



Hoffman Estates Park District

Safety Policy Manual

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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.

Hoffman Estates Park District intends 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 to all other operational considerations. 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. 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.

SAFETY PERFORMANCE, RESPONSIBILITIES, AND ACCOUNTABILITY

SECTION II

The success of the District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors, and the cooperative, concerted efforts of all employees. Safety is a part of every employee's job performance.

All District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public.

SAFETY COMMITTEE

Section III

The Safety Committee will be created and meet on a regular basis 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.

GENERAL SAFETY RULES AND REQUIREMENTS

Section IV

1. General Safety Rules

Employees must know and observe General Safety Rules listed in the Safety Procedures Manual. The General Safety Rules cannot cover all situations that may arise. Therefore, 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 Personnel Policy Manual.

2. Maintenance of Safe Working Conditions

The Park District is committed to providing safe working conditions for all staff. As part of this commitment, all Park District staff members will work together to maintain a high degree of safety in its parks, facilities, and the equipment utilized or contained within them.

3. Facilities Maintenance and Safety

Staff will keep all areas of their workplace, passageways, service rooms, and storage rooms in a clean, orderly, and hazard-free condition.

The District will follow the Fire Prevention measures recommended by the Hoffman Estates Fire Department, OSHA/IDOL, and our insurance carriers.

All equipment located in the facilities will be properly maintained. Proper safety training and instructions will be provided to any employees that use the equipment.

4. Parks Maintenance and Safety

Park employees must exercise extreme caution while performing various work tasks in the parks or recreational facilities to avoid injury to staff and participants.

All playground equipment and playground sites, playground surfaces, and athletic fields should be inspected regularly. Records of all inspections and repairs must be maintained in the Parks maintenance office. All newly installed or replacement playground equipment should comply with standards as proposed by the current USCPSC guidelines.

All necessary regulatory signs must be posted and positioned in easily viewable, conspicuous locations.

All parks equipment will be properly maintained. Proper safety training and instructions will be provided to any employees that use power tools or equipment.

5. Recreation Maintenance and Safety

The Park District is committed to providing recreation facilities and programs that will conform to all necessary safety standards. All recreation staff must be responsible for ensuring that all patrons adhere to the established safety rules and regulations. Staff should notify their supervisor if any person refuses to obey any safety regulations.

6. Administration Maintenance and Safety

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.

7. Hazard Identification Program

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 to your supervisor or the Director of Administrative Services. Serious problems must be resolved as quickly as time permits; non-emergency items must be corrected within a reasonable period of time.

8. Accident Reporting

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 Director of Administrative Services for review, investigation, and insurance processing.

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 Executive Director.

9. Accident Investigation

The immediate supervisor of the injured person or in charge of the area which sustains property damage must immediately conduct or cooperate with the Director of Administrative Services in an accident investigation.

10. Employee Safety Training and Orientation Program

In order to ensure that all staff fully understands the Park District Safety Policies and Procedures, documented training and orientations will be prepared by the Director of Administrative Services. 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, and, verifying compliance.

11. Limited Duty/Return to Work

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.

12. Fleet Operations

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. 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.

13. Assignment of Responsibilities

All Park District employees are responsible for compliance with safety procedures, standards, and rules outlined in the Safety Procedures manual. Each employee has specific responsibilities within Safety Procedures manual responsible and is accountable for accident prevention as they pertain to their roles and duties.

The rules and regulations outlined in this Safety Procedures 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.

FEDERAL AND STATE REQUIREMENTS

Section V

1. Hazard Communication Program (HAZCOM)

Hoffman Estates Park District has developed a comprehensive Hazard Communication (Hazcom) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees.

The Hazard Communication Standard requires Hoffman Estates Park District to train their employees about the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical that can be a physical or health hazard.

The Hoffman Estates Park District Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom program consists of five basic elements as listed below:

- A written Hazcom program
- An inventory of hazardous chemical products
- An inventory of Safety Data Sheets
- A labeling procedure for hazardous material containers
- A Hazcom employee training program

It is Hoffman Estates Park District’s policy to provide employees with a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Hoffman Estates Park District employees must include Hazcom compliance as an essential consideration in all phases of their work.

2. Illinois Safety and Health Act

The Park District recognizes the State of Illinois Inspection and Education Act. This Act requires that:

- a) "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."
- b) The Park District agrees to follow all guidelines as set by the Acts.

3. OSHA, State of Illinois, and Insurance Company Inspections

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.

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.

OSHA and IDOL Compliance Programs
Section VI

1. Bloodborne Pathogens Disease Program

It is the District's policy to develop a Bloodborne Pathogens Disease Program to minimize the District employees' exposure to HIV, all forms of Hepatitis, and other infectious diseases.

The District will educate employees to reduce the risk of exposure to a bloodborne pathogen. Additionally, the bloodborne pathogens program requires the practice of "Universal Precautions", the treatment of all bodily fluids/materials as if infectious, and emphasizing engineering and work practice controls including the proper use of which includes the proper use of PPE.

2. Lockout / Tagout

The District has established energy isolation or lock-out/tag-out requirements for the control of hazardous energy as required by the Illinois Department of Labor. These requirements cover the servicing and maintenance of machines and equipment in which the unexpected startup or release of hazardous energy could cause injury to staff members. If staff members are performing service or maintenance that does not expose them to the potential for the unexpected release of hazardous energy the lock-out/tag-out requirements do not apply.

For the purposes of lock-out tag-out, there are six sources of hazardous energy that could be released by machines or equipment. These are electrical energy, hydraulic or pneumatic energy, chemical energy, thermal energy, mechanical potential energy, and gravitational energy. All of these potential energy sources must be identified by staff before beginning a service or maintenance project.

Only trained and authorized staff may engage in lock-out/tag-out procedures or service/maintenance projects that require lock-out/tag-out.

3. Confined Space Program

District facilities contain spaces that are considered to be "confined" because their configurations hinder the activities of any staff that must enter into, work in, and exit from them. Staff that works in confined spaces may face an increased risk of exposure to serious physical injury from hazards such as entrapment, engulfment, and hazardous atmospheric conditions. Because of these increased working hazards, the District has established a procedure for entry into confined spaces and permit-required confined spaces.

4. Hearing Protection

The District has implemented a Hearing Conservation program. The program consists of monitoring for potentially harmful noise exposures, protecting against potentially harmful

noise exposures, and monitoring staff that is exposed to potentially harmful noise exposures.

5. Personal Protective Equipment

The Occupational Health and Safety Administration and the Illinois Department of Labor require District staff that work with any hazard that could cause injury to the hands, feet, head, face, eyes, ears, skin, or respiratory system to wear appropriate Personal Protective Equipment (PPE). The Park District will provide the necessary PPE to complete an assigned task.

If assigned a specific task, staff will be informed by Supervisors and trained in the usage of the appropriate PPE to be used before the task is started. In all cases, staff is responsible for wearing the required PPE.

6. Fall Protection Program

Staff members working at heights over four feet are provided, and scaffolding and indoor or outdoor lifts are provided to protect against falls and must use safety precautions while working.

Staff will be provided with any required specialized training to recognize fall hazards, understand and address fall prevention techniques, and become familiar with fall arrest equipment and procedures.

7. Power Industrial Truck Program (PIT)

HEParks 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.

8. Respirator Protection

This policy establishes that the District will ensure that the minimum requirements for the respiratory protection program are met. The District will designate all areas where respirator use is required by using the SDS and other resources available to assess the need. Staff must consult the Safety Data Sheet (“SDS”) of each chemical substance used for respiratory protection requirements.

Staff is responsible for following all applicable safety guidelines and rules contained in the SDS regarding respiratory protection as well as instructions given by Supervisory staff and/or

the Director of Administrative Services regarding the use of respiratory protection.

EMERGENCY OPERATIONS

Section VII

1. Emergency Operations Policy Statement

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.

2. Severe Weather Operations

In case of a weather-related emergency, the District will provide adequate warning to staff and patrons when severe weather is anticipated. If severe weather warrants, the District will ensure that patrons and staff are directed to a safe, shelter location until an all-clear signal is received.

3. Fire Operations

In case of a fire emergency, the District will provide a plan for safe, systematic, and orderly evacuation of the facilities.

4. Emergency Procedures

In addition to severe weather and fire operations, the District has developed emergency procedures specific to its location, environment, and situation. These emergencies include, but are not limited to:

- a. Emergency Medical Attention
- b. Non-Emergency Medical Situations
- c. Missing Child in Building
- d. Armed Intruder/Hard Lockdown
- e. Staff Assistance
- f. Hazardous Materials Incident
- g. Flooding
- h. Earthquakes
- i. Utility Emergencies
- j. Civil or National Disorders
- k. Transportation to Medical Facilities
- l. Notification of Relatives

5. Training

All employees shall be formally trained on the emergency policies and procedures that they are required to follow or implement. The training shall cover the procedures to follow for emergencies as stipulated by the plan as well as specific responsibilities for disaster team members.

6. Emergency Plan Review and Revision

The plan shall be reviewed as often as deemed necessary to ensure effectiveness and comply with all applicable laws and regulations.

7. Crisis Communication

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.

If approached, employees should direct all inquiries from reporters or other individuals to the park district spokesperson for accurate information.