, or at least reducing, fall hazards from the work site or work area. Taking a proactive approach to fall protection will not only keep you in compliance with OSHA/IDOL, it will provide the agency a safer work and play environment.

### II. USING THIS PROGRAM

The PDRMA member guide to fall protection has been designed to provide agencies an initial introduction to the OSHA fall protection standard and its mandatory requirements. To assist members with OSHA compliance, a sample fall protection written program has been included for reference. This policy has been designed to give your agency the flexibility to tailor the information to your specific fall protection needs.

Implementation of a successful fall protection program will require active participation from Agency administration, supervisors, and the employees affected by this standard. Each must become knowledgeable of the standards mandatory requirements to ensure the safety of coworkers, patrons and contractors.

It is the responsibility of each agency to determine whether or not the fall protection standard applies to their district. The following steps should be followed to determine compliance responsibility:

**Step 1**

The agency should conduct a hazard assessment to determine if employees are exposed to falls (Appendix 1). Each department job or task should be assessed for potential fall hazards. This preliminary evaluation will detail the requirements for compliance and employee safety.

**Step 2**

If upon review of your hazard assessment it is determined that the Agency has employee fall hazards, a compliance program should be implemented.

**Step 3**

The selection of fall protection systems which are appropriate for each job task should be obtained. This can be accomplished by a trained employee or assistance can be sought from fall protection vendors.

**Step 4**

The agency should develop a written fall protection compliance program. Agencies should review the enclosed PDRMA sample for guidance.

**Step 5**

After selecting the appropriate fall protection equipment each employee needs to receive a copy of the Agencies written fall protection program and be trained. Training should encompass the selection, use, and maintenance of the fall protection systems. Initial and ongoing documented training is required to maintain compliance and ensure employees have a thorough understanding of all aspects of the safe operation of the fall protection equipment. Employee training aids may include the use of PDRMA videos, fall protection vendors, or regulatory agencies.

### III. MANDATORY REQUIREMENTS

The OSHA Safety Standards establish uniform requirements to make sure that the hazards from elevated falls in U.S. workplaces are evaluated, and that hazard information to educate workers is provided to all affected workers. OSHA recognizes that such accidents are, generally, complex events, involving a combination of factors. Accordingly, OSHA notes that a number of human and equipment related issues must be addressed to protect employees from fall hazards. Among those issues are the following:

- The need to know where and when fall protection is required;
- The selection of fall protection systems which are appropriate for given situations;
- The proper construction and installation of safety systems;
- The proper supervision of employees;
- The implementation of safe work procedures; and
- The proper training in the selection, use, and maintenance of fall protection systems.

In essence, the fall protection standards require that agencies conduct a **hazard assessment** of their workplace to determine if any fall hazards exist that would require the use of fall protection equipment. Agencies must select and have affected employees use the designated fall protection equipment to protect themselves from fall hazards. Agencies are required to assess the workplace to determine if hazards that require the use of fall protection equipment be present. Agencies must certify in writing that a workplace hazard assessment has been performed (see Appendix 1).

Another mandated aspect of the fall protection compliance program is the **training of employees**. Employees must be trained to know when fall protection equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Agencies are also required to certify in writing that training has been carried out and that employees understand it. While the fall protection standard will primarily affect maintenance departments, there are still many recreation related activities and hazards that need to be included in your hazard assessment which will require the use of fall protection equipment. For example, employees that utilize an ice skating or gymnastics harness system to assist patrons in performing a specific routine may, on occasion, need to adjust or repair certain component parts at unscheduled times. These individuals must be trained in your fall protection procedures. In addition, there may be times when recreation staff need to use ladders or scaffolding to obtain stored equipment or to prepare scenes for a theatrical group. **All employees and volunteers that are exposed to a fall risk greater than 4 feet should be trained in your fall protection program.**

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor who has jurisdiction in Illinois in the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that effect employees.

It is the responsibility of your agency to develop a comprehensive fall protection program which will include specific mandatory documentation that needs to be completed and maintained by your agency. This documentation may be requested by the IDOL inspector and reviewed for content and quality. IDOL inspectors are not to be feared. These inspectors are trained to identify safety related problems at public agencies and assist you in complying with any regulations that need to be addressed. Typically, fines will only be assessed when an agency has been informed of a specific violation, and does not respond to correct a violation within a prescribed period set forth by the IDOL inspector. In most cases, the IDOL inspector will provide you with sample materials to assist you in complying with a safety and health regulation. In addition, PDRMA can provide you with additional sample materials to assist you in your compliance efforts.

### **1. Initial training**

Training will be conducted prior to job assignment. This agency will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees. This policy will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be



completed and the locations of such.

- Load determination and balancing requirements.
- Procedures for removal of protection devices from service for repair or replacement.
- All other employees whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned in to the supervisor for inspection.
- Equipment maintenance and inspection requirements.
- Equipment donning and doffing procedures.
- Equipment strengths and limitations.

## **2. Certification**

This agency will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

## **3. Refresher training**

This policy will be provided to, and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on a semi-annual basis or when the following conditions are met, whichever event occurs sooner:

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this agency has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

## **IV. Fall Protection Procedures:**

Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by Agency competent individuals or other competent personnel. Agency personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- Involve the Safety Coordinator and other staff familiar with fall protection early

in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.

- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
- Involve maintenance staff when anchorage points must be installed.
- The Agency will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.
- Include your fall protection equipment vendor during training programs and during the fall protection selection process prior to a job task.

#### **V. Protective Materials and Hardware:**

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the Safety Coordinator and/or other designated fall protection personnel.

##### *1. Selection Criteria:*

Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.

##### *2. Standardization within Agency facilities:*

Fall protection devices will be standardized whenever possible.

#### **VI. Fall Protection Systems:**

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The agency may utilize, but not limited to the following fall protection systems:

- Guard rail systems;
- Hand rail and stair rail systems;
- Safety net systems;
- Fall arrest systems.
- Scaffolding

#### **VII. Inspection and Maintenance:**

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
- The user will inspect equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.
- Hardware should be free of cracks, sharp edges, or burns.
- Ensure that no straps are cut, broken, torn or scraped.
- Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- Equipment that is damaged or in need of maintenance will be tagged as unusable, and **will not be stored** in the same area as serviceable equipment.
- Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

#### **VIII. Contractor Responsibilities:**

In addition to complying with the fall protection requirements that apply to all Agency employees, each contractor who is retained to perform operations that involve fall protection will:

- Obtain any available information regarding fall hazards and protective measures from this Agency.
- Coordinate fall protection operations with the Agency, when both Agency personnel and contractor personnel will be working in or near recognized fall hazard locations.
- Inform the Agency of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within Agency owned facilities through a debriefing immediately prior to the operation.

## AVAILABLE RESOURCES

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1. PDRMA Library – Booklets

*Slips Trips and Falls- Coastal*

*Stairways and Ladders- Coastal*

2. PDRMA Video Library:

*Emp 9038 Nice Trip, See Ya Next Fall*

*Emp 9041 Ladders and Stairways*

*Emp 9053 Slips Trips and Falls- Taking the Right Steps*

The booklets and videos can be obtained by contacting the PDRMA office.

## APPENDIX 1

### Fall Protection Hazard Assessment and Analysis

Agency: Hoffman Estates Park District

Location:

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

OSHA requires employers to complete an assessment of all work tasks or activities done at elevated heights (over 4 feet general industry/6 feet construction), and select fall protection methods to protect employees working at these heights. Assessments should be task specific. The process involves:

1. Identify work tasks or activities that must be done at elevated heights.
2. Select options that will protect employees from these fall hazards.
3. Identify the employees that perform these work tasks and activities.
4. Train these people to recognize the inherent fall hazards and how to implement the Fall Protection options selected by the agency.

Use a copy of the Fall Protection assessment form to aid you in evaluating each job task and what forms of fall protection you can use. Once the job task has been evaluated you can use the Fall Protection Summary sheet to record all the individual job tasks and fall protection measures that should be followed.

#### **Fall Protection Assessment Form**

Job Task requires the use of:

Portable ladders: Either wood, metal or fiberglass. Either step or extension ladder.

Fixed ladder

Scaffolding: Either job built or portable.

Fall Protection Measure

Train staff to properly select the type of ladder to match the job for which it will be used. Also provide training on inspection, care, maintenance, use and set up. Document all training and inspections.

May be provided with a fixed cage meeting the requirements under 1910.27 (d) and/or be equipped with a personal fall arrest system (harness and lanyard), capable of limiting the free fall distance to 6 feet or less.

All scaffolding must be provided with a guardrail (36-42 inches high), a mid rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard)

Man-lift or Scissors lift

Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.

Work on roofs

If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard).

On a low slope roof less than 50 feet in width can use safety monitor system 1926.502(h).

If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)

Bucket truck lifts  
(Tree trimming, etc.)

Outriggers deployed, and use of personal fall arrest system (harness and lanyard)



## Identified hazards within the Hoffman Estates Park District

The following list is not to be considered all inclusive:

1. All man lifts
  - A. if equipped with outriggers they are to be used at all times.
  - B. Persons will not be in the lift basket without wearing a safety harness and lanyard shall be attached to a solid fixed support on the basket at all times.
2. Scaffolding
  - A. outriggers are to be used at all times.
  - B. Persons will not be on the scaffolding without wearing a safety harness and lanyard shall be attached to a solid fixed support on the scaffolding at all times.
  - C. Cross supports of the scaffolding shall be installed to form a guardrail configuration at the level someone is working at.
3. Fixed ladders
  - A. when climbing a fixed ladder a safety harness should be worn at all times.
  - B. the climber will use a double lanyard system so when climbing one lanyard is always attached to the ladder at all times.
4. Ladders
  - A. ladders are to be inspected before use any weakness, cracking or Splintering of the frame should be reported to your supervisor and the ladder should not be used.
  - B. step ladders should always be set up on a level firm surface.
  - C. leaning ladders should always be set up on a level firm surface and the point they are leaning against should be strong enough to hold the ladder and the person climbing it. Pay close attention to the angle of the ladder when it is set up, It should never exceed the recommended set up position located on the side of the ladder.



## VI Lifting / Material Handling

Things you can do on the job:

- Never attempt any lifting until your body is warm and loose.
- Perform simple stretching and warm-up exercises if necessary
- Do not attempt to lift heavy or bulky items alone. Ask co-workers to help you
- Use mechanical lifting devices to lift or move heavy items such as trees, shrubs, rocks, statuary, etc. Tractor loaders, skid steer loaders, forklifts, wagons, wheelbarrows, etc., often are found on job sites - use them if available
- If possible, slide heavy plants or materials rather than attempting to lift them with your body. Pushing the object is safer than pulling it to the desired location. Planks and rollers can make the job even easier
- Storing materials at least 12" off the ground minimizes the danger of one of the most hazardous movements - lifting directly from the ground
- Avoid lifting in a situation where the body will be twisted. Avoid jerky or erratic motions
- Never try to catch heavy falling objects

Use these techniques when lifting

- Keep feet parted for greater stability and lifting power
- Keep back straight to keep the spine, back muscles, and inner organs in correct alignment. This will minimize the chance of a hernia.
- Tuck the chin in to keep the neck, head, and spine straight
- Grip the object with the whole hand for more lifting power
- Keep arms and elbows tucked in for more gripping power
- Center your body over your feet for balance and lifting power
- Bend your legs and then lift the object by straightening the legs. your leg muscles will now take the load instead of your back
- Reverse the procedure to lower the object

Helpful things to do off the job:

- Follow a regular exercise program, but see a doctor first for a check-up and advise
- Swimming, cycling, jogging, walking and rowing are considered sports to be good for the back. Golf, bowling, racquet sports, football, baseball and weight lifting present more risk, since they involve more rapid start and stop movements, twists, and turns.

If you do suffer a back injury:

- Assume a comfortable position immediately. Lying down is usually best
- Apply ice packs to the pain area
- Get medical treatment
- Notify your employer

## VII. Hot Work Cutting & Welding

### A. Pre Work Checklist

1. Supervisor completes a hot work permit and a copy is retained.
2. Any compressed gas cylinders to be moved in a vehicle must be firmly secured in an upright position, strapped or chained in place, and all safety caps securely screwed in place.
3. Verify that sprinkler systems, fire extinguishers, or water hoses are in good working condition.
4. Inspect all hot work equipment to make sure that it is in good working condition.
5. The following personal protective equipment is made available and is used:
  - Face shield/proper eye lenses
  - Leather gloves
  - Leather gauntlets, long sleeve shirt, pants, etc.
6. Evaluate these fire safety precautions within 35 feet of the work area:
  - Ensure the atmosphere does not contain explosive chemicals.
  - Remove any flammable liquids, paper or related items from the work area.
  - Use fire resistant tarps or metal shields over floors, walls, or other openings.
  - Sweep the floor of any debris.
  - Wet down combustible floors, walls and related areas when possible.

### B. Fire Watch/Work Area Monitoring

1. There should be at least one employee provided for an onsite fire watch for at least 60 minutes following the completion of the hot work.
2. The fire watch should be provided with an appropriate fire extinguisher or water hose and communication device.
3. The fire watch should look for signs of heat, smoke, etc. which may occur in the hot work area. Also, look for signs of fire above or below ceilings and on both sides of walls and floors.
4. **In the event a fire is noted, the employee should immediately sound the fire alarm and call the fire department. The fire watch can then attempt to extinguish the fire.** Fires that occur in walls or between floors may be difficult to extinguish after they have been smoldering. For this reason, it is very important that the fire department be contacted so that they can conduct a professional assessment to determine if the fire is fully extinguished.
5. The hot work area should be inspected approximately 4 hours after the job is completed to again ensure that no fire is present.

## VIII. Powered Industrial Trucks

### I. INTRODUCTION

OSHA's Powered Industrial Trucks (PIT) standard is referenced in the Code of Federal Regulations (CFR), 29 CFR 1910.178.

Several different pieces of equipment are considered powered industrial trucks including: fork trucks, tractors, platform lift trucks, and motorized hand trucks. Not included is equipment with detachable forks such as, end loaders, bobcats, and backhoes. However, good risk management practices suggest similar training be completed for operators of this type of equipment. The main aspect of the Powered Industrial Truck Standard is properly training employees in the use of the equipment. Training will include inspection and operation of the PIT. The PIT standard will affect any employees who use a PIT which will primarily be maintenance departments. Training should be repeated as frequently as necessary to ensure the employees retain the information.

In a park and recreation setting, uses of a PIT could include unloading shipments of grass seed, fertilizer, pool chemicals, or any other large items. Other uses include lifting equipment and excess stock for storage on elevated storage racks. For handling large or bulky items, a PIT is essential for preventing overexertion or back injuries to employees.

While reviewing specific sections within this compliance assistance program, words such as "must", "shall", "required", and "necessary" indicate requirements under the OSHA Standards. Procedures indicated by "should", "may", "suggested", and "recommended" constitute generally accepted good safety practices.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL) who has jurisdiction in Illinois in the enforcement of safety and health regulations for public entities. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that affect employees. It is the responsibility of your agency to develop a comprehensive PIT program which will include the mandatory documentation of a written program and training. This documentation may be requested by the IDOL inspector and reviewed for content and quality. IDOL inspectors are not to be feared. These inspectors are trained to identify safety related problems at public agencies and assist you in complying with any regulations that are outstanding. Typically, fines will only be assessed when an agency has been informed of a specific violation, and does not respond to correct the violation within the prescribed period set forth by the IDOL inspector. In most cases, the IDOL inspector will provide you with sample materials to assist you in complying with a safety and health regulation. In addition, PDRMA can also provide you with additional sample materials to assist you in your compliance efforts.

Parks maintenance managers and supervisors will often be responsible for implementing and coordinating the agency's powered industrial truck program. Supervisory level staff at each location utilizing a PIT must be knowledgeable and trained in the operation of a PIT to manage compliance at their facility. Your initial assessment of exposure can be determined by using the PIT assessment guide in Appendix A.

The majority of the time necessary to implement a comprehensive PIT program will be focused on training. Initial and ongoing training is required to ensure employees have a thorough understanding of all aspects of the safe operation of a PIT.

Section III part C covers the operational safety issues and can be used as a training tool. Appendix B can be used to document the training and the quiz in Appendix C can be used to test the knowledge gained through the training.

## **II. POWERED INDUSTRIAL TRUCK POLICY**

**SUBJECT:** Powered Industrial Trucks Program

**REGULATORY STATUTE:** OSHA - 29 CFR 1910.178

**BASIS:**

5% of workplace deaths are a result of Powered Industrial Truck accidents. 25% of all accidents involving a PIT resulting in serious injury are due to a lack of training. The Powered Industrial Trucks Standard establishes uniform requirements to make sure that hazards associated with the use of Powered Industrial Trucks are evaluated, and that this hazard information and training is transmitted to all affected workers.

**GENERAL:**

HEPD will ensure that the requirements of the Standard for powered industrial trucks will be adhered to. This standard practice instruction is intended to address comprehensively the issues of; employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within our Agency, including end loaders and bobcats equipped with forks.

**RESPONSIBILITY:**

The HEPD Safety Coordinator and/or other designated trained PIT personnel are they are responsible for all facets of this program and have full authority to make necessary decisions to ensure success of the program. They will develop written detailed instructions covering each of the basic elements in this program and are authorized to amend these instructions. The agency has expressly authorized these persons to halt any operation of the agency where there is danger of serious personal injury.

## **III. POWERED INDUSTRIAL TRUCKS PROGRAM**

### **A. Written Program**

This compliance program will be maintained in accordance with 29 CFR 1910.178 and updated as required. Where no update is required this document will be reviewed annually. Effective implementation of this program requires support from all levels of management within this agency. This written program will be communicated to all personnel that are affected by it. It is designed to establish clear goals and objectives.

### **B. Training program**

Only trained and authorized operators shall be permitted to operate a powered industrial truck. Employees will be trained in accordance with the following guidelines.

- The agency Safety Coordinator, individual supervisor, or select trainers, will have the authority to provide training on the operation of powered industrial trucks.

- Employees of (Agency) will not operate a powered industrial truck (PIT) unless they have received training in accordance with this program.
- Personnel transferred within the agency will have their training verified prior to being allowed to operate a PIT.
- Employee training records will be kept with the date, title, and topic of training. Appendix A is a sample training documentation form.
- Any employee who refuses such training will not be permitted to operate a PIT.

## **C. Operational Safety Issues**

### **1. General requirements**

- Trucks shall not be driven up to anyone standing in front of a fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
- Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.
- When a powered industrial truck is left unattended, forks or platform lift shall be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.
  - A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
  - When the operator is dismounted and within 25 feet of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.
- Brakes will be set and wheel blocks in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.
- The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the

vehicle in these areas.

- An overhead guard will be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a heavy falling load.
- A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Only approved industrial trucks will be used in hazardous locations. The agency safety coordinator or designated trainer will be responsible for determining if the PIT is appropriate for the location.
- Employees are to be elevated only with the following precautions:
  - Use of a safety platform with guardrails and midrails firmly secured to the lifting carriage and/or forks.
  - Means shall be provided so employees on the platform can shut off power to the truck.
  - Such protection from falling objects as indicated necessary by the operating conditions will be provided.
- Fire aisles, access to stairways, and fire equipment will be not be obstructed at any time.

## **2. Operator requirements**

- Will obey agency set speeds and other traffic regulations at all times.
- Will operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.
- Will not raise or lower loads while moving.
- Will not carry anything on the overhead guard.
- Will use all site observation mirrors
- Will ensure vehicle sound/illuminated warning devices are operational.
- Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.
- Will drive cautiously on uneven or slippery surfaces.
- Will ensure the load is pointed uphill where the gradient is greater than 10 percent.
- Will ensure a fire extinguisher is carried with the vehicle and is in proper working order.

## **3. Pre-start requirements**

### *Operators:*

- Will verify that all brakes, controls, gauges, lights seat belts, and routine operational features are in proper working order. They shall be examined before and after each use. Defects when found shall be immediately reported and corrected.
- Will remove the truck from service any time it is found to be in need of repair, defective, or in any way unsafe.
- Will check for leaks and perform necessary operator maintenance before starting vehicle.
- Will report deficiencies to maintenance.

- Will ensure they know the load capacity and stay within it.
- Will be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems.
- Will wear the same level of personal protective equipment as the personnel they are directly working with.
- Will not engage in stunt driving or horseplay.
- Will slow down for wet and slippery floors.
- Will properly secure dock board or bridge plates before they are driven over. Dock board or bridge plates will be driven over carefully and slowly and their rated capacity never exceeded.
- Will approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set until the desired level is reached.
- Motorized hand trucks must enter elevators or other confined areas with load end forward.
- Running over loose objects on the roadway surface shall be avoided.
- While negotiating turns, speed shall be reduced to a safe level. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated, shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

#### **4. Loading/unloading requirements**

##### *Operators:*

- Will ensure load is within the trucks rated capacity.
- Will place load squarely on forks until load touches carriage.
- Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading).
- Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.
- Will tilt the mast back to lift load.
- Will proceed straight into trailers or railcars to load/unload.
- Will ensure if loading/unloading onto trucks that the truck's wheels are chocked, brakes are engaged, and loading platform is positioned properly.
- Will ensure if loading/unloading onto or from racks or stacked materials the proper safe weight or height-to-load ratio is maintained.

#### **5. Parking requirements**

##### *Operators:*

- Must select flat parking surfaces, away from traffic where the vehicle does not block, doors, pedestrian routes, aisles, exits, etc.
- Must not leave a truck unattended or be more than 25 feet from the vehicle without following procedures for unattended trucks.

#### **6. Refueling requirements**

##### *Operators:*

- Refuel only in assigned, ventilated areas containing no ignition sources.
- Turn off engine.
- Have fire suppression and cleanup equipment available.

- Extinguish smoking materials.
- Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/charging.
- Remove battery cap slowly and leave open.
- Pour acid into water, not water into acid.
- Follow the vehicle manufacturer's instructions for gas or propane fueling.
- Never use open flame to check fuel level.
- Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle.
- Take empty propane tanks to an authorized compressed gas container disposal/storage area and follow company policy for disposal/storage.

#### **D. Selection Program**

- The atmosphere or location where the PIT will be used will have to be classified as to whether it is hazardous or nonhazardous prior to using the truck in that location. An example of a hazardous location may be a paint/flammable storage room. In this environment, only a PIT with maximum safeguards against fire should be used. When a new PIT will be purchased, 29 CFR 1910.148 and the proposed manufacturer will be consulted to determine the most suitable vehicle.
- No modifications or additions which affect capacity and safe operation shall be performed without the manufacturer's prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals shall be changed accordingly.
- If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
- All nameplates and markings will be maintained in a legible condition.



## APPENDIX A

### Powered Industrial Truck Assessment and Analysis

Agency: Hoffman Estates Park District

Location:

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

OSHA requires employers to complete an assessment on the selection, care, use, and training of operators for the use of all powered industrial trucks.

Identify facilities within your agency that use powered industrial trucks, as defined under the OSHA standard 1910.178 .

#### **What is the definition of a powered industrial truck?**

Any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in the definition. Equipment that was designed to move earth but has been modified to accept forks are also not included. Golf carts, bucket trucks, and licensed automobiles are not included in the definition.

Use a copy of the attached assessment form for each facility.

Once you have completed the assessment form, address any identified deficiencies in your program, and make corrections as necessary. You should reassess once equipment, facilities, or operators change.

### Powered Industrial Truck Assessment Form

	Yes	No
Are your powered industrial trucks designed and certified for the environment in which they will be operated? (i.e. hazardous atmosphere)		
Are your powered industrial trucks of the appropriate rated capacity to safely handle the materials they will be designated to move?		
Are only trained and certified personnel permitted to operate powered industrial trucks?		
Are all powered industrial trucks inspected at the start of each work shift when in use?		
Are all inspections for your powered industrial trucks documented?		
Are all powered industrial trucks maintained and operated in accordance with manufacturer's recommendations?		
Are all powered industrial trucks operated in a manner consistent with training and the general safety rules for the operation of powered industrial trucks? ( 1910.178 (l) )		
If battery powered, is all battery charging performed in areas designated for that purpose?		
Is the storage and handling of fossil fuels such as gasoline and diesel fuel performed in accordance NFPA 30, and for LPG in accordance with NFPA 58?		

<p>Comments:</p>
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## APPENDIX C

### POWERED INDUSTRIAL TRUCK OPERATIONS QUIZ

1. When using reverse gear, it is safer to
  - a. Use rear-view mirrors.
  - b. Face forward comfortably in a "normal" driving position.
  - c. Look backward in the direction you are traveling.
  - d. None of the above.
2. Employees can be raised in the air standing on the forks.  
True False
3. The best way to stop a forklift is to use both the brake and speed control.  
True False
4. A load should be carried as far front on the forks as possible.  
True False
5. When you carry a load and want to clear the ground and any obstacles, the forks should be as high as possible.  
True False
6. If you can't see around the load, you should drive in reverse.  
True False
7. If you can drive a car, you can probably operate a forklift safely with little or no training.  
True False
8. The load capacity of a forklift is affected not only by the weight of a load, but also by
  - a. the center of gravity of the load.
  - b. placement of the load on the forks.
  - c. the height of the center of gravity.
  - d. all of the above.
9. The forklift motor should remain on while refueling or recharging.  
True False
10. If your forklift tips, you should
  - a. jump forward.
  - b. jump away from the vehicle.
  - c. stay inside, brace your feet, and hang on to the wheel.
  - d. none of the above.

## APPENDIX C (Cont.)

### QUIZ ANSWERS

1. C. Look backward in the direction you are traveling.
2. False - There need to be a safe working platform with guard and midrails securely attached to the forks.
3. True
4. False - The load should be carried as far BACK as possible.
5. False - The forks should be as LOW as possible.
6. True
7. False - Proper training is necessary before you can drive a forklift safely. Because there are so many types of forklifts, always read the manual before you try to drive an unfamiliar forklift.
8. D. All of the above.
9. False - The motor should be turned OFF while refueling or recharging.
10. C. Stay inside, brace your feet, and hang on to the wheel.

## SOURCES CONSULTED

- OSHA Standard 29 CFR 1910.178

## IX. Respirator Protection

### I. OVERVIEW

OSHA's **Respiratory Protection Standard** is referenced in the Code of Federal Regulations (CFR) part 1910.134 as published in the Federal Register.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL). Each employee who is expected to wear a respirator must be trained in these procedures. In the Parks and Recreation environment, the use of respirators could be applicable in many situations including painting, pesticide spraying, grinding and handling pool chemicals.

OSHA estimates that approximately 32 million workers are potentially exposed to one or more chemicals on a daily basis. To date, PDRMA member agencies fortunately have not suffered any catastrophic injuries due to chemical or particulate inhalation or ingestion; however, several serious and minor injuries have occurred. These injuries include:

- Several employees have been treated for inhalation of chlorine while changing gas chlorine tanks.
- An employee passed out after inhaling carbon monoxide when pumping water out of a filter room.
- An employee suffered breathing difficulties after spraying golf course chemicals without using a respirator.
- While an employee was painting, a gust of wind caused inhalation of paint.

This program will help ensure that respirators accompany the use of certain chemicals. **The agency's responsibility is to ensure that all employees needing respirators use this program to control chemical and particulate inhalation or ingestion.**

### II. USING THIS PROGRAM

Parks maintenance managers and supervisors will often be responsible for carrying out and coordinating the agency's respiratory protection program. Supervisory level staff at each location must also be knowledgeable and trained in respiratory procedures to manage use at their facility.

Most of the time needed to set up a comprehensive respirator program will come at the start. This will come through review of Material Safety Data Sheets (MSDS) and job tasks to identify where a respirator is needed, the purchase of the respirators and accessories, the training, fit testing and medical evaluations of employees.

Ongoing aspects of the program include periodic inspections to ensure employees are following the respirator program, periodic training, inspection and maintenance of equipment, and replacement of equipment.

Agency trainers, respirator program administrators and safety coordinators should carefully read this entire document and view the resources listed in the *AVAILABLE RESOURCES* section. This knowledge should help in understanding what steps need to be taken to comply with the IDOL respiratory protection standard. Training is a critical component in this program because it gives all employees exposed to respiratory hazards the knowledge they need to do their jobs safely.

Appendix D of this respiratory protection compliance program is a sample short written procedure to be used as a practical guide for employees in using respirators. It is; however, very important that specific respirator manufacturers' instructions be closely followed at all times.

### III. RESPIRATOR PROTECTION GENERAL REQUIREMENTS

Each agency must complete an assessment of their workplace to determine if any operations require respirator use. If determined that you have an exposure for which the use of respirators will be the control method, you must develop a written program, train staff, purchase equipment, and monitor the program for any needed changes.

#### A. Written Program

Each agency that has exposures requiring the use of respirators, by employees, must maintain a written program. The written program should consist of the sample respiratory protection policy, your completed training records, and the completed assessment of potential airborne hazards.

#### B. Agency and Employee Responsibility

1. It is the responsibility of the agency to ensure that respirators are provided when they are needed to protect the employee's health. The respirator must be suitable for the exposure and the type of work being done. The chart in Appendix A and the MSDS can be used to help determine which type of respirator cartridge or canister should be used for the applicable exposure.
2. The employee's responsibility includes the proper use of the respirator or procedures according to the instructions and training received from the agency and manufacturer. Other areas of employee responsibility include:
  - Regular cleaning and disinfecting of the respirator.
  - Storing respirators in a clean, convenient and sanitary location.
  - Notifying a supervisor of any change in medical condition that could be complicated by using a respirator.
  - Reporting any trouble with or malfunction of the respirator to supervisor.

#### C. Engineering and Administrative Controls

The agency should consider two types of controls to reduce the need for respiratory use. These are **Engineering** and **Administrative Controls**.

**Engineering Controls** include enclosure or confinement of the operation, increased ventilation or substitution of a less toxic material. These are physical controls put into place to control or reduce the threat of occupational injury or illness caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors.

**Administrative Controls** that can be used include rotating the employees trained to use respirators or scheduling the use of chemicals in a way to control or reduce their adverse effects. You may wish to consider risk transfer, by employing outside contractors to perform the work.

#### D. Medical Evaluation

Employees will not be assigned tasks using a respirator unless it has been determined by a physician that they are physically able to perform work using



respiratory equipment. The physician should be trained in occupational medicine or pulmonary medicine.

#### **IV. RESPIRATORY SELECTION PROCEDURES**

Selection of respirators should be made according to the specific hazard identified on the Material Safety Data Sheet (MSDS). Requirements for respirators may be determined by OSHA or American National Standards Institute (ANSI) Standards or the National Institute for Occupational Safety and Health (NIOSH) recommendations. For a description of the different types of respirators, see Appendix E.

The Safety Coordinator or park maintenance manager who supervises the respiratory program should determine the correct respirator for each job task. The individual responsible for issuing respirators must be adequately trained to ensure that the correct respirator is issued.

##### **A. Dangerous Atmospheres**

Written step by step procedures or checklists for specific routine tasks should be prepared. These should cover the safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies. Personnel should become familiar with these procedures and the available respirators. These situations may include, but are not limited to, aquatic confined spaces other types of confined spaces, welding areas or paint booths.

When a self-contained breathing apparatus (SCBA) is used in atmospheres immediately dangerous to life or health, standby personnel must be present with suitable rescue equipment and/or resources. If working in a confined space, the employee using SCBA should be properly trained and equipped with safety harnesses and safety lines for lifting or removing the employee from hazardous atmospheres.

#### **V. RESPIRATOR TRAINING**

For safe use of any respirator, it is essential that employees be properly trained in the selection, use, and maintenance of the respirator. Both supervisors and employees wearing the respirator should be trained by the agency. Training will provide employees the opportunity to handle the respirator, have it properly fitted, test its face-piece seal, wear it in normal air for a long familiarity period and finally, to wear it in a test atmosphere. Proper training may be available from a manufacturer's representative or sales representative from a local safety supplier.

Every employee wearing a respirator should receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to decide if it fits properly.

##### **A. Training Program**

The agency should develop a standardized training program to meet the requirements of the respiratory protection standard. This program must be provided to each employee who may be expected to use a respirator. The training should be completed:

- Before the employee is first assigned duties that require respiratory protection.
- Before a change in assigned duties.
- Whenever there is a change in operations that presents a hazard for which an employee has not previously been trained.
- Whenever the member thinks that there are deviations from established

respiratory procedures.

The training should be performance based to better measure the employee's understanding of respiratory rules.

The agency shall certify that respirator training required by IDOL has been accomplished. The training roster should contain each employee's name, the name of the trainer(s), the date of training and the type of training received. A sample certification roster can be found in Appendix C.

## **B. Fit Testing**

The fit check of the face piece should be checked each time that the wearer puts on the respirator. This should be done by following the manufacturer's face piece testing instructions. Supervisors should conduct periodic checks of employees while wearing respirators to assure proper protection. This typically involves covering the inhalation or exhalation valve to ensure a proper seal.

If hair growth interferes with a satisfactory fit, the hair should be cut or shaven to eliminate interference and allow a satisfactory fit. If a satisfactory fit is still not attained, the employee must use a positive-pressure type respirator such as SCBA or be removed from the respirator program.

The agency should ensure that the respirator issued to the employee exhibits the least possible face piece leakage and that the respirator is fitted properly. For each employee wearing negative pressure respirators (not SCBA or line supplied air) the member will perform a qualitative fit test. The qualitative fit test uses a hood (to eliminate outside interference), saccharine or smoke (depending on the type of filter), and the respirator to verify the quality of the fit. The qualitative fit test should be done at the time of initial fitting and at least every six months afterwards. The qualitative fit test materials may be obtained from any equipment manufacturer or safety supplier. All filters used for qualitative fit testing should be replaced weekly, whenever increased breathing resistance is identified, or when the user can easily detect the test agent. The manufacturer specifications should be followed for qualitative fit testing equipment. It is recommended that the agency contact the local manufacturer representative for this fit testing and the fit testing equipment.

The employee should be given the opportunity to wear the assigned respirator for a one week trial period. If the respirator does not provide a satisfactory fit during actual use, the employee may request another fit test that should be done immediately. If an employee exhibits difficulty breathing during the test, they should be referred to a physician trained in respiratory diseases or pulmonary medicine to decide whether the employee can wear a respirator while doing their duties.

A summary of all employee fit test results must be kept for three years. The summary should include the name of the employee, date, the name of the tester and the fit factors obtained from each respirator tested (list manufacturer, model and size).

## **C. Corrective Eye Wear**

Where full face respirators are needed, the use of optical inserts may be needed and used in accordance with manufacturers' instructions. When employees must wear optical inserts as part of the face piece, the face piece and lenses should be fitted and tested to provide good vision, comfort, and a gas-tight seal. The district should provide corrective lenses for respirators based on optometry

recommendations. Conventional eyeglasses cannot be used with full face respirators since a proper seal cannot be established if the temple bars of eyeglasses extend through the sealing edge of the full face piece.

Wearing contact lenses in a contaminated atmosphere with a respirator will not be allowed. If corrective spectacles or goggles are required, they should not affect the fit of the face piece. Proper selection of equipment will reduce or avoid this problem.

## **VI. INSPECTION, MAINTENANCE, AND STORAGE EQUIPMENT**

### **A. Inspections**

Equipment should be regularly inspected and maintained to retain its original effectiveness by following the manufacturer's guidelines. The inspection should include a check of tightness connections (eyepieces, canisters, etc.); conditions of the face piece, headbands, valves, connecting tube, canisters, and check for signs of deterioration. See the Appendix B for a sample Respirator Inspection Record Form.

#### **1. Routine Use Respirators**

All routine use respirators should be inspected before and after each use. The respirator manufacturer inspection criteria will be used as the basis for the inspection content and frequency. Routinely used respirators should be collected, cleaned, and disinfected as frequently as necessary to insure that proper protection is provided for the wearer.

#### **2. Emergency Use Respirators**

A respirator that is for **emergency use** (i.e., aquatic facility chlorine rooms or chemical applications) should be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. Documented inspection records and findings should be kept for emergency use respirators. Emergency use respirators should be cleaned and disinfected after each use.

#### **3. SCBA Inspections**

Self-contained breathing apparatus (SCBA) should be inspected monthly using the manufacture inspection criteria. Air and oxygen cylinders should be fully charged according to the manufacturer's instructions. The regulator and warning devices should be inspected to ensure they function properly.

#### **4. Random Inspections**

Random inspections should be done to verify that respirators are properly selected, used, cleaned, and maintained. The respirator manufacturer's inspection criteria will be used as the basis for a random inspection to ensure that established procedures are being followed. A list of personnel qualified to do respirator inspections should be compiled after completion of the in-house respirator training program.

### **B. Replacement or Repairs**

Only the original manufacturer or their designated vendor should do replacement or repairs, with parts designed for the respirator. No attempt should be made to replace parts or to make adjustments or repairs beyond the manufacturer's recommendations.

### **C. Storage Requirements**

After inspection, cleaning, and necessary repair, respiratory protection equipment should be carefully stored to protect against dust, sunlight, heat, extreme cold,

excessive moisture, or damaging chemicals. Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position, without being damaged.

#### **1. Emergency Use Respirators**

Respirators placed in gas chlorine rooms for emergency use should always be easily accessible and will be stored in areas designed for that purpose. These areas should be clearly marked. Instructions for proper storage of emergency respirators, such as gas masks and SCBA, are found in "use and care" instructions usually mounted inside the equipment carrying case lid.

#### **4. Routine Use Respirators**

Routinely used respirators, such as dust respirators, may be placed in plastic bags. Respirators that use removable cartridges should have the cartridges removed so they are not damaged in storage. Respirators should not be stored in lockers or toolboxes unless they are in carrying cases or protective cartons. These respirators should be stored and marked to reduce confusion with equipment belonging to other employees.

### **VI. IDENTIFICATION OF CHEMICAL CARTRIDGES**

The primary means of identifying a chemical respirator cartridge is by using labels, with the secondary way being color code or letter. All cartridges purchased and used by agencies should be properly labeled, color-coded or identified by letter before use. The labels, colors and/or letters will be identifiable at all times until disposal. Cartridges having labels, colors or letters that are not identifiable will be discarded.

All colors used are clearly identifiable by the user and clearly distinguishable from one another. The color coating offers a high degree of resistance to chipping, scaling, peeling, blistering, fading, and the effects of the ordinary atmospheres to which they may be exposed under normal conditions of storage and use.

Each type of cartridge in use may be referenced using the manufacturer's cartridge resource. If there is no manufacturer's resource available, the Willson Safety, *Guide for Proper Selection of Filters, Cartridges, and Respirators* Manual is available through the PDRMA Resource Library.

**Appendix A**  
**COLOR CODES FOR CARTRIDGES/CANISTERS**

<b><u>Atmospheric Contaminants</u></b>	<b><u>Colors Assigned</u></b>
Acid gases	White.
Hydrocyanic acid gas	White with 1/2 inch green stripe completely around the canister near the bottom.
Chlorine gas	White with 1/2 inch yellow stripe completely around the canister near the bottom.
Organic vapors	Black.
Ammonia gas	Green.
Acid gases and ammonia gas	Green with 1/2 inch white stripe completely around the canister near the bottom.
Carbon monoxide	Blue.
Acid gases and organic vapors	Yellow.
Hydrocyanic acid gas and Chlorpicrin vapor	Yellow with 1/2 inch blue strip completely around the canister near the bottom.
Acid gases, organic vapors, and ammonia gases	Brown.
Radioactive materials, excepting tritium and noble gases	Purple (Magenta).
Particulate (dusts, fumes, mists, fogs, or smokes) in combination oils. with any of the gases or vapors	Canister colors are no longer used for particulate matter. The new method deals with  <b>N</b> - Not resistant to oils <b>R</b> - Resistant to oils <b>P</b> - Oil proof
All of the above atmospheric contaminants	Red with 1/2 inch gray stripe completely around the canister near the top.

Note: Gray is not assigned as the main color for a canister designed to remove acids or vapors.

Note: Orange is used as a complete body, or stripe color to represent gases not included in this table. The user will need to refer to the canister label to determine the degree of protection the canister will afford.

Note: Canisters for particulate matter deals with resistance to oil. These types of canisters are tested by NIOSH.

**Appendix B RESPIRATOR**  
**INSPECTION RECORD**

1. OWNER \_\_\_\_\_

2. TYPE: \_\_\_\_\_

3. NUMBER: \_\_\_\_\_

4. **DEFECTS FOUND:**

A. Face

\_\_\_\_\_

B. Inhalation

: \_\_\_\_\_

C. Exhalation valve \_\_\_\_\_

D. Headbands \_\_\_\_\_

E. Cartridge

holder: \_\_\_\_\_

F. Cartridge/Canister: \_\_\_\_\_

G. Filter: \_\_\_\_\_

H. Harness

assembly: \_\_\_\_\_

I. Speaking

Diaphragm: \_\_\_\_\_

J. Gaskets \_\_\_\_\_

K. Connection: \_\_\_\_\_

L. Other Defects:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix D**  
**Written Respiratory Protection Program**

**A. Purpose**

This procedure establishes the minimum requirements for the respiratory protection program. The agency will designate all areas where respirator use is required by using the MSDS and other resources available to assess the need.

**B. Compliance with the Program**

All employees are required to follow the restrictions and limitations imposed upon them during the use of the provided respirators. Employees who are trained to wear respirators are required to follow all aspects of this written program and manufacturer instruction.

**C. Medical Evaluation**

All employees who use a respirator will undergo a medical evaluation to verify their ability to use a respirator safely. If any employee is experiencing difficulty during use, they should discontinue using the respirator until they are able to see a physician trained in occupational medicine or pulmonary medicine. The physician will determine whether the employee may wear the respirator while at work.

**D. Sequence of Respirator Use**

This procedure should be referenced before and after respirator use. The following steps provide a general summary of respiratory procedures.

1. The inspection of the respirator will always be the first step in the procedure. Inspections should check for defects in the face piece, inhalation valve, headbands, cartridge and its holder, filters, harness and other straps.
2. Ensure that the cartridge type is correct for the hazard being protected against - see Appendix A.
3. The respirator should be placed on the head of the wearer and cleared according to the manufacturer guidelines. It is important to remember that the wearer must always cover the exhalation valve and blow out first, followed by covering the cartridges and inhale.
4. If the respirator makes a complete seal on the face it may be used. If a complete seal is not made, check to see that there are no facial hair, eyeglasses, missing dentures or other articles that could be blocking the seal.
5. Before work requiring the respirator be started, the employee should wear the respirator for approximately five minutes to get used to breathing with the respirator.
6. When finished with the task, the respirator should be taken apart and cleaned with an alcohol wipe or the equivalent, per manufacturer guidelines.
7. Store the respirator in a location where it will not get damaged and can stay dry.
8. If the employee has difficulty breathing, replace the filter first. If this does not resolve the issue, the employee may need to seek medical evaluation to verify their ability to continue use of the respirator.



**E. Training**

Training will be give by the agency trainer, Safety Coordinator, park maintenance manager or a manufacturer's representative. The trainer will fit test employees and train them to do these procedures. Training will be done before the employee uses the respirator, when their duties change, when the operation changes, and for retraining.

## **Appendix E Respirator Type Selection**

### **A. Disposable Respirators**

The disposable respirator is the most basic type of air filtration system. The disposable respirator is often mistaken for the “dust mask” although the disposable respirator does filter out mists and vapors where the dust mask does not filter these contaminants out. The disposable respirator is intended for limited use and not intended for use in oxygen deficient atmospheres.

### **B. Half Mask Respirators**

Half mask respirators utilize filters and cartridges and are the most common for parks and recreation applications. Employees are permitted to wear their eyeglasses with this type of respirator but should not wear contact lenses in contaminated environments. These masks cover the mouth and nose but do not provide protection of the eyes. This is a concern if the chemical, mist, vapor, etc., causes eye irritation. If there is a concern of splashing or contact with the eyes, a half mask may be used with eye protection. The half mask respirators are not intended to be used in oxygen deficient atmospheres.

### **C. Full Mask Respirators**

Full mask respirators are necessary when there is a concern of absorption into the eye or other irritation of the eye. Full mask respirators may not be worn with prescription eyeglasses; however, there is the option of optical inserts. Full mask respirators use the filter and cartridges in order to filter out hazardous contaminants. The full mask respirators are not intended to be used in oxygen deficient atmospheres.

### **D. Supplied Air Respirators & SCBA**

The supplied air respirator or SCBA is used most commonly in oxygen deficient atmospheres. These respiratory devices should always be used in conjunction with another employee present in case of an emergency. Each type of SCBA or supplied air system has requirements regarding corrective eyewear, for this reason the manufacturer’s recommendation should be followed.

## **AVAILABLE RESOURCES**

PDRMA Video Library:

*Respiratory Protection Emp 9062*

## **SOURCES CONSULTED**

Code of Federal Regulations, Part 29, Section 1910.134

Code of Federal Regulations, Part 42, Section 84

## **POLICY STATEMENT**

### Section XVII

The Hoffman Estates Park District has the responsibility to ensure that the safety of all employees and patrons is provided to the highest level.

Despite all efforts, the potential for an unforeseen emergency will always exist. Through proper training, preparation and emergency pre-planning; resultant harm, property damage and injury can be minimized.

This plan has been developed as a guide and resource for the proper implementation of actions taken during an emergency.

## Hoffman Estates Park District Procedure for Crisis Communication

### Section XVIII

#### 3.001 Crisis Communication

A crisis (as it pertains to the Park District) is defined as any event that attracts keen public or media interest. Crisis may include the following: an accident, drowning, allegations of abuse, presentation of a legal action, a criminal act, allegations of official misconduct, etc. For crisis involving weather, fire, floods, hazardous materials, earthquakes, utility emergencies, civil or national disorders, ozone or heat alerts or serious illnesses or injuries, employees should refer to the *Emergency Action Plan*.

Any staff member, who discovers a situation he/she thinks may be a crisis or a potential crisis that would concern the public or media, must contact his/her supervisor who will then contact the head of the crisis team immediately. The head of the crisis team will decide whether to implement the crisis communication plan or simply to monitor and handle the situation carefully. If the head of the crisis team is unavailable, staff members will contact the next individual listed on the crisis team contact sheet who will initiate the crisis communication plan.

#### A. Front Line Staff

1. Administer first aid/CPR if trained to do so.
2. Contact local police and EMS.
3. Minimize further loss (if property related).
4. Contact supervisor and provide him/her with all the details immediately available.
5. Notify employees at the site that an emergency exists.
6. Inform PDRMA (see page 6 for number) so they may conduct a comprehensive accident investigation as soon as possible.
7. Gather the employees involved in order to obtain a full and accurate account of the incident. Fill out the proper incident/accident report careful to document the emergency and the response. Do not write-down statements, just gather witness names, phone #'s, and e-mails in case of a subsequent investigation.
8. Cooperate with local emergency service and police personnel.
9. Continue to compile accurate information as quickly as possible.
10. Do not talk to the media. See Subsection 5.

#### B. Supervisor Staff

1. Contact head of crisis team.

#### C. Crisis Team Members

1. Crisis team head contacts crisis team members.
2. Crisis team head contacts Board.
3. Crisis team meets to share information and confirm facts.
4. Interview staff involved.
5. Review the "fast facts" (available in the crisis management folder at each facility) pertinent to this particular crisis.
6. Designate the following: someone to monitor radio and television; someone to clip newspapers; someone to verify the facts obtained thus far.
7. Take immediate, corrective measures.

8. Draft a response statement (should indicate concern for public welfare, sympathy for the victims and a statement of corrective actions).
9. Inform clerical team (including office staff and receptionist of their duties. See Subsection 3, part C, #5).
10. Draft a statement and/or press release and distribute to media. (This option may be adopted in lieu of a formal press conference.)
11. Schedule a press conference (if necessary).
12. Spokesperson addresses the media (via press conference, press release or interview).

*Reveal only the verified facts.  
Do not reveal names of victims.  
Do not assign blame.  
Do not speculate.*

*If you do not know an answer, say so, and then find the answer.*

#### D. Action plan for the Crisis Team

The following is a list of questions the crisis team should address immediately.  
Check as completed:

- Have proper authorities been informed?
- Have the Park District attorneys and Board members been informed?
- PDRMA notified?
- Victim's families notified?
- Crisis been investigated? Possibility of second crisis?
- Damage estimated? Qualitative and Quantitative?
- How will team assure public crisis is under control?
- Has the media been made comfortable?
- Will a press conference be scheduled?  
If so, at 1685 W. Higgins rd in the board room.
- Does spokesperson have updated information and rehearsed possible responses?
- Crisis center will be designated at the CCIA. All files and records will be kept there.
- Have all inaccurate statements reported been balanced or verified by fact?
- Have photos or videotapes been taken or made to document damage?

#### E. The Crisis Team and Their Roles

##### 1. Chain of Responsibility/Crisis Team Members

All decisions and public/media response will come through a consensus of the crisis members. The Executive Director (and/or his/her designate) will be responsible for making official statements to the press. Note: In the absence of the head of the crisis team, the first available team member will be responsible for implementing the crisis communication plan, you may check off names as contacted.

- Executive Director – Spokesman and head of the crisis team
- Director of Golf & Facilities
- Director of Parks, Planning & Maintenance

- \_\_\_ Director of Finance & Administration
- \_\_\_ Director of Recreation
- \_\_\_ Superintendent of Human Resources
- \_\_\_ Park District Attorney
- \_\_\_ PDRMA Representative

2. Spokesperson

The primary spokesperson is the Executive Director. In the absence of the Executive Director, the first available team member listed below will be responsible for making official statements to the media on behalf of the crisis team. The spokesperson will be responsible for making official statements to the media on behalf of the crisis team.

- \_\_\_ Executive Director – Spokesman and head of the crisis team
- \_\_\_ Director of Golf & Facilities
- \_\_\_ Director of Parks, Planning & Maintenance
- \_\_\_ Director of Finance & Administration
- \_\_\_ Director of Recreation
- \_\_\_ Superintendent of Human Resources
- \_\_\_ Park District Attorney
- \_\_\_ PDRMA Representative

3. Roles of the Crisis Team Members and Staff Responsibilities

a. Executive Director/Official Spokesperson/Crisis Team Head:

The Executive Director will be responsible for coordinating the Park District's crisis management plan. The Executive Director will also be the voice of the Park District throughout the crisis, but may also request that other employees (including department heads) with specific knowledge of the affected departments speak to the media on occasion. Crisis team members should provide only the information that has been approved by the spokesperson and the crisis team.

b. Division Directors

The Division Director coordinates and processes incoming information on the crisis. The Division Director is responsible for securing accident/ incident reports and must process and monitor information like witness statements, telephone calls, radio and television reports and investigation reports by the safety coordinator, PDRMA and local authorities. The Division Director is also responsible for securing the following information and presenting it to the crisis team at their initial meeting. The Division Director is also responsible for updating the spokesperson about changes as they occur.

PLEASE NOTE: Division Directors will not make any statements or comments about the incident. All comments will issue from the spokesperson or those individuals designated by the spokesperson. Division Directors provide only the information that has been approved by the spokesperson and the crisis team.

- \_\_\_ What happened? When did it happen?
- \_\_\_ Who was involved? What is his/her status?
- \_\_\_ Where did the incident occur?
- \_\_\_ Why did it happen?
- \_\_\_ What was the result? What is being done to control or minimize the crisis?
- \_\_\_ If the answers to the above questions are not available, when will they be?

c. Director Parks, Planning & Maintenance

The Director of Parks, Planning & Maintenance will ensure that the crisis management team has access to the necessary buildings, facilities and power sources. Depending upon the crisis, the Director of Parks, Planning & Maintenance will coordinate efforts with the Village Public Works Department, the Police Department, Utility Companies, etc.

The Director of Parks, Planning & Maintenance will also be responsible for establishing and maintaining the physical aspects of the media center. The media center is a place where the press can monitor the crisis and receive up-to-date information. The Hoffman Estates Park District's media center will be at the Triphahn Center & Ice Arena, 1685 W. Higgins Road, Hoffman Estates IL (Board Room). The Director of Parks, Planning & Maintenance will also be responsible for obtaining any audio/visual equipment including, but not limited to, television, VCR, radio, microphone, etc.

PLEASE NOTE: The Director of Parks, Planning & Maintenance will not make any statements or comments about the incident. All comments will issue from the spokesperson or those individuals designated by the spokesperson. The Director of Parks, Planning & Maintenance should provide only the information that has been approved by the spokesperson and the crisis team.

d. Program Managers and/or Supervisors

Program Managers may be required to assist the Director, spokesperson, Division Directors, crisis team members, public relations manager, safety coordinator or clerical staff. Assignments may include, but are not limited to, the following:

1. Providing specific information on programs or facilities. Include content, participant population (non-names), enrollment, staff, training, safety measures, etc.
2. Help assemble accurate information so that the crisis team may craft an official response.
3. Contact the news media as directed by the spokesperson or public information coordinator.
4. Obtain information about callers and inquiries.
5. Record and date all statements given to the media.

4. Board Members and Their Role

If a Commissioner is asked about a crisis situation, he/she is encouraged to respond by stating the following: **"The situation is under investigation. The Park District will release appropriate information upon completion of its investigation."** This statement provides the crisis team with time to complete its assessment and formulate its response plan. Please note that Commissioners are encouraged to refer all questions to the designated spokesperson. The Executive Director/Crisis Team



Head will consult with and update the President of the Park Board of Commissioners (and other Commissioners) as soon as possible after an incident to assess the situation and inform the Board of the Park District's response.

5. Employee/Commissioners: How to Deal with the Media

During a crisis, all information released to the media and the public will come through the crisis team via the designated Park District spokesperson. Employees who witness the event, responded to the event, or are in some way knowledgeable about the event may be approached by the media. EMPLOYEES/COMMISSIONERS SHOULD DIRECT ALL INQUIRIES FROM REPORTERS OR OTHER INDIVIDUALS TO THE PARK DISTRICT SPOKESPERSON FOR ACCURATE INFORMATION.

Here are a few guidelines for employee/commissioners who are approached by reporters or other members of the public.

1. You do not have to speak to the press. A good response is as follows:  
**I am not the proper person to answer that question. You may want to discuss that with our official agency spokesperson (Name of proper person)**
2. It is permissible to express sympathy for any involved individuals, but direct specific questions to a spokesperson.  
**DO NOT SAY, "NO COMMENT."** It tends to imply guilt. Instead say, **"It would be premature to discuss this matter until further investigation is completed"** and then refer the reporter or individual to the Park District spokesperson. Don't joke. Don't say anything you wouldn't want to see in print. Don't make an "off-the-record" statement. The confidentiality cannot be guaranteed.
3. Crisis Team Emergency Contact List  
In the event of a crisis or emergency, the highest-ranking staff member will contact the following individuals in the order in which they are listed to implement the Crisis Management Plan. Please make note of the date and time each team member was contacted. If you do not receive an answer, move to the next person on the list.

<u>Name</u>	<u>Time / Date</u>
<b>Craig Talsma</b> <b>Executive Director / Media Spokesperson</b> Office: (847) 310-3604; Cell: (847) 561-2200 4475 Sundance Circle, HE 60169	_____
<b>Brian Bechtold</b> <b>Director of Golf &amp; Facilities</b> Office: (847) 781-3679; Cell: (847) 722-7652 7 Richmond Circle, South Elgin 60177	_____
<b>Dustin Hugen</b> <b>Director of Parks, Planning &amp; Maintenance</b> Office: (847) 285-5465; Cell: 773-653-9424 315 S Vail Avenue, Arlington Heights 60005	_____

**Nicole Hopkins**

**Director of Administration & Finance**

Office: (847) 781-3635; Cell: (847) 224-9510  
1062 Creekview Ln, Lake in the Hills 60156

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**Alisa Kapusinski**

**Director of Recreation**

Office: (847) 781-3634; Cell: (224) 629-3382  
328 W. Russet Way, Palatine 60067

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**Eric Leninger**

**Superintendent of Human Resources**

Office: (847) 781-3636; Cell: (630) 742-9355  
635 Pheasant Trail, St. Charles 60174

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**Brett Davis**

**Executive Director, PDRMA**

Office: (630) 769-0332

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**Adam Simon**

**Attorney, Ancel Glink**

Office: (312) 782-7606

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After the crisis team has been contacted and a meeting set up, the crisis team head will call the Board president and the remaining members of the Board.

# SEVERE WEATHER FACILITIES EVACUATION PLAN

## Section XIX

### a. **Prairie Stone™ Sports & Wellness Center**

#### 1. Purpose

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

#### 2. Scope

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Prairie Stone™ Sports & Wellness Center**.
- 2.2 This plan will go into effect in all severe weather emergencies.

#### 3. Definitions

- 3.1 TORNADO WATCH  
*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 TORNADO WARNING  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Prairie Stone™ Sports & Wellness Center** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### 4. Procedure

- 4.1 When severe weather is anticipated, the **Service Desk Receptionist** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.
- 4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Service Desk Receptionist** will visually monitor weather conditions and should continue to monitor radio announcements.
- 4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Prairie Stone™**

**Sports & Wellness Center** facility, the **Service Desk Receptionist** will notify the **Division Director** regarding the warning. The receptionist will then read an announcement over the building-wide emergency broadcast public address system.

**"TORNADO WARNING ANNOUNCEMENT"**

*Instructions to be read twice over the facility P.A. System*

***"Attention! Attention! Please!"***

***PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.***

***THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOM AREA. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.***

***STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.***

***I WILL REPEAT THESE INSTRUCTIONS."***

***(REPEAT INSTRUCTIONS)***

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Division Director**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

---

<b>SHELTER AREA</b>
<i>LOCKER ROOMS</i>

---

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Operations Manager's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Prairie Stone™ Sports & Wellness Center** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

b. **Willow Recreation Center**

1. **Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

2. **Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Willow Recreation Center**.
- 2.2 This plan will go into effect in all severe weather emergencies.

3. **Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Willow Recreation Center** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

4. **Procedure**

- 4.1 When severe weather is anticipated, the **Front Desk Receptionist** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.
- 4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Front Desk Receptionist** will visually monitor weather conditions and should continue to monitor radio announcements.
- 4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Willow Recreation Center** facility, the **Service Desk Receptionist** will notify the **Facility Supervisor** regarding the warning. The receptionist will then read an announcement over the building-wide emergency broadcast public address system.

**"TORNADO WARNING ANNOUNCEMENT"**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE DOWNSTAIRS HALLWAY. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

**I WILL REPEAT THESE INSTRUCTIONS."**

**(REPEAT INSTRUCTIONS)**

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Facility Supervisor**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

---

**SHELTER AREA**

---

**DOWNSTAIRS HALLWAY & LOCKER ROOMS**

---

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Supervisor's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Willow Recreation Center** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.



c. **Triphahn Center**

**1. Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Community Center & Ice Arena**.
- 2.2 This plan will go into effect in all severe weather emergencies.

**3. Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Triphahn Center** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

**4. Procedure**

- 4.1 When severe weather is anticipated, the **Front Desk Receptionist** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

- 4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Front Desk Receptionist** will visually monitor weather conditions and should continue to monitor radio announcements.

- 4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Triphahn Center**. The **Front Desk Receptionist** will notify the **Facility Manager** regarding the warning. The receptionist will then read an announcement over the building-wide emergency broadcast public address system.

**"TORNADO WARNING ANNOUNCEMENT"**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOMS, OR THE LOWER LEVEL RESTROOMS IN THE ICE ARENA. FRONT DESK STAFF WILL UNLOCK THE LOCKER ROOMS SO NON-MEMBERS CAN ACCESS THE LOCKER ROOMS. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

**I WILL REPEAT THESE INSTRUCTIONS."**

**(REPEAT INSTRUCTIONS)**

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Facility Manager**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

---

**SHELTER AREA**

**LOCKER ROOMS & LOWER LEVEL REST ROOMS**

---

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Triphahn Center** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

**8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

d. **Bridges of Poplar Creek**

**1. Purpose**

1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.

1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

2.1 This plan applies to all employees, occupants, members and contractors of the **Bridges of Poplar Creek**.

2.2 This plan will go into effect in all severe weather emergencies.

**3. Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Bridges of Poplar Creek** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

**4. Procedure**

4.1 When severe weather is anticipated, the **Front Desk Receptionist** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Front Desk Receptionist** will visually monitor weather conditions and should continue to monitor radio announcements.

4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Bridges of Poplar Creek Clubhouse** facility, the **Front Desk Receptionist** will notify the **Facility Manager** regarding the warning. The receptionist will then read an announcement over the building-wide emergency broadcast public address system.

**"TORNADO WARNING ANNOUNCEMENT"**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOMS OR CART BARN. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

**I WILL REPEAT THESE INSTRUCTIONS."**

**(REPEAT INSTRUCTIONS)**

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Facility Manager**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

---

<b>SHELTER AREA</b>
<i>LOCKER ROOMS &amp; CART BARN</i>

---

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Bridges of Poplar Creek Clubhouse** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

e. **Bridges of Poplar Creek Maintenance Garage**

**1. Purpose**

1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.

1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

2.1 This plan applies to all employees, occupants, members and contractors of the **Bridges of Poplar Creek Maintenance Garage**.

2.2 This plan will go into effect in all severe weather emergencies.

**3. Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Bridges of Poplar Creek Maintenance Garage** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

**4. Procedure**

4.1 When severe weather is anticipated, the **Greens Superintendent or Mechanic** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Greens Superintendent or Mechanic** will visually monitor weather conditions and should continue to monitor radio announcements.

4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Bridges of Poplar Creek Garage** facility, the **Greens Superintendent or Mechanic** will notify the **other staff** regarding the warning.

All staff must turn off equipment, move to an interior wall, sit down with their back to the wall and protect their head with their arms. They also must stay in the building and remain where they are until an all-clear announcement is made.

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the **Greens Superintendent or Mechanic**.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Greens Superintendent**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<i>CENTRAL FACILITY</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Greens Superintendent's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Bridges of Poplar Creek** personnel.
- 7.2 The list of employees who will act as evacuation captains so employees can be swiftly moved away from danger to the safe area includes: **Greens Superintendent, Mechanic, and Greens Foreman**.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.



f. **Seascope Family Aquatic Center**

**1. Purpose**

1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.

1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

2.1 This plan applies to all employees, occupants, members and contractors of the **Seascope Family Aquatic Center**.

2.2 This plan will go into effect in all severe weather emergencies.

**3. Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Seascope Family Aquatic Center** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

**4. Procedure**

4.1 When severe weather is anticipated, the **Cashier** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Cashier** will visually monitor weather conditions and should continue to monitor radio announcements.

4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Seascope Family Aquatic Center**, the **Cashier** will notify the **Facility Manager** regarding the warning. The **Facility Manager** will then read an announcement over the building-wide emergency broadcast public address system.

**"TORNADO WARNING ANNOUNCEMENT"**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP SWIMMING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOMS. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

**I WILL REPEAT THESE INSTRUCTIONS."**

**(REPEAT INSTRUCTIONS)**

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Facility Manager**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<i>LOCKER ROOMS</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Seascope Family Aquatic Center** personnel.
- 7.2 Employees who will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area includes: all full-time and part-time staff on duty.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

**8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

**g. Vogelei Barn**

**1. Purpose**

1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.

1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

2.1 This plan applies to all employees, occupants, members and contractors of the Parks Services Facility.

2.2 This plan will go into effect in all severe weather emergencies.

**3. Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the Parks Services Facility is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

**4. Procedure**

4.1 When severe weather is anticipated, the Division Director or Parks Services will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the Division Director or Parks Supervisors will visually monitor weather conditions and should continue to monitor radio announcements.

4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the Parks Services Facility, the Division Director of Parks Services will notify all staff regarding the warning.

All staff must turn off equipment, move to the tire storage room, close all doors, sit down with their back to the wall and protect their head with their arms. They also must stay in the building and remain where they are until an all-clear announcement is made.

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the Division Director of Parks Services.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the Division Director of Parks Services.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<i>RESTROOM AREA</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office.**

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by Parks Maintenance personnel.
- 7.2 Employees who will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area includes: all full-time and part-time staff on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## h. **Vogelei House**

### 1. **Purpose**

1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.

1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

### 2. **Scope**

2.1 This plan applies to all employees, occupants, members and contractors of the **Vogelei House**.

2.2 This plan will go into effect in all severe weather emergencies.

### 3. **Definitions**

#### 3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

#### 3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Vogelei House** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

### 4. **Procedure**

4.1 When severe weather is anticipated, the **Front Desk Receptionist** will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the **Front Desk Receptionist** will visually monitor weather conditions and should continue to monitor radio announcements.

4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Vogelei House**, the **Front Desk Receptionist** will notify all staff regarding the warning.

All occupants must move to the basement storage area, sit down with their back to the wall and protect their head with their arms. They also must stay in the building and remain where they are until an all-clear announcement is made.

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the **Front Desk Receptionist**.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Division Director of Parks**.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

---

<b>SHELTER AREA</b>
<i>BASEMENT STORAGE AREA</i>

---

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Vogelei House** personnel.
- 7.2 Employees will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area will be assigned by the Lessee.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

i. **Parks Services Facility**

**1. Purpose**

1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.

1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

2.1 This plan applies to all employees, occupants, members and contractors of the Parks Services Facility.

2.2 This plan will go into effect in all severe weather emergencies.

**3. Definitions**

3.1 TORNADO WATCH

*Means only that a condition, which could form a tornado, but no funnel cloud, has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

3.2 TORNADO WARNING

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the Parks Services Facility is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

**4. Procedure**

4.1 When severe weather is anticipated, the Division Director or Parks Supervisors will monitor the public radio, or Weather Channel broadcasts for announcements concerning weather conditions.

4.2 If the public radio or the Weather Channel announces a tornado or other severe weather watch, the Division Director or Parks Supervisors will visually monitor weather conditions and should continue to monitor radio announcements.

4.3 If a tornado or severe weather **warning** is announced by the public radio or Weather Channel for our area, whether or not a funnel cloud has been sighted in the immediate vicinity of the Parks Services Facility, the Division Director or Parks Supervisors will notify all staff regarding the warning.

All staff must turn off equipment, move to the tire storage room. Close all doors, sit down with their back to the wall and protect their head with their arms. They also must stay in the building and remain where they are until an all-clear announcement is made.



- 4.4 When an "All-Clear" signal is received, an announcement will be made by the Division Director or Parks Supervisors.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the Division Director of Parks Services.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<i>TIRE STORAGE ROOM</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office.**

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by Parks Maintenance personnel.
- 7.2 Employees who will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area includes all parks managers.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## SEVERE WEATHER – OUTDOORS

### Section XX

#### A. Lightning

1. Warning will most likely be flashes at a distance, electronic sensors and weather alert systems may be activated. Conditions are most ideal just prior to and during heavy snowstorms, these are not the only times.
2. Seek shelter if outdoors, and if you are currently within a structure, remain inside.
3. If no structure is available:
  - a. Do not stand under a natural lightning rod, such as a tall tree in an open field.
  - b. Do not touch any pooled water and stop all water activities.
  - c. Stay away from metallic objects like fences, bicycles or golf clubs.
  - d. If caught in an open field and you feel or see your hair stand on end, drop to your knees and bend forward with your hands on your knees.

#### **NOTE: DO NOT LIE FLAT ON THE GROUND**

- e. In open fields, seek low areas.
- f. Avoid using the telephone except in emergencies.

#### B. Thunderstorms

1. Warnings normally will be radio or television announcements indicating areas of concern. Preparations for sheltering or dismissal of activities should be considered and acted upon.
2. At the first sighting of lightning all water activities should be stopped and pool areas evacuated. Go to a safe distance or position as determined by the Pool Manager.

#### C. Tornadoes

1. Tornado danger signs:
  - a. Severe thunderstorms – frequent lightning, heavy rains and strong winds.
  - b. Hail – bullets of ice from dark, cloudy sky.
  - c. Roaring noise – like ten jet planes or a hundred railroad trains.
  - d. Funnel – a dark, spinning "rope" or column from the sky to the ground.
2. Radio and television announcements of a "tornado watch" are forecasts of the possibility of one or more tornadoes in a large area.
  - a. Continue normal activities but "watch" for tornadoes.
  - b. If a tornado (funnel cloud) is sighted, move at a 90-degree angle away from it.
3. Radio and television announcements of a "tornado warning" mean that a tornado has been detected and may be approaching.
  - a. A 5-minute steady blast of the emergency siren system will be activated by public safety sources (police or fire department), if possible.
  - b. Shelter should be sought:
    - 1) in the lowest level of available structures near interior walls and hallways (the northeast corner of a structure is preferred);
    - 2) avoid using large rooms such as gyms or auditoriums;
    - 3) avoid rooms with large glass exposures;
    - 4) try to open all windows on the side of the structure opposite the approach of the tornado;
    - 5) in open areas, try to lie flat in the nearest ditch.
    - 6)

#### **D. Blizzards or Winter Storms**

1. Radio or television announcements of a "winter storm watch" mean that winter weather conditions may affect the area.
2. Radio or television announcements of a "winter storm warning" mean hazardous winter weather conditions are threatening in the area.
3. A severe storm is defined as one that produces 6" or more of snow in 48 hours or less, or damaging ice over 5,000 square miles.
4. If a winter storm occurs:
  - a. Considering the additional potential hardships of winter weather, it is advised that preparations for dismissal for all activities be initiated.
  - b. Try to stay inside if at all possible. If you must go out, avoid overexertion; dress warmly in loose-fitting, lightweight clothing; try to keep dry. Remember to wear hat and gloves (mittens).

**FIRE – GENERAL  
Section XX**

- ◆ **Prairie Stone™ Sports & Wellness Center**
- ◆ **Willow Recreation Center**
- ◆ **Triphahn Center**
- ◆ **Bridges of Poplar Creek – Clubhouse**
- ◆ **Bridges of Poplar Creek – Maintenance**
- ◆ **Seascape Family Aquatic Center**
- ◆ **Vogelei Barn**
- ◆ **Vogelei House**
- ◆ **Vogelei Garage**

1. At visual sighting of smoke or fire:
  - a. activate fire alarm system and/or notify occupants of condition;
  - b. notify Fire Department **9-1-1**;
  - c. evacuate area if necessary;
  - d. employees trained in usage of fire extinguishers may attempt to extinguish small fires if the proper extinguisher is available.
2. At the sounding of the fire alarm and/or notification that a fire exists:
  - a. exit the facility;
  - b. close doors and windows if time and conditions permit this to be safely accomplished;
  - c. when smoky conditions exist:
    - 1) crawl toward exit on hands and knees along walls;
    - 2) always feel doors for signs of heat prior to opening, use caution when reaching for door handles, remember metal conducts heat;
    - 3) if stairs must be descended, do so in a backward fashion feeling with your feet for a solid surface before progressing.
    - 4) if you are forced to advance through flames: hold your breath; move quickly; cover your head and hair; keep your head down and close your eyes as much as possible;
    - 5) if your clothes catch fire: **STOP – DROP AND ROLL** until the fire is out.

**FIRE – FACILITIES EVACUATION PLANS**  
**Section XXI**

**a. Prairie Stone™ Sports & Wellness Center**

**1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of **Prairie Stone™ Sports & Wellness Center** in the event of a fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from either the **Division Director**, Fire Alarm or Hoffman Estates Fire Department personnel.

**2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Prairie Stone™ Sports & Wellness Center**.

**3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of **Prairie Stone™ Sports & Wellness Center**.
- 3.2 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

**FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out that plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees are required to evacuate the building immediately when the alarm sounds by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.

- 4.4 At least one evacuation drill with participation of the Hoffman Estates Fire Department must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, including on the evacuation route map and are identified below:



**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the Operations Manager's Office.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Prairie Stone™ Sports & Wellness Center** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.
- 8.2 Selected personnel shall also receive training in the use of fire extinguishers.

**9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

**b. Willow Recreation Center**

**1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from either the **Facility Supervisor**, Fire Alarm or Hoffman Estates Fire Department personnel.

**2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Willow Recreation Center**.

**3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.3 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

**FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what his/her role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building by immediately walking to the nearest exit when the alarm sounds.

4.3.3 Once outside the facility, employees are required to assembly at an area designated in **Section 5** of this plan, to wait for further instructions.

4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

---

<b>ASSEMBLY AREA</b>
----------------------

*Parking Area on the East Side of the Building*

---

## 6. Special Assistance

6.1 A list of persons needing special assistance will be kept in the **Facility Supervisor's Office**.

## 7. Rescue and Medical Duties

7.1 There will be no rescue or medical first aid duties performed by **Willow Recreation Center** personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

## 8. Training

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

8.2 Selected personnel shall also receive training in the use of fire extinguishers.

## 9. Housekeeping

9.1 The accumulation of flammable and combustible material must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.



**c. Triphahn Center**

**1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

**2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Triphahn Center**.

**3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.3 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

**FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.

- 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the East Side of the Building</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

**7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by the **Triphahn Center** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

**9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

**d. Bridges of Poplar Creek Clubhouse**

**1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

**2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Bridges of Poplar Creek Clubhouse**.

**3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.4 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

**FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.

- 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.

4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the West Side of the Building</i>

## 6. Special Assistance

6.1 A list of persons needing special assistance will be kept in the **Facility Manager's** Office.

## 7. Rescue and Medical Duties

7.1 There will be no rescue or medical first aid duties performed by the **Bridges of Poplar Creek** personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## 8. Training

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## 9. Housekeeping

9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

**e. Bridges of Poplar Creek Maintenance**

**1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

**2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Bridges of Poplar Creek Maintenance**.

**3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

---

**ASSEMBLY AREA**

---

*Parking Area on the East Side of the Building*

---

## **6. Special Assistance**

6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

## **7. Rescue and Medical Duties**

7.1 There will be no rescue or medical first aid duties performed by the **Bridges of Poplar Creek Maintenance** personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

**f. Seascope Family Aquatic Center**

**1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

**2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Seascope Family Aquatic Center**.

**3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.3 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

**FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.

4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.

4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

---

<b>ASSEMBLY AREA</b>
----------------------

<i>Parking Area on the South Side of the Building</i>
---

---

## 6. Special Assistance

6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

## 7. Rescue and Medical Duties

7.1 There will be no rescue or medical first aid duties performed by the **Seascope Family Aquatic Center** personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## 8. Training

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## 9. Housekeeping

9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.



## **G. Vogelei Barn**

### **1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

### **2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Vogelei Barn**.

### **3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

### **4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

---

<b>ASSEMBLY AREA</b>
----------------------

---

*Parking Area on the South Side of the Building*

---

## 6. Special Assistance

6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

## 7. Rescue and Medical Duties

7.1 There will be no rescue or medical first aid duties performed by the **Vogelei Barn** personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## 8. Training

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## 9. Housekeeping

9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

## **g. Vogelei House**

### **1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

### **2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Vogelei House**.

### **3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

### **4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

### **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

---

**ASSEMBLY AREA**

---

*Parking Area on the North Side of the Building*

---

**6. Special Assistance**

6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

**7. Rescue and Medical Duties**

7.1 There will be no rescue or medical first aid duties performed by the **Vogelei House** personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

**9. Housekeeping**

9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

## **h. Parks Services Facility**

### **1. Purpose**

1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.

1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from the Division Director or Parks Supervisors, Fire Alarm, or Hoffman Estates Fire Department personnel.

### **2. Scope**

2.1 This plan applies to all employees, occupants and contractors at Parks Services Facility.

### **3. Alarms**

3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.

3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

### **4. Evacuation**

4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.

4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.

4.3 Emergency evacuation route maps should be posted in each work area.

4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.

4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.

4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.

4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

### **5. Assembly Points**

5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

---

**ASSEMBLY AREA**

---

*Parking Area on the South Side of the Building*

---

**6. Special Assistance**

6.1 A list of persons needing special assistance will be kept in the Division Director's Office.

**7. Rescue and Medical Duties**

7.1 There will be no rescue or medical first aid duties performed by the Parks Maintenance personnel.

7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

**8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

**9. Housekeeping**

9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

## HAZARDOUS MATERIALS INCIDENT

### Section XXIII

**a. Notification can be:**

1. the visual observance of an incidence;
2. public announcement by the police, fire or other emergency agency.

**b. What to do when engaged in inside activities:**

1. determine the need to leave the building;
2. if incident is within the structure you are in, ensure the involved area is closed off to all but emergency personnel or specifically trained staff of the district;
3. if the incident is outside the structure you are in:
  - a) stay inside unless advised to evacuate;
  - b) close all windows and doors on the side of the structure that faces the incident;
  - c) relocate as many activities as possible to areas of the structure opposite to the exposed side;
  - d) arrange for evacuation only if advised to do so by public safety authorities;
  - e) evacuate in the direction and to a location as directed by public safety personnel;
  - f) notify District Administration of your location.
4. If the activity is outside near the incident:
  - a) move all personnel to an area upwind from the incident (a generally accepted minimum safe distance is one-half mile);

**NOTE: Actual safe distances vary with the specific products involved, ambient weather conditions and other specifics.**

- b) administer first aid if necessary;
  - c) notify District Administration of your location.
5. Return to normal activities only after public safety and supervisory personnel have declared the area to be safe.

## **FLOODS**

### Section XXIV

- A. Notification of flood potentials will be given via radio, television, public safety agency warnings or public address systems. This is one of few emergencies that require evacuation as a normal action. Upon notification, preparations to evacuate must be started.
  
- B. If flooding is inside a building, notify public to evacuate facility. Notify ComEd, district officials and emergency personnel (if necessary).
  
- C. Flash Flooding:
  - 1. In cases where there is flash flooding, or insufficient time for notification, personnel should progress to the highest areas as rapidly and orderly as possible.
  
  - 2. While moving from lower to higher areas, ensure that the group is held together by interlocking arms or attaching some sort of roping between individuals.
  
  - 3. Never travel as a single individual unless personal flotation equipment is worn or life-threatening condition is imminent.



## EARTHQUAKES

### Section XXV

- A. During an earthquake, the solid earth moves or sways. The shaking and swaying seldom causes death or injury. Most casualties are the result of falling objects and debris from damaged and destroyed buildings. For these reasons, potential of injury can be reduced through the removal of the following:
1. items that are stored above user-head height;
  2. items that would impede progress of evacuation;
  3. cabinets with open-face shelving or structurally weak latches or doors;
  4. chemicals in breakable containers stored on shelving.
- B. Anticipate the hazards that could be caused by:
1. ruptured water or gas lines;
  2. suspended ceilings;
  3. glass windows and doors;
  4. desks and tables that are not secured.
- C. Personnel in building should:
1. seek shelter under tables or desks with their head placed between their knees and facing away from any open glass window;
  2. move toward inside walls away from large open areas, crouch down and cover their head;
- D. Personnel outside the buildings should:
1. move away from buildings and utility lines;
  2. lie or sit down on the ground;
  3. try to maintain a tranquil attitude amongst the group;
  4. the safety of all personnel will be greatly enhanced if supervisory personnel can maintain an orderly and tranquil composure.
- E. Once the quake has subsided, it is essential to take a roll call to account for personnel the supervisor is responsible for.
- F. Returning to normal activities will not take place until structures and/or areas have been certified as being safe by public safety personnel and district maintenance staff responsible for the respective areas.

## UTILITY EMERGENCIES

### Section XXVI

- A. Gas Line Breakages
  - 1. If breakage occurs inside a structure:
    - a) evacuate without any further action;
    - b) once outside of structure in a safe area, make the following notifications:
      - (1) Fire Department **9-1-1**
      - (2) District Administration
      - (3) Northern Illinois Gas Company
  - 2. If breakage occurs outside a structure:
    - a) secure the area to stop anyone from entering the area until checked out and made safe by proper authorities;
    - b) make the same notifications as for situations inside a structure.
- B. Electrical Power Failures and Incidents
  - 1. Determine the extent of the problem using the following guide:
    - a) Is it only a portion of the structure?
    - b) Is it the entire structure?
    - c) Is it several structures on District property?
    - d) Does it affect an entire portion of the community?
  - 2. If problem affects only District property, contact maintenance and provide known information relative to the incident.
  - 3. In any situation, notify District Administration or Supervisor to determine plan of action for possible dismissal or cancellation of programs.
  - 4. When incident involves a potential electrocution or person in direct contact with a power source, do the following:
    - a) **do not touch the victim;**
    - b) notify Emergency Response Agency – **9-1-1**;
    - c) try to find the source of power and shut it off;
    - d) notify District Administration of your situation and action taken.
- C. Water Pipe Ruptures or Loss of Water
  - 1. notify District Administration;
  - 2. notify District maintenance;
  - 3. notify Community Public Works Department.

D. Telephone or Communications Loss

1. by available means, notify District Administration;
2. if advised, notify appropriate communications company;
3. be aware that loss of communications is a potentially serious situation and must be dealt with in a swift manner. Realize that with communication loss there is normally the loss of all alarm systems and means to communicate a request for emergency response if needed;
4. maintain fire and security watch until relief by District Administration can be provided.

## **CIVIL OR NATIONAL DISORDERS**

### **Section XXVII**

#### **A. BOMB THREAT**

1. If a call is received that a bomb has been placed in a District facility:
  - a) notify staff or available individual in the area to notify police and prepare for facility evacuation;
  - b) try to determine the following from the call:
    - (1) name of caller or organization association
    - (2) date call was received
    - (3) time call was received
    - (4) location of device (bomb)
    - (5) detonation date
    - (6) detonation time
    - (7) description of the device (what does it look like)
    - (8) what type of explosives were used
    - (9) is the caller male or female
    - (10) note any background noise heard during the conversation
    - (11) name of person receiving phone call
    - (12) name of person specifically requested by caller.
  - c. If evacuation is necessary, take the following actions:
    - (1) evacuate a distance from the facility; at least 500 feet;
    - (2) supervisors should take a roll call to ensure evacuation of all personnel;
    - (3) do not use cellular phones or radios to make notifications;
    - (4) wait outside of the facility until advised by police and District Administration to return or dismiss programs.
  - d. If staff is available while the conversation is taking place, try to survey the facility for any unusual activity or locations that appear to have been recently disturbed.
  - e. Notify the District Administration.
  - f. Do not use radios or cellular telephones to make any telephone calls or provide notification to staff of the District.
  - g. Wait for police to arrive or provide advice prior to any further actions.

- h. If requested by police to accompany or advise them on the facility, take the following actions:
  - (1) provide police with all received information from initial or subsequent telephone calls;
  - (2) provide police with floor plan of facility making note of any unusual observations made;
  - (3) do not open, lift, turn or push anything until advised by police that it is okay to do so;
  - (4) advise police of unusual observations such as doors being open, windows being open and equipment not normally observed.
  
- i. Return to normal activity only after police and District Administration have determined that it is safe to do so.

**B. CIVIL UNREST, DEMONSTRATIONS AND DISTURBANCES**

- 1. notify the police;
- 2. notify the District Administration;
- 3. notify the occupants of the facility of the situation, trying to use as calm a voice as possible;
- 4. take no further action, such as dismissal, until advised to do so by police or District Administration;
- 5. maintain security of any important or sensitive documents located at the facility.

**C. NATIONAL EMERGENCIES OR DISASTERS**

All actions during these situations must be based on information, time and general climate of the particular situation. Information will most normally be received from the Illinois Emergency Service and Disaster Agency. This agency will provide notifications via public address system, radio and/or television. Constant monitoring of these systems will be necessary in these situations. It is essential that supervisory personnel maintain an attitude of tranquility and calm for the enhancement of public safety at large.

## **OZONE ALERTS**

### Section XXVIII

- A. Ozone is regarded as one of the chief sources of air pollution during late spring, summer or early fall. It has proven to be a health hazard for chronic respiratory and coronary illnesses.
  
- B. Methods of alert and classifications:
  - 1. Public notification is by the Illinois Environmental Protection Agency during the period from May 1<sup>st</sup> through September 30<sup>th</sup>.
  - 2. Classifications:
    - a. Yellow Alert – level of 170 parts per billion (PPB) and conditions are expected to recur the following day.
    - b. Red Alert – levels of 300 to 500 PPB and conditions are expected to recur the following day.
  - 3. Actions to be taken:
    - a. Yellow Alert – notify personnel engaged in District outside activities of condition and monitor individuals known to have respiratory or coronary diseases.
    - b. Red Alert – recommended to stop all outside activities until alert is terminated.

## MEDICAL EMERGENCIES

### Section XXIX

- A. If extent and seriousness are questioned or severity is obvious – dial **9-1-1**.
- B. If person is not breathing and you have been trained, proceed with rescue breathing, using universal precautions.
- C. If person has no heartbeat or pulse and you have been trained in CPR and/or AED, begin the process, using universal precautions.
- D. If the person is bleeding, apply direct pressure to the wound and elevate while observing universal precautions.
- E. Unless life-threatening conditions are imminent, do not move the individual until advised to do so by the EMS personnel
- F. To avoid shock, do whatever is necessary to keep the person's body temperature as close to normal as possible.
- G. If person is choking:
  - (1) stand behind the person;
  - (2) place the thumb side of one of your fists against the person's abdomen, just above the navel;
  - (3) grasp your fist with your other hand and give an abdominal thrust;
  - (4) repeat until the object comes out.

## VIOLENCE

### Section XXX

**Employees must be aware of the potential for acts of violence at district facilities. Violence can result from confrontations with customers, confrontations between customers and criminal acts.**

- A. It is a crime to possess a weapon. If possible, call **9-1-1** any time an employee, member, participant or guest is seen with a weapon.
- B. In all facilities the words "**Armed Intruder**" over the public address system, or otherwise, will be used to indicate to staff that there is a threat of violence and **9-1-1** should be called.
- C. At the threat of violence, **9-1-1** must be called, and employees should remain calm as they assist participants to safety.
- D. If an employee is confronted by a person with a weapon, the employee should cooperate as much as possible (e.g., hand over money, etc.). However, it is definitely not advisable to leave the building or get in a vehicle with the perpetrator.



## **TRANSPORTATION TO MEDICAL FACILITIES**

### Section XXXI

- A. Persons shall only be transported to medical facilities by the Hoffman Estates Fire Department or approved ambulance service.

## **NOTIFICATION OF RELATIVES**

### Section XXXII

- A. Information regarding any persons receiving medical care, sent to hospitals, or sent to a doctor shall be documented to aid in notifying the victim's family. The information shall include the following:
  - 1. name and address of injured person;
  - 2. phone number where relatives can be notified;
  - 3. location, address and phone number of the location that person was sent to;
  - 4. method of transportation to the hospital;
  - 5. time that person was sent.
  
- B. No diagnoses shall be made, or given to the family by Park District employees. Information concerning the medical status of the individuals shall only be given by the attending physician.

## **TRAINING**

### Section XXXIII

- A. All employees shall be formally trained on the emergency policies and procedures that they are required to follow or implement. The training shall be conducted by the Facility Manager before employees begin their employment, are transferred to a new location, or if modifications are made to the plan. The training shall cover the procedures to follow for emergencies as stipulated by the plan as well as specific responsibilities for disaster team members.
- B. Customers can be instructed through orientations, member handbooks, announcements or drills.
- C. Drills shall be conducted periodically to ensure that the effectiveness of the action plan is maintained. Evaluations shall be made on a regular basis to ensure that the plan best meets the needs of the Park District, community and patrons.

## **PLAN REVIEW AND REVISION**

### Section XXXIV

- A. The plan shall be reviewed at least annually and as often as deemed necessary to ensure effectiveness.
- B. The plan shall be reviewed when changes occur in the building, programs, etc.
- C. Employees and patrons may request that policies and procedures be reviewed to determine if the plan may need modification.
- D. Results from drills shall also be used as a means for determining effectiveness and the need for revision.

**Procedure for Emergency Procedures**  
Section XXXV

**3.005 Emergency Procedures**

This procedure covers the Emergency Procedures for the use of safety codes.

- A. All employees of the Hoffman Estates Park District (full-time, permanent part-time, and all classifications of part-time shall wear identification badges while on duty except workers where badges present a safety hazard.
  
- B. The safety codes are printed on the back of the badges as follows:
  - Code Blue** Life Threatening Emergency
  - Code Red** Fire
  - Code Orange** Severe Weather Watch
  - Code Gray** Severe Weather Warning
  - Code Green** Evacuation
  - Code Pink** Missing Child in Building
  - Mr. Strong** Escalation with Patron
  - Med Alert** Medical Attention
  
- C. Each facility has developed procedures specific to their environment. Attached are the procedures generic to all facilities.
  
- D. Training on safety codes shall be conducted quarterly at the change of seasons and staff. Documentation on all training shall be submitted to the **Training Committee Chair**.
  
- E. Drills will be performed at each of the District's public facilities quarterly. The facility manager shall coordinate these drills and oversee the execution of the drills.
  
- F. When incidents occur, an accident/incident report shall be completed and submitted to the **Superintendent of Risk Management**.
  
- G. When an emergency code is announced, any employee within hearing must respond according to the guidelines for that specific code.

Approval Date:                    6/30/03                            Dean Bostrom          
Revision Date:                    12/15/2017                            Dean Bostrom

**HOFFMAN ESTATES PARK DISTRICT  
EMERGENCY CODES**

- **Code Blue**                      **Life Threatening Emergency**
- **Code Medical Attention**      **Participant/Member / Visitor  
Non-Life Threatening Emergency**
- **Code Red**                      **Fire – Evacuate Facility**
- **Code Gray (Alert)**              **Severe Weather Watch**
- **Code Orange**                  **Severe Weather Warning**
- **Code Green**                  **Evacuation (Example: Gas Leak)**
- **Mr. Strong**                      **Escalation with Patron /  
Participants**
- **Code Pink**                      **Missing Child in Building**

## CODE BLUE & MEDICAL ATTENTION

We have two types of medical emergencies. The procedure pertains to both **Code Blue** and **Medical Attention**:

**Code Blue:** 9-1-1 will be called immediately.

**Medical Attention:** **Not** necessary to phone **9-1-1**.

### *Procedure*

- 1) **The first person on the scene should assess the situation. Remember the ABC's ...  
Airway, Breathing, & Circulation.**
- 2) **If you need help or are not sure of the situation, go to the nearest intercom/telephone identify yourself and ask for assistance. Give your location.** (Example: "This is Nancy from Fitness. A woman has fainted in the locker room.")
- 3) **Instruct the Service Desk to call a Code Blue (9-1-1-) or Medical Attention.** (Example: **This is Michele from the nursery. A child is ill in the nursery. Medical Attention needed.**) Or, **"This is Mike from Maintenance, a man is down in the locker room. Code Blue."**
- 4) The Service Desk will triple intercom and telephone page: **Code Blue or Medical Attention.** (Examples: **"Code Blue – weight area, Code Blue – weight area, Code Blue – weight area.** Or, **Medical Attention needed – nursery, Medical Attention needed, nursery, Medical Attention needed, nursery."**)
- 5) The Service Desk will then place a call to **9-1-1** if a **Code Blue** is called, or unless they are otherwise instructed to do so.
- 6) Service Desk staff, **facility manager** or **MOD** will respond to all **Code Blue** or **Medical Attention** intercom or phone pages.

**SERVICE DESK RESPONSIBILITIES  
FOR  
CODE BLUE**

Steps to take when a **Code Blue** is called and you need to overhead page:

1) *Access the intercom and phone system. Triple page:*

- **CODE BLUE** .....(LOCATION)
- **CODE BLUE** .....(LOCATION)
- **CODE BLUE** .....(LOCATION)

2) Call the Emergency Number **9-1-1**

When placing a call to **9-1-1**, **ALWAYS** give:

- Your name
- Your location:
- Type of emergency (**CODE BLUE / MEDICAL ATTENTION**)
- Location of victim within the facility

3) The Service Desk will designate a staff member to meet the ambulance at the Front Door for directions.

**NON-EMERGENCY SITUATIONS  
MEDICAL ATTENTION**

The only difference is that **9-1-1** **will not** be called unless requested.

- Sprain / Twisted Ankle
- Minor Cut or Bruise
- Complaints of feeling faint / dizzy or not feeling well
- Any situation in which you need assistance or are uncomfortable.



## EMERGENCY PROCEDURES CODE RED

### **Purpose**

- 1) To prevent fires.
- 2) To ensure maximum safety for our members and all others in the facility in the event of a fire.
- 3) To avoid panic.

### **Procedure**

- 1) The facility manager or MOD will take charge in the event of a fire alarm. If the facility manager is not in the building, the program/athletic manager(s) will take charge.
- 2) An associate is to go to the nearest telephone and/or intercom and call the Service Desk and tell them to page a **Code Red**. Give the facility location of the smoke and/or fire.
- 3) The Service Desk will assess the paging system and page the following announcement: **Code Red** (designate location within the facility).
- 4) The Service Desk will call the Hoffman Estates Park District at **9-1-1**.
- 5) The associate in charge is responsible for directing fellow associates to the places that need help with evacuation. Each department is responsible for the evacuation of that area. Associates should immediately help the nursery evacuate the infants and children.
- 6) Those in the fitness exercise rooms should exit through the emergency doors in those areas.
- 7) Men and Women Locker Rooms should exit through the emergency doors located in the back hallway or main doors in the front lobby.
- 8) Multipurpose rooms should exit through the emergency room doors located in the room or hallway or main doors in the front lobby.
- 9) Administrative Office areas will exit out the nearest exit through the main doors.
- 10) The Service Desk will designate an associate to meet the fire department at the front door to give directions.
- 11) In all fire situations, remember the **R.A.C.E.** acronym:

- |          |                     |   |
|----------|---------------------|---|
| <b>R</b> | <b>- Rescue</b>     | - Remove anyone from immediate danger.                |
| <b>A</b> | <b>- Alarm</b>      | - If there are <u>no</u> pull boxes call Service Desk |
| <b>C</b> | <b>- Confine-</b>   | <b><u>Evacuate.</u></b> Close <u>all</u> doors.       |
| <b>E</b> | <b>- Extinguish</b> | - Attempt to extinguish the fire.                     |

- 12) In all smoke and/or fire events, **Code Red** is to be initiated.
- 13) All fires, no matter how small, must be reported to the **Facility Division Director** and/or **Facility Manager, athletic/program manager(s)** and the **fire department**.

All facilities are connected to the Hoffman Estates Fire Department so trucks will be automatically dispatched in the event of any alarm. Immediate evacuation should take place every time an alarm is activated, an announcement is made ahead of time stating that the alarms are being tested. The fire department personnel who arrive on the scene are the only people authorized to allow anyone back in the building.

## EMERGENCY PROCEDURES CODE GRAY (Alert)

### ***Purpose***

To ensure maximum safety for our members and others in and around the facility in the event of a severe weather incident.

### ***Procedure***

- 1) **An announcement of severe weather will be based on information from the National Weather Service.**
- 2) **Any time there is inclement weather, the facility manager or MOD should make himself/herself visible at the Service Desk.**
- 3) **The associates will be notified of severe weather through the following means:**
  - **A call on the telephone/intercom paging system will come from the Service Desk announcing a Code Orange alert (severe weather WATCH), or a Code Gray (severe weather WARNING).**
  - **A news bulletin may break through over the radio and/or television.**
  - **NO ACTION TAKEN.**
- 4) **The Service Desk will triple page over the telephone/intercom paging system the following announcements:**
  - **For severe weather WATCH: "Code Orange", severe weather watch until \_\_\_\_\_(time). This will be repeated approximately every hour for the duration of the WATCH.**
    - **ACTION: Advise members that precautions are being taken.**

**EMERGENCY PROCEDURES  
CODE ORANGE (Take Action)**

***Purpose***

**To ensure maximum safety for our members and all others in the facility in the event of severe weather.**

***Procedure***

- 1) An announcement of severe weather will be based on information from the National Weather Service.**
- 2) Any time there is inclement weather, the facility manager or MOD should make himself/herself visible at the Service Desk.**
- 3) The associates will be notified of severe weather through the following means:**
  - A call on the telephone/intercom paging system will come from the Service Desk announcing a Code Orange Alert (severe weather WATCH), or a Code Gray (severe weather WARNING).**
  - A news bulletin may break through over the radio and/or television.**
  - NO ACTION TAKEN.**
- 4) The Service Desk will triple page over the telephone/intercom paging system the following announcements:**
  - For severe weather WATCH: “Code Orange”, severe weather watch until \_\_\_\_\_(time). This will be repeated approximately every hour for the duration of the WATCH.**
  - ACTION: Advise members that precautions are being taken.**

## EMERGENCY PROCEDURES CODE GREEN

### ***Purpose***

To ensure maximum safety for our members and all others in the facility in the event of severe weather.

### ***Procedure***

- 1) The facility will have a plan for relocation or evacuation for members, visitors and staff when an event occurs which renders the area of the facility unsafe. Such indications could include, but are not limited to, fire, hazardous material incident, long-term utility failure, threatening situation and/or structural damage.
- 2) The facility manager or MOD in conference with the Hoffman Estates Fire Department may activate the plan in part or total.
- 3) The Hoffman Estates Fire Department will set up an incident command post outside the building or inside on the first floor. One or more representatives of the facility will set up an emergency center as close as possible to the fire department to work in conjunction with them.
- 4) Participants, members, visitors and staff will follow the same evacuation plan as "**Code Red**".

## **EMERGENCY PROCEDURES MR. STRONG**

### ***Purpose***

To maintain safety and security for all individuals in the facility environment, in the least restrictive and safest way during an episode of escalation.

### ***Procedure***

**It is the procedure of Hoffman Estates Park District to effectively assess the potential need for de-escalation and implement only strategies approved by the Hoffman Estates Park District. Definition: An overhead page Mr. Strong is called when need for assistance with unstable or escalated situations**

- 1) Initiate a Mr. Strong over the telephone and intercom system, give location. Service Desk will then contact the police and announce a Mr. Strong.**
- 2) Person de-escalating the individual shall remain with the individual while maintaining an appropriate distance – i.e., do not block doorway to allow easy exit as well as communication with other staff. Other staff should be aware and available to assist the primary respondent.**
- 3) It is vitally important that only one staff member verbally interact with the individual.**
- 4) After the situation is handled, fill out Threats of Violence Form and report same to the Division Director of the facility, facility manager, athletic/program manager(s) and the police department.**

**EMERGENCY PROCEDURES  
CODE PINK (Missing child in building)**

***Purpose***

To maintain safety and security for all individuals in the facility environment, in the least restrictive and safest way during an episode of escalation.

***Procedure***

**It is the procedure of Hoffman Estates Park District to effectively react quickly and take immediate steps to meet the procedures approved by the Hoffman Estates Park District.**

- 1) Staff will ask questions regarding height, weight, hair color, age, name, etc., and immediately go to the Service Desk.**
- 2) A telephone and intercom Code Pink is called when assistance is needed with a missing child within the facility.**
- 3) The telephone and intercom system is used to announce the height, weight, hair color, age, name, etc.**
- 4) To initiate a Code Pink notify the Service Desk. Managers, administrators and staff will be notified and stop whatever he/she is doing to assist.**
- 5) Staff shall guard doors and/or position himself/herself at an exit.**
- 6) Managers and administrators will search until the missing child is found.**
- 7) If the child is not found within a reasonable time (about 2-minutes), staff shall contact 9-1-1 immediately.**

## EMERGENCY PROCEDURES

### CODE WHITE (Armed Intruder / Weapons Threat)

#### **Purpose**

Crisis on Park District grounds can result in violent, disruptive or criminal behavior. Everyone is asked to assist in making the Park District a safe place by being alert to suspicious situations and/or persons.

#### **Procedure**

In the event that the Park District experiences an armed intruder/weapons threat, please complete the following "code white" procedure to provide immediate and direct care to the conflict.

#### **First Contact with Armed Intruder/Weapons Threat:**

1) Assess situation and remain calm:

- Call 911  
Provide the following information and do not hang up until told to do so.
  - Description of the intruder
  - Exact location
  - Type of weapon, i.e. handgun, shotgun, rifle, etc.
  - Actions of the intruder
- Notify Manager on Duty
- Do not approach the person. Allow police to handle the situation. Should gunfire or discharge of an explosive occur, seek cover immediately using all available concealment.
- Call 911 and request emergency medical services should an injury occur.
- Carefully follow directions of police and emergency services personnel until you have been told that the crisis has been resolved.

2) Shooter has physical control of person:

- Follow instructions of the shooter.
- Avoid arguments or sudden moves.

3) Shooter in close proximity:

- Seek cover and distance from offender.
- Summon help by any means possible only if this can be accomplished without exposing yourself and others to greater danger.

4) Remain hidden

- Do not leave hiding area until a "Code Green" is announced or you are instructed to do so by the police.

#### **Manager on Duty not in direct contact with Armed Intruder/Weapons Threat:**

1) Assess situation

- Do not go to area of conflict. Assessment must be made based on available information via verbal reports and radio, intercom, or telephone communication.

2) Call 911

- Relay what is known of the situation. Do not minimize, embellish, or interpret situation.
- Maintain contact with 911 operator and provide updates/relevant information.

**3) Activate Crisis Communication Plan – Refer to Procedure # 3.001**

4) Prepare for Police/Fire response

- Provide up-to-date information.

5) Cooperate with Police

- Police will take charge of scene; coordinate directives with your staff and patrons.

6) Call “Code Green”

- If instructed by police to do so.

**Staff Responsibilities not in direct contact with the Armed Intruder/Weapons Threat:**

1) “Code White” procedure

- Direct patrons in hallway into secure areas, classrooms, gyms and bathrooms.

2) Patrons / staff exit

- If possible in non-life threatening areas outside of first contact; evaluate the opportunity to exit the building. Police will help determine that decision.

3) Wait for call “Code Green”

- Follow code green instructions for facility evacuation.



# EMERGENCY PROCEDURE LOCATION VARIANCES

Section XXXVI

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## FACILITY

## EMERGENCY CONNECTION

Willow Recreation Center  
3600 Lexington Drive  
Hoffman Estates IL  
(847) 285-5440

Hoffman Estates Fire Department

Triphahn Center  
1685 W. Higgins Road  
Hoffman Estates IL  
(847) 885-7500

Hoffman Estates Fire Department

Seascape Family Aquatic Center  
1300 Moon Lake Boulevard  
Hoffman Estates IL  
(847) 310-3626

Hoffman Estates Fire Department

Prairiestone Fitness and Wellness Center  
5500 Sedge Boulevard  
Hoffman Estates IL  
(847) 645-1900

Hoffman Estates Fire Department

Bridges of Poplar Creek  
1400 Poplar Creek Drive  
Hoffman Estates IL  
(847) 884-0219

Hoffman Estates Fire Department

