HARRISBURG TOWNSHIP

PARK DISTRICT

RISK MANAGEMENT &

LOSS CONTROL MANUAL

Overview

The main goal of this manual is to provide everyone involved with the Harrisburg Township Park District the vital safety and wellness information that is needed to continue providing safe recreational facilities, programs and services for the public, our co-workers and ourselves.

The manual is organized on various safety and wellness topics. It is your responsibility to read and be familiar with this manual and if you should have any questions, see your immediate supervisor. This manual will be made available as a reference guide for future use. Your immediate supervisor or manager will utilize and refer back to this manual throughout the year to refresh your training as well as update you and your co-workers on the various risk management and safety topics.

The manual will be updated as new information or topics arise. If this should happen, your immediate supervisor will coordinate any new information to you.

If you should have any questions, please contact your immediate supervisor or the Risk Management Coordinator (the “Coordinator”).

Safety Policy Statement

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

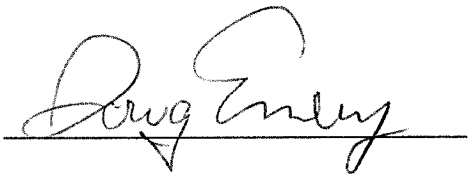
It is the intention of the Harrisburg Township Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a matter of continuing concern. 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.

At the time of the Risk Management & Loss Control inception in 2020, it was the intent of the Harrisburg Township Park District (HTPD) to follow the Illinois Public Risk Fund (IPRF) Loss Control Manual as it's guidelines until the HTPD could fully develop its own comprehensive manual. HTPD has worked towards implementing IPRF guidelines as its own and has started incorporating those policies and procedures into this HTPD Risk Management & Loss Control Manual. This manual will be updated and revised yearly as needed.

Sincerely,



Doug Emery, Board President

Blake Emery, Executive Director

Blake Emery, Safety / Risk Management Coordinator

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SECTION 4 – CHECKLISTS

1-0 Risk Management & Loss Control

1-1 Policy

It is the intent of the Harrisburg Township Park District (the "District") Board of Commissioners (the "Board") to establish a Risk Management & Loss Control policy, which will provide the safest environment possible for employees and users of the District. The Executive Director shall provide all management direction necessary to implement a successful all-around safety program for employees and park users.

1-2 Mission

The Harrisburg Township Park District (the "District") is concerned for the safety and wellness of its employees and the patrons it serves. We acknowledge obligation as an employer to provide the safest possible working conditions. We also acknowledge the obligation as a District to provide a safe environment for the public that uses our facilities, parks and services.

The overall goal of a Risk Management Program is to "improve the safety of the work environment and that of the general public".

The mission of the Risk Management and Loss Control Committee (the "Committee") is to:

Provide support to enhance the District's Risk Management and Loss Control program and maintain safety throughout our buildings, parks and facilities to protect all staff, volunteers and patrons, while creating a culture of safety and wellness in all aspects of operations.

1-3 Committee Members

The Committee is made up of the following members:

- Executive Director
- Maintenance Director
- Recreation Director
- Administrative Assistant

1-4 Committee Purpose

The purpose of the Committee is to improve safety and wellness at the facilities, programs, events and grounds for both patrons and employees. The Committee is responsible for making recommendations on how to improve safety and wellness in the workplace. The Committee is in place to help make safety and wellness activities an integral part of the District's operating procedures, culture and programs. The Committee reviews accident / incident reports and inspection forms. The Committee meets during the regularly scheduled Park Board Meeting each month. Committee meetings are open to all employees and the public. If you should have any safety concerns that you wish to address with the Committee, please contact the Coordinator or one of the Committee members.

1-5 Committee Goals

1. Policy Approval by the Park Board of Commissioners
2. Provide on-going training for employees
3. Provide and offer safe facilities for employees and participants
4. Achieve a visible presence in the District for safety and wellness awareness
5. Commit to making a difference promoting safe and healthy working environment

1-6 Risk Management Coordinator Duties

The Coordinator is responsible for general safety and risk management concerns relating to all District operations, functions, grounds and facilities. This position is responsible for coordinating the formulation, implementation and monitoring of procedural policies as they relate to loss prevention, insurance issues, safety, accident investigation, claims and the settling of losses with the Committee.

The Coordinator shall coordinate safety related policy and philosophy; develop specific safety-related policies, procedures and guidelines. The Coordinator along with the Committee will develop and present safety training programs, develop and implement effective facility and equipment inspection programs and analyze potential loss situations and make recommendations. The Coordinator will conduct accident investigations, work with insurance carriers to report losses, and assist in the successful adjustment of claims.

The Coordinator will be the chairperson of the District's Committee and will be responsible for the documentation of these meetings. The Coordinator will prepare monthly summaries of accidents to be submitted to the Committee. These summaries should include the development of existing claims cases and a summary relating to any trends in losses which have been identified.

1-7 Coordinator and Committee Functions

(Full-Time - Executive Director, Maintenance Director, Rec Director, and Admin. Assistant)

1. Paperwork - developing District safety related policies, District safety inspection reports, accident investigation reports, safety committee minutes, training materials, and responses to public safety concerns.
2. Communicate in writing with proper grammatical form and be proficient in communicating verbally in group and individual situations. Be able to establish priorities, plan and delegate, and accomplish established goals.
3. Conduct facility inspections, investigate accidents and related risk management activities.
4. Perform safety orientation and training programs for seasonal part-time staff, volunteers, and new employees.
5. Maintains records and files relating to safety and risk management.
6. Establishes safety related goals and objectives.
7. Develops and revises District safety manuals.

8. Participates in the investigation of accidents and injuries and develops written documentation to assist in a defense of legal actions.
9. Conducts a wide variety of safety related inspections.
10. Recommends safety related equipment, supplies, and materials for purchase and long range capital planning.
11. Develops emergency response procedures and emergency evacuation plans for facilities and programs.
12. Develops and maintains cooperative relationships with other public agencies in regards to safety issues.
13. Ensures compliance with all federal, state and local laws and regulations related to safety and insurance.
14. Assists management team in the enforcement of safety rules and regulations.

1-8 Full-Time Maintenance Foreman & Full-Time Maintenance Worker Functions

1. Conduct facility inspections as directed by immediate supervisor.
2. Conduct a wide variety of safety related inspections as directed by immediate supervisor.
3. Perform safety orientation and training programs for seasonal part-time staff, volunteers, and new employees.
4. Participate in safety training opportunities.
5. Assists management team in the enforcement of safety rules and regulations.
6. Recommends safety related equipment, supplies, and materials for purchase.

1-9 Safety Expectations and Responsibilities

Expectations

Each employee, regardless of their position, is expected to cooperate in all aspects of safety. Some major points of our program require that:

1. Accidents must be reported immediately to your immediate supervisor;
2. Required personal protective equipment must be worn by all employees – there are no exceptions;
3. Hazardous conditions or other safety and health concerns must be reported to your immediate supervisor immediately;
4. Employees participate in Committee activities and requests;
5. Support Committee mission.

If every one of us does our part by doing what is necessary to ensure workplace safety, we all benefit. No one's job is so important that you cannot take time to do it safely.

Responsibilities

Safety while on the job is the responsibility of every employee of the District. With proper precautions, most accidents on the job can be prevented. All employees are expected to give due regard to safety in all their work and to make every reasonable effort to avoid injury. All employees shall be expected to be alert for safety hazards which could affect the general public or employees of the District. Employees shall make certain that safety rules are followed. Always use good judgment of safety concerns during a program.

Department Meetings

All departments of the District should hold regular staff meetings where safety is discussed. The responsible department director should determine the time, place and duration of these meetings.

The District shall hold a formal risk management / safety meeting annually or more as the need arises

General Safety Rules

- Fighting or bullying will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Supplied personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Employees that operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
- Employees who are authorized to drive a District vehicle are responsible for having a valid driver's license for the class of vehicle they operate. If driving a personal vehicle for work purposes it must be properly insured. You must report revocation or suspension of your driver's license to your immediate supervisor.
- All employees must know District rules regarding accident reporting.
- Each employee in the department must follow departmental rules and procedures outlined in specific manuals. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
- Any employee found to be in violation of a safety standard will be issued a warning by his/her immediate supervisor. Disciplinary actions, as described in the Employee Handbook, may be taken as a result of an employee's failure to abide by safety rules and regulations.

2-0 HTPD Emergency Action Plan

2-1 INTRODUCTION

The purpose of the Emergency Action Plan is to establish general and specific procedures and responsibilities that in the event of an emergency will protect employees and minimize property damage.

2-2 BASIC REQUIREMENTS

The basic requirements of this program include:

- Development of a policy statement from management, stating their intention to implement and enforce the policies of this program.
- A determination of Types of Emergencies covered under this plan.
- Development of responsibilities for various personnel to ensure compliance with this program.
- A definition of Types of Emergency Notification Systems
- Specific Procedures for each type of covered emergency
- Development of a Training Schedule
- Preparation of Evacuation Routes and Floor Plans and the identification of outside Assembly Areas and inside Safe Areas
- Development of an after-hours call list

2-3 POLICY STATEMENT

In order to minimize the risk of injuries and illnesses and the resulting human and economic loss, it is the policy of Harrisburg Township Park District to provide a safe and healthful environment for all employees and visitors. This shall be achieved through the application of proper safeguards to processes, equipment, methods and procedures, and by providing employees with the training necessary to perform their job safely. It is also this organization's policy to take all necessary and responsible steps to comply with safety and health standards set forth in Federal, Illinois Department of Labor Standard 1910.38 and local laws and regulations.

Therefore, to help assure the safety and health of its employees and visitors and to comply with relevant safety standards, Harrisburg Township Park District has established a written Emergency Action Plan.

The authority and responsibility to implement and maintain the Emergency Action Plan is delegated to the Executive Director *(the Emergency Plan Coordinator*).

I am personally committed to the continued improvement of our safety performance, and will authorize the necessary programs to achieve this objective. I will expect your participation in our safety efforts and am confident I can count on every employee and visitor to help in this important company program.

Blake Emery	1/1/2026
Executive Director Name	Date
Blake Emery	
Signature	

2-4 TYPES OF EMERGENCIES COVERED UNDER THIS PLAN

Emergencies covered under this plan include: (Check all that apply)

X	General Evacuation
X	Fire/Explosion
X	Bomb Threat
	Chemical Spills

X	Earthquake
X	Power Outage
X	Severe Storms
	Other (list)

- Evacuation route placards and basic instructions will be posted at key points throughout the facility(s), a copy of this plan is available for employee review in the main office, maintenance office, and pool office.

2-5 RESPONSIBILITIES

Emergency Coordinator

The Emergency Coordinator is responsible for implementing this plan. The Coordinator will be responsible for:

- Providing employees with detailed information regarding the Emergency Action Plan.
- Developing the plan to include emergency procedures, evacuation routes and emergency personnel roster.
- Maintaining the plan current with changes in facilities, operations and personnel. (Plan is to be reviewed whenever changes occur, but at least annually.)
- Ensuring that management and supervision are provided with current copies of the plan.
- Appointing emergency personnel.
- Arranging for training of emergency personnel and coordinating emergency drills.
- Answering questions regarding this plan or providing further information or explanation of individual duties under the plan.
- Directing emergency activities.
- Acting as primary contact with outside emergency services.

Managers and Supervisors

All management and supervisors are responsible for:

- Developing emergency shut-down procedures for their respective departments.
- Recommending employees to the Emergency Coordinator for emergency plan assignments.
- Making the Plan available for employee review and seeing that all employees in their charge are knowledgeable of their respective duties/assignments under this Plan.
- Assisting emergency personnel in maintaining order and calm in the event of an emergency.
- Providing for assistance to disabled or impaired employees.
- Taking (or seeing that a designate takes) a head-count of department employees in the event of an evacuation, and reporting to Emergency Coordinator of anyone missing.

Employees

All employees are responsible for:

- Following all requirements of the Emergency Action Plan.
- Suggesting to the Emergency Coordinator ways to improve procedures.

2-6 EMERGENCY NOTIFICATION SYSTEM

Outside Emergency Services:

In the event of the need to call an ambulance, the fire department, police or other emergency service:

Normal Work Hours: Dial 911 direct from an outside dialing phone. Then call the Emergency Coordinator at work (See Addendum III – Emergency Telephone Numbers.)

After Work Hours: Dial 911 direct from an outside dialing phone. Then call the Emergency Coordinator at home (See Addendum III – Emergency Telephone Numbers.)

General Evacuation Alarm:

On notification of an emergency, the Emergency Coordinator will investigate and/or announce a general evacuation.

Emergency Personnel Alert Signal:

If the Emergency Coordinator makes a decision to notify emergency response personnel only, or to put the facility on a general alert, he/she will so indicate.

2-7 PROCEDURES

Medical Emergency:

In event of an injury or illness to an employee or visitor, utilize the appropriate emergency notification method covered above, then:

- Indicate nature of injury or illness, and the need for outside emergency medical assistance or a first-aid trained employee.
- If life threatening, take appropriate first-aid measures. If not, make the person as comfortable as possible until assistance arrives.
- Upon arrival of paramedics, cooperate to the extent possible and provide them with any pertinent information regarding condition or events leading to the condition of the injured/ill person.

General Evacuation:

A general evacuation of the facility may be required for any number of emergencies such as fire, chemical spill, bomb threat or other concern. The following procedure will be used:

- Activate the evacuation alarm/emergency reporting system, and notify personnel in the area of the emergency.
- On sounding of evacuation alarm, follow exit routes shown on emergency map. (Addendum I - Emergency Maps / Floor Plans.)
- In an orderly and calm manner, evacuate through a designated exit, go directly to assigned outside assembly area and report to department supervisor. If the primary escape route is blocked, or

otherwise inaccessible, the secondary escape route is to be used.

- Department Managers/Supervisors will assist in the safe and orderly evacuation of employees (particularly those needing assistance such as the disabled), then check their respective areas to make sure all employees and visitors have evacuated.
- Assigned personnel will conduct emergency shut-down procedures.
- Department Managers/Supervisors are to take a head-count and report to the Emergency Coordinator(s).
- First-aid personnel will respond as needed or directed by the Emergency Coordinator.
- The Emergency Coordinator is to account for all persons based on head-count reports and act as liaison with outside emergency services and assign emergency duties as necessary.
- All personnel are to remain at their assigned assembly area until given the approval to return by the Emergency Coordinator.

Fire / Explosion:

Fire is the most common emergency and typically requires immediate evacuation because of the potential hazards it or an explosion presents. As a result, regardless of the fire size, an emergency evacuation will be conducted as follows:

- Follow the appropriate emergency notification procedure above.
- Do not attempt to fight any fire without first sounding an alert. Then, only attempt to put out a fire if you have been trained to use the extinguisher and it can be easily extinguished with a single fire extinguisher.
- Follow the general evacuation procedure described above.

Tornado / Severe Weather

- The Emergency Coordinator will relay information to the department Management representative regarding the status of severe weather. This information can be obtained by local radio reports from the National Weather Service, or by calling your local Weather Information hot line.
- The decision to evacuate to a Safe Area inside of the building will be made by the senior Management representative.
- When instructed, the supervisors will sound the alarm to evacuate to the Safe Area inside of the building.
- Employees evacuating to the safe area must follow the procedures as instructed by their supervisors.
- The senior Management representative will provide the “All Clear” for employees to return to the work area once the danger has passed.

General Considerations for Tornados / Severe Weather

<u>During a Tornado:</u>

- Avoid places with wide-span roofs such as large hallways or large unsupported areas with windows and glass.
- Get under a piece of sturdy furniture such as a workbench or desk and hold on to it.
- Use arms to protect head and neck.
- If you are outside, get inside a building. If shelter is not available lie in a ditch or low- lying area or crouch near a strong building.
- If in a car, get out of the car immediately and take shelter in a nearby building. Never try to out

drive a tornado. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle.

After a Tornado:

- Keep calm. Stay in your shelter until after the storm is over.
- Check people around you for injuries. Seek medical help if necessary.
- Listen to the radio or television to get the latest emergency information.
- Leave the building only when authorities say it is safe.
- Use the telephone only for emergency calls.
- Do not enter a damaged building.
- If you smell gas, ensure you report so the main gas line can be turned off. Don't turn on lights or equipment until management indicates it is okay to do so. If electric wires are shorting out, turn off the power at the main panel.
- Take pictures of damage.

Utilities Failure

- In the event of a prolonged electric failure, employees are instructed to turn off their equipment and report to their Safe Area inside of the facility for further instruction. A natural gas leak may require evacuation to the outside Safe Area. Turning off the equipment is necessary to prevent injury from unexpected start-up once power is restored.
- The Maintenance Director will report the power outage or gas leak to the local Utilities company.
- Return to the area will be determined when power has been restored. The senior- most management representative will issue the order to return to the department, based on information from the representatives responding to the utilities failure.

Bomb Threats

- No telephone calls, notes, or letters relating to bombs or bomb threats will be disregarded.
- In the event that a bomb threat arrives over the phone, the person receiving the call should try to obtain the following information (see Telephone Checklist for Bomb Threats:
    - Date and time of the call.
    - Location of bomb.
    - When it is expected to go off.
    - Gender of caller.
    - Mood of caller, for example, angry, intoxicated, calm, intelligent.
    - Background noise.
    - Unusual characteristics, such as an accent, or key word repeatedly used.
- If any employee receives a bomb threat, they must notify the senior-most Management representative as soon as possible. The senior Management representative will do the following:
    - Evacuate the facility immediately
    - Call local police
    - Let the authorities determine when it is safe to re-enter the facility.

General Considerations for Bomb Threats

- Do not use radio equipment to transmit messages.
- Do not smoke.
- Do not accept the contents of any container as "genuine" simply because it was delivered by "routine means".
- Do not accept container markings and/or appearances as sole evidence of their content's identification and legitimacy.
- Do not touch, shake, carry, or disturb a suspicious package.
- Do not open or cut string/cord/wire attached to any suspicious container or object.
- Do not change the position of a suspicious container or bottle, or place the container into water.
- Do not move a suspicious package to public areas near or adjacent to our building(s).

Violent Incident

- Avoid
  - Pay attention to your surroundings.
  - Have and exit plan.
  - Quickly move away from the threat.
  - Put distance and barriers between you and the threat.
  - Warn others of the danger.
- Deny
  - Keep distance between you and the threat
  - Create barriers to prevent or slow down the threat.
  - Turn off the lights.
  - Hide quietly and silence your phone.
- Defend
  - Be prepared to defend yourself
  - Be aggressive and committed to your actions
- Call 911 when you are in a safe place.
- When law enforcement arrives, show your hands and follow commands.

Earthquake

Because of their nature, earthquakes cannot be predicted and warnings cannot be sounded. Nevertheless, precautions may be taken and considerations may be made on what to do before, during and after an earthquake.

General Considerations if in an Earthquake Area

- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, etc. in closed cabinets with latches.
- Brace overhead light fixtures.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.
- Identify safe places (under sturdy furniture, against inside walls, away from glass, or heavy bookcases).
- Locate safe places outdoors (in the open, away from buildings, trees, telephone and electrical lines,

overpasses or elevated expressways).

General Considerations During an Earthquake

If Inside

- Remain calm. Move away from all glass, racks, windows, etc. whether secured or unsecured to floors or walls.
- Seek shelter under a sturdy desk or table if available or brace yourself in a corner or doorway.
- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- Stay inside. The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.

If Outdoors

- Move into the open, away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops.

If in a Moving Vehicle

- Move the vehicle to a clear area away from buildings, trees, overpasses, or utility wires.
- Stop and stay in the vehicle.
- Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that may have been damaged.

General Considerations After the Earthquake

- Leave the building as soon as possible after the earthquake ends.
- Be prepared for aftershocks. Aftershocks can occur hours, days, or weeks after the quake.
- Help injured or trapped persons if appropriate. Do not move seriously injured persons. Call for help
- Turn off water supply, except fire sprinkler systems, if found leaking.
- If gas is detected or a broken gas line observed, shut off natural gas at the main valve.
- Check for exposed electrical lines. Do not touch; however, try to disconnect power when possible.
- Listen to a battery-operated radio or television for the latest emergency information.
- Refrain from using telephones - except for emergency assistance - in order to keep lines open.
- Refrain from entering building until told to do so.
- Stay at facility location until authorities say it is safe.
- Get expert advice if there are signs of structural defects.

2-8 TRAINING

- Each department supervisor will see that all new or transferred employees are made aware of this plan and their responsibilities under this plan prior to starting their new work assignment.
- The Emergency Coordinator will train Department Managers/Supervisors in their responsibilities and see that other emergency personnel are trained in their respective assignments.
- The Emergency Coordinator will arrange for facility or departmental evacuation drills at least annually.

ADDENDUM I
EMERGENCY MAPS / FLOOR PLANS

Emergency Maps / Floor Plans are to be inserted here and posted at strategic areas within the facility.

HARRISBURG TOWNSHIP PARK DISTRICT
EMERGENCY RESPONSE GUIDE

GENERAL EVACUATION PROCEDURE

EVACUATE BUILDING

- Activate the evacuation alarm/emergency reporting system, and notify personnel in the area of the emergency.
- Follow exit routes shown on emergency map.
- Evacuate through a designated exit, go directly to assigned outside assembly area and report to department supervisor. If the primary escape route is blocked, or otherwise inaccessible, the secondary escape route is to be used.
- Remain at assigned assembly area until given the approval to return (all-clear).

FIRE / EXPLOSION

EVACUATE BUILDING

- Give directions to meet at designated assembly area.
- Do not attempt to fight any fire without first sounding an alert. Then, only attempt to put out a fire if you have been trained to use the fire extinguisher and it can be easily extinguished with a single fire extinguisher.
- Call 911 once outside.
- Follow the general evacuation procedure.

TORNADO / SEVERE WEATHER

MOVE TO A SAFE LOCATION

- When instructed, evacuate to the Safe Area inside of the building.
- Go to shelter area/interior hallway or restroom and stay away from windows.
- Remain in Safe Area until it's safe and wait for an all-clear.

EARTHQUAKE

MOVE TO A SAFE LOCATION

- Remain calm. Move away from all glass, racks, windows, etc. whether secured or unsecured to floors or walls.
- Seek shelter under a sturdy desk or table if available or brace yourself in a corner or doorway.
- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- Stay inside. The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.

MEDICAL EMERGENCY

CONTACT EMERGENCY SERVICES

- Indicate nature of injury or illness, and the need for outside emergency medical assistance or a first-aid trained employee.
- Call 911 if needed.
- If life threatening, take appropriate first-aid measures if capable. If not, make the person as comfortable as possible until assistance arrives.
- Upon arrival of paramedics, cooperate to the extent possible and provide them with any pertinent information regarding condition or events leading to the condition of the injured/ill person.

VIOLENT INCIDENT

AVOID-DENY-DEFEND

- AVOID
  - Pay attention to your surroundings.
  - Have an exit plan.
  - Quickly move away from the threat.
  - Put distance and barriers between you and the threat.
  - Warn others of the danger.
- DENY
  - Keep distance between you and the threat.
  - Create barriers to prevent or slow down the threat.
  - Turn off the lights.
  - Hide quietly and silence your phone.
- DEFEND
  - Be prepared to defend yourself.
  - Be aggressive and committed to your actions.
- Call 911 when you are in a safe area.
- When law enforcement arrives, show your hands and follow commands.

EMERGENCY CONTACT INFORMATION
In Case of Emergency Dial 9-1-1

Authority	Telephone	HTPD Company Phones	Telephone
Harrisburg Police Department	618-252-4528	Main Park Office	618-252-2111
Saline County Sheriff	618-252-8661	Park Pool	618-252-7512
Harrisburg Fire Department	618-253-4121	Executive Director	618-201-6352
Ambulance/First Aid	618-252-1942	Maintenance Director	618-201-6350
Gas Co. (Liberty)	1-855-644-8134	Maintenance Foreman	618-201-6354
Electric Co. (Ameren)	1-800-755-5000	Recreation Director	618-201-6355
Water Department (Harrisburg)	618-252-6344	Administrative Assistant	618-864-2951
National Weather Service	270-744-6440		
Poison Control	1-800-222-1222		
Hospital (Harrisburg Medical Center)	618-253-7671		

Harrisburg Township Park District

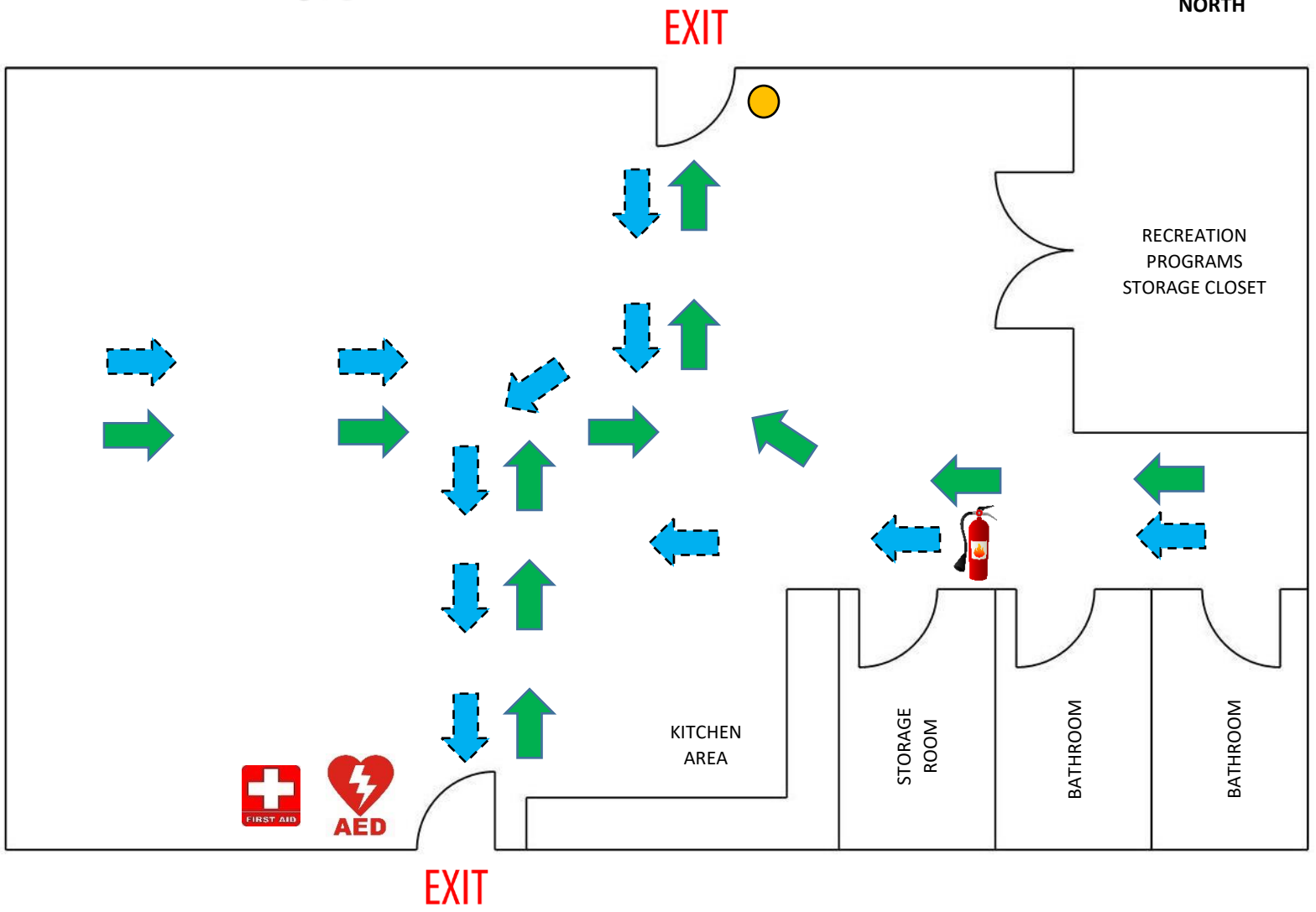
EMERGENCY MAP
COMMUNITY ROOM

DESIGNATED
ASSEMBLY AREA
(NEAR PARK SIGN)

NORTH

LEGEND

- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT
- AED — AUTOMATED EXTERNAL DEFIBRILLATOR (AED)



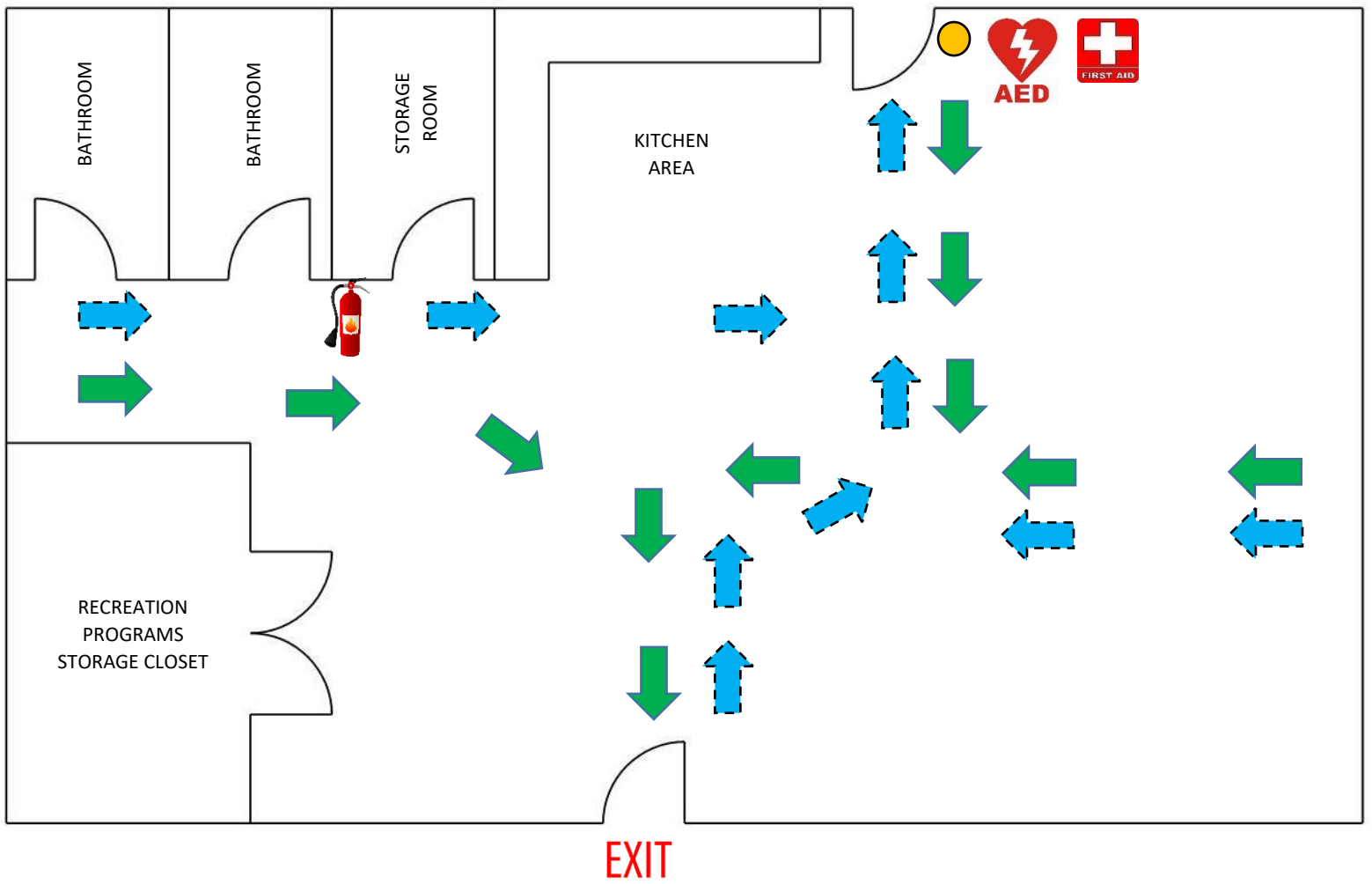
EMERGENCY MAP
COMMUNITY ROOM

Harrisburg Township Park District

NORTH

LEGEND

- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT
- AED — AUTOMATED EXTERNAL DEFIBRILLATOR (AED)



DESIGNATED ASSEMBLY AREA (NEAR PARK SIGN)

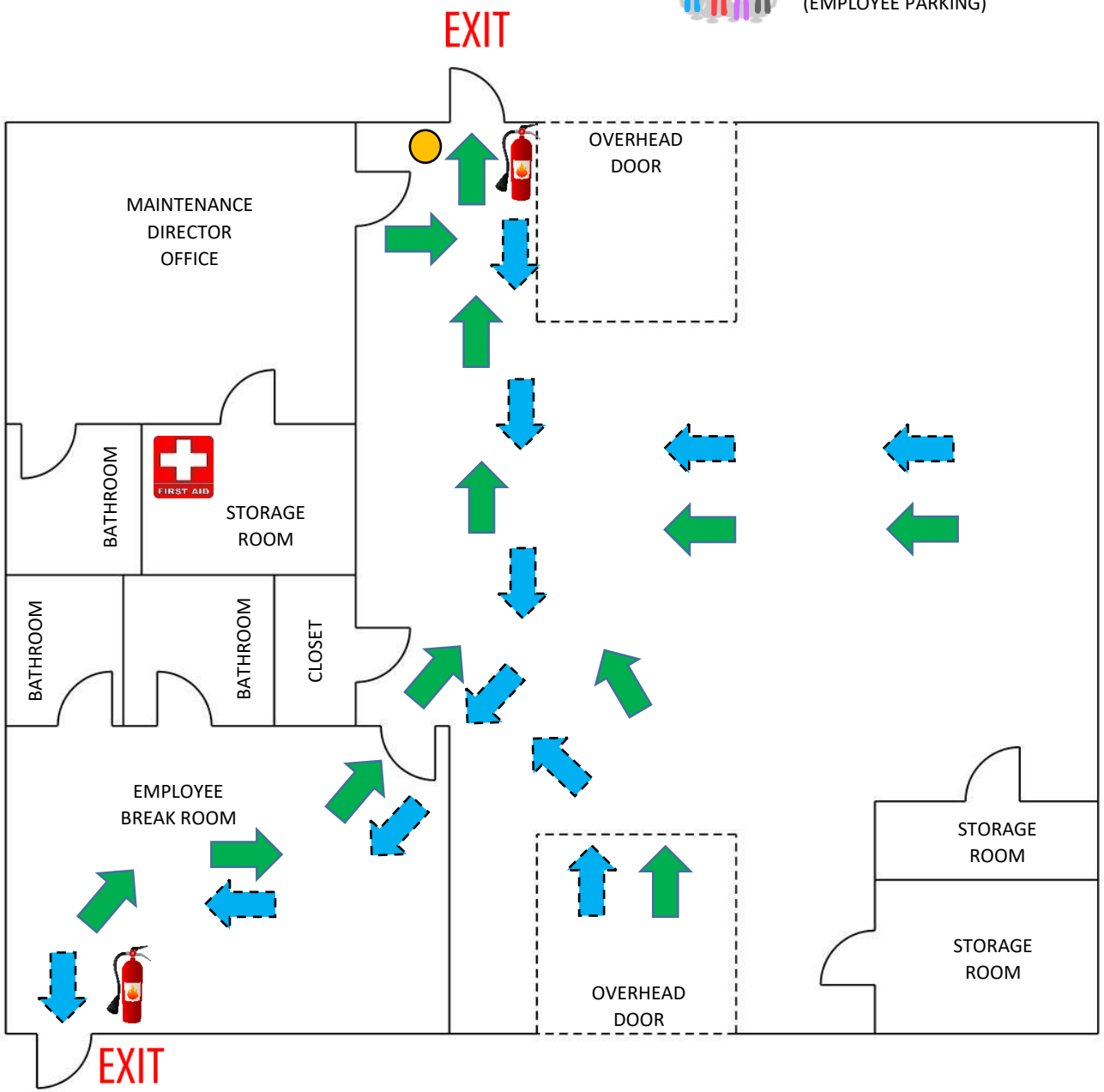
EMERGENCY MAP
MAINTENANCE DEPARTMENT

DESIGNATED
ASSEMBLY AREA
(EMPLOYEE PARKING)

NORTH

LEGEND

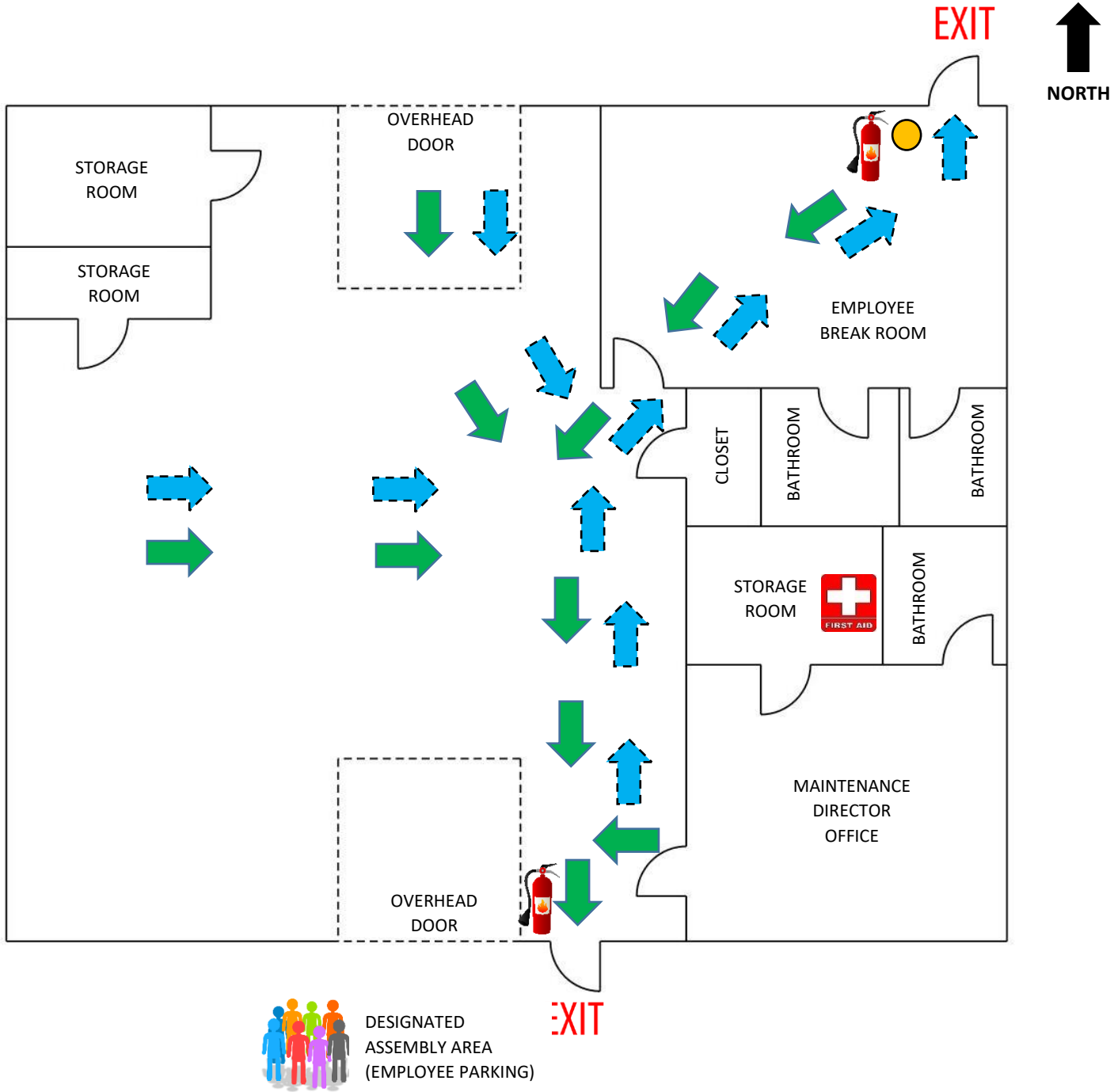
- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT



EMERGENCY MAP
MAINTENANCE DEPARTMENT

LEGEND

- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT



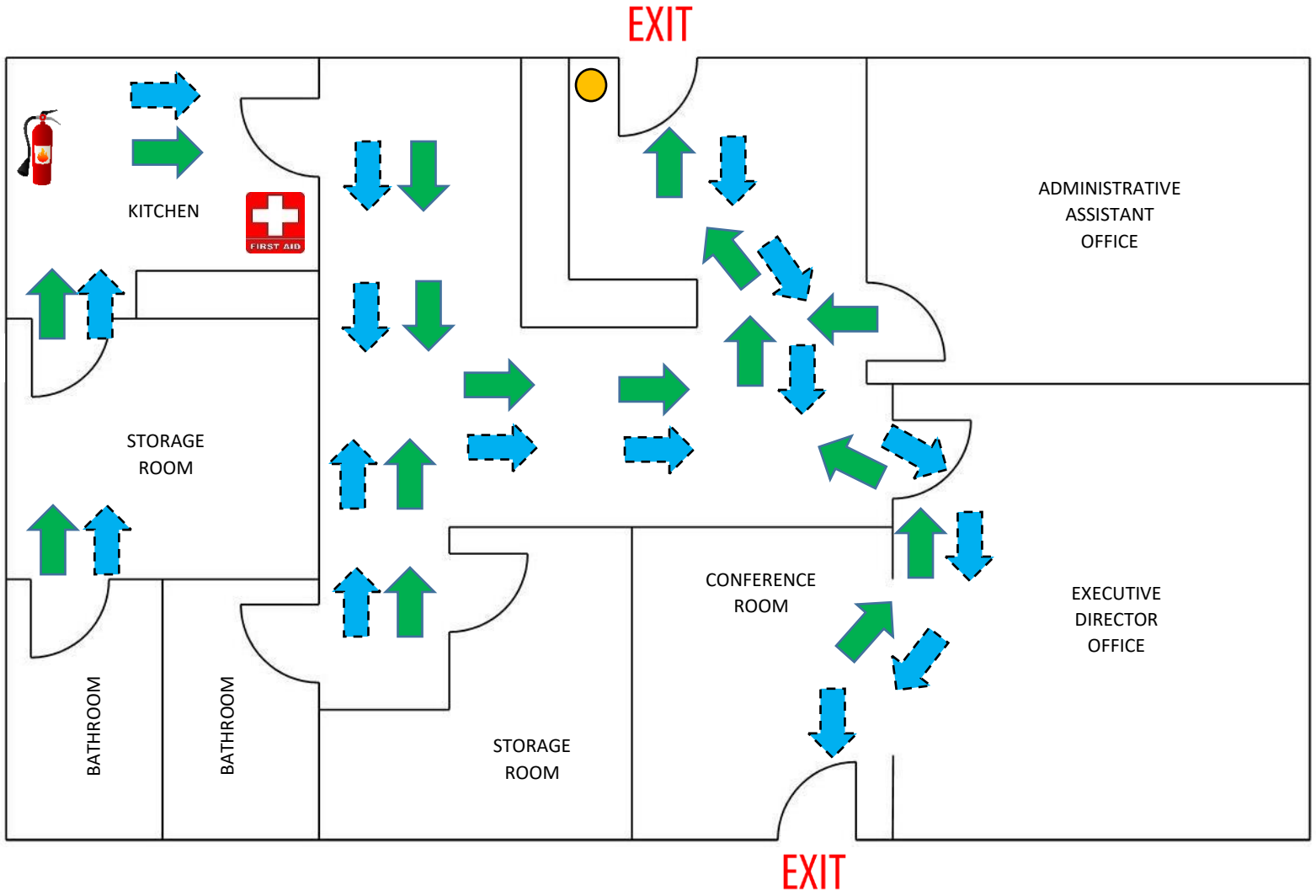
EMERGENCY MAP
PARK OFFICE

DESIGNATED
ASSEMBLY AREA
(NEAR PARK SIGN)

NORTH

LEGEND

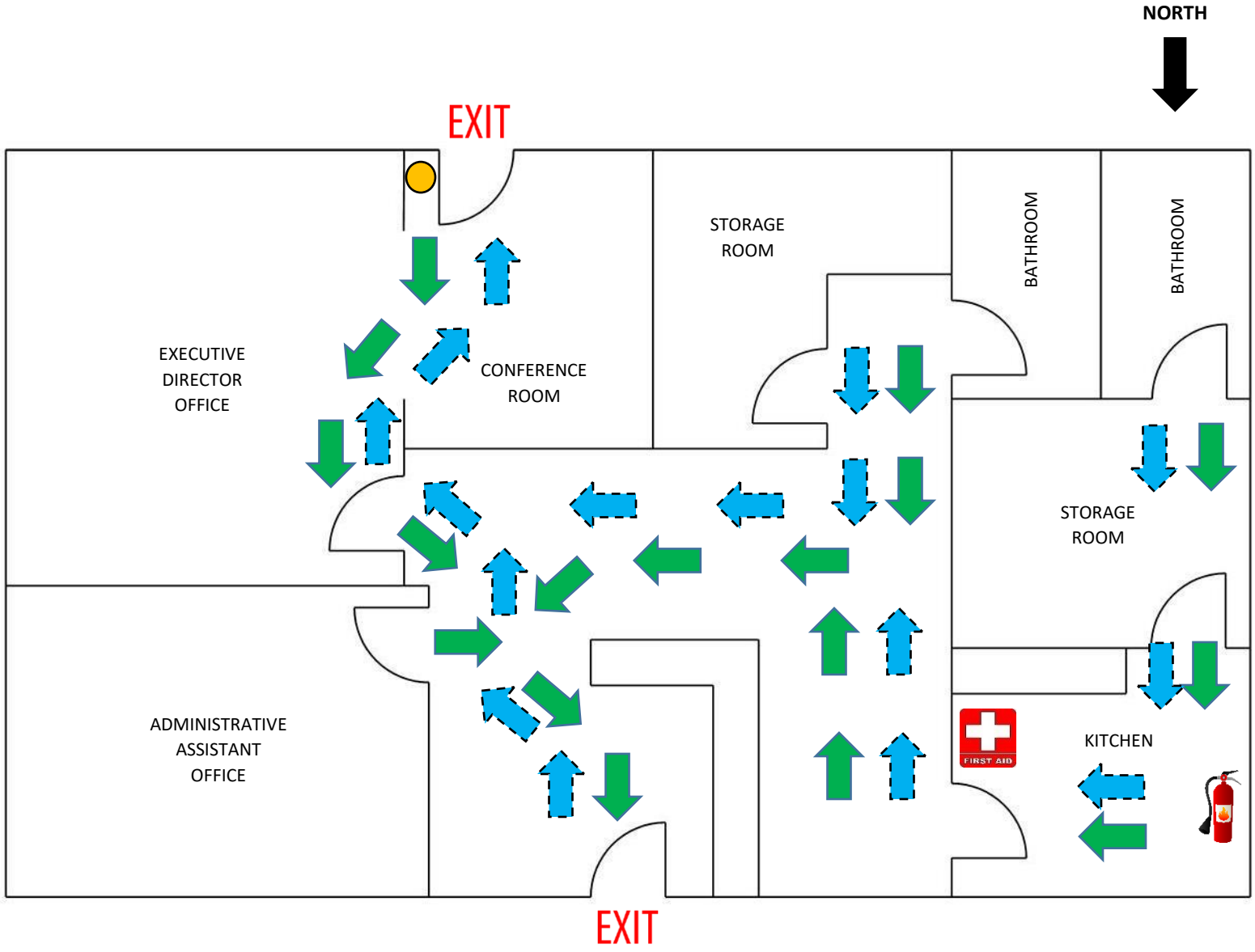
- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT



EMERGENCY MAP
PARK OFFICE

LEGEND

- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT

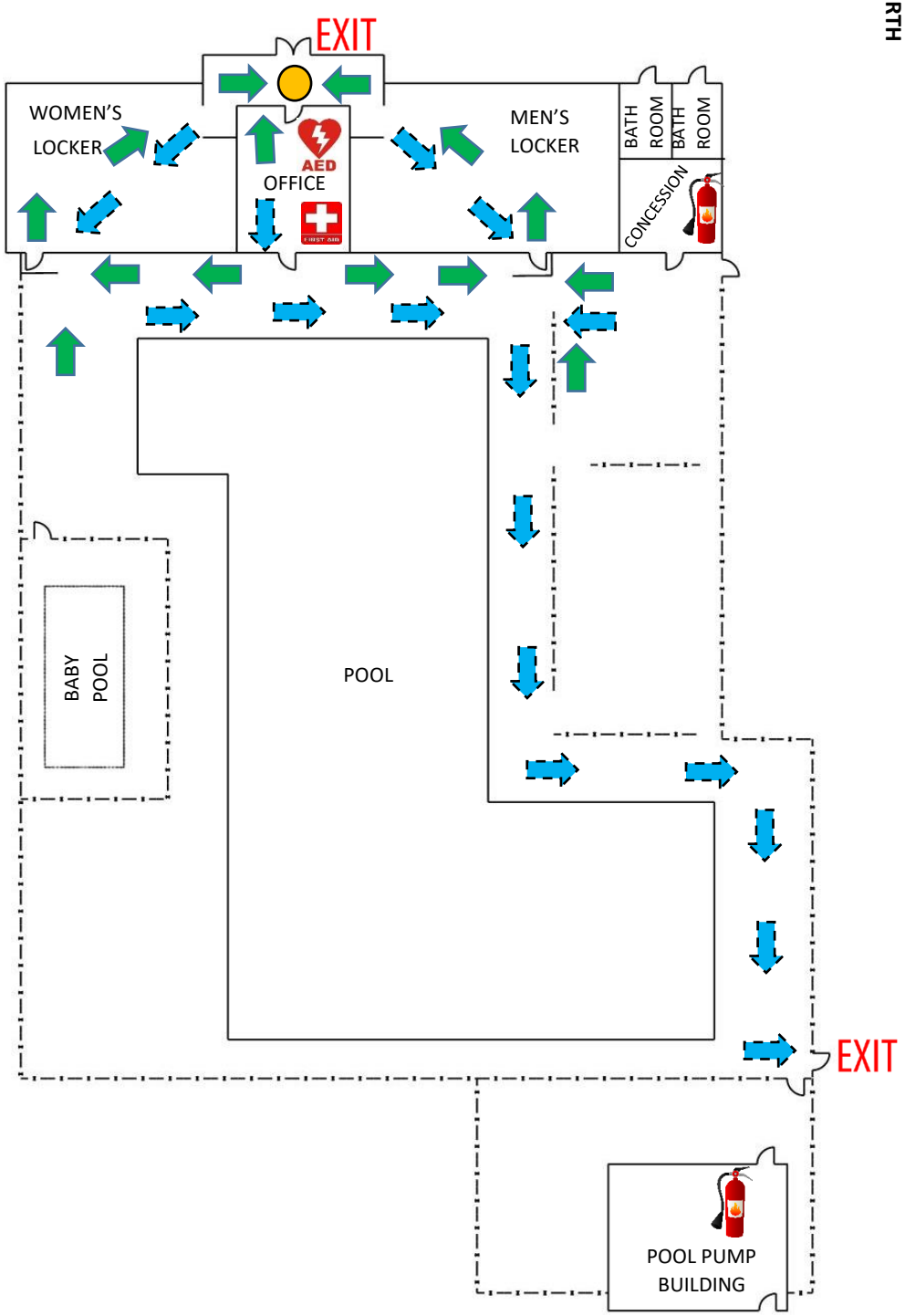


DESIGNATED ASSEMBLY AREA (NEAR PARK SIGN)

EMERGENCY MAP
BILL TREES MEMORIAL PARK POOL

DESIGNATED ASSEMBLY AREA (MAPLE SHELTER)

NORTH



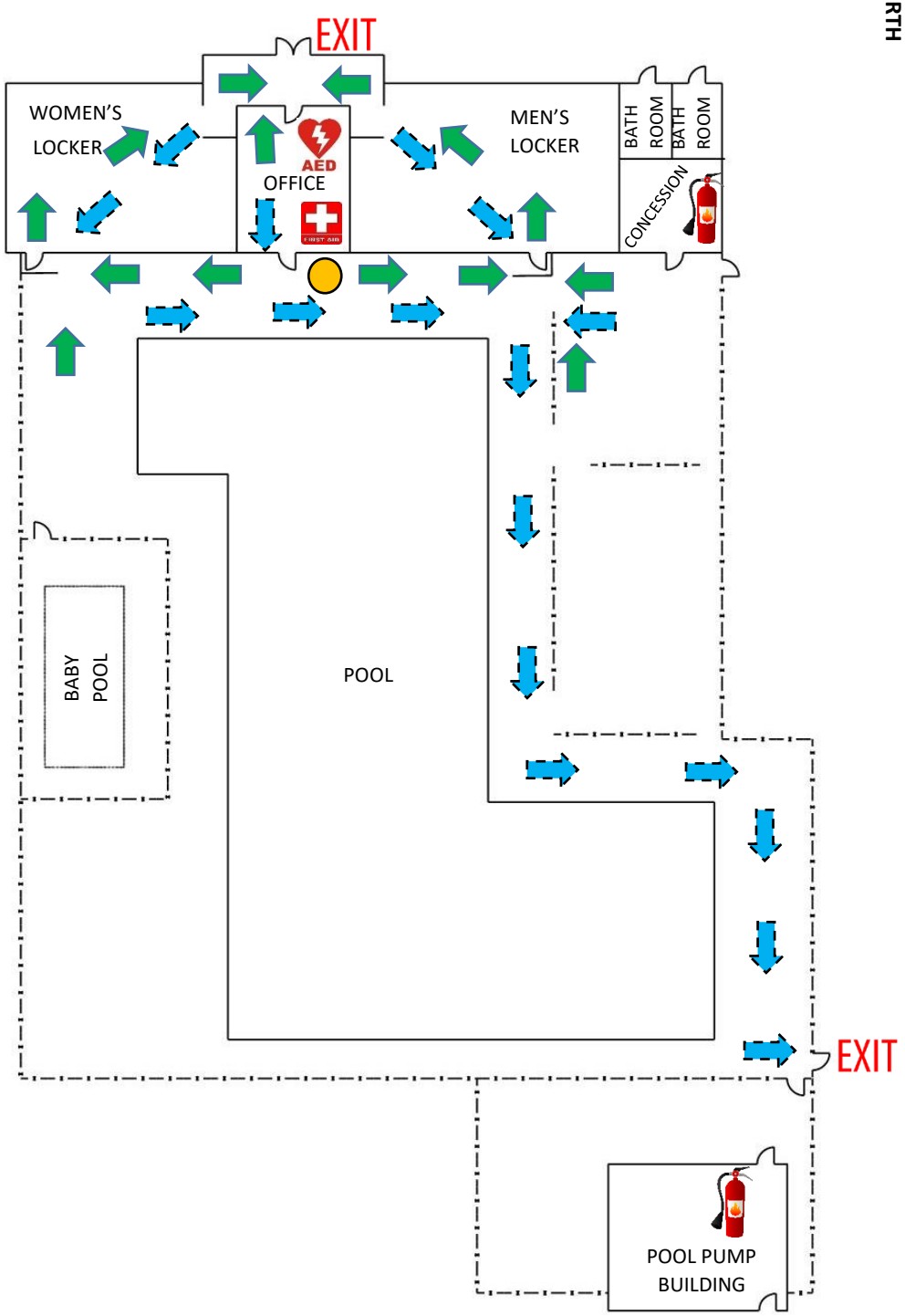
LEGEND

- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT
- AED — AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

EMERGENCY MAP
BILL TREES MEMORIAL PARK POOL

DESIGNATED ASSEMBLY AREA (MAPLE SHELTER)

NORTH



LEGEND

- YOU ARE HERE
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE EXTINGUISHER
- EXIT — EXIT LOCATION
- FIRST AID KIT
- AED — AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

ADDENDUM II
EMERGENCY RESPONSE PERSONNEL AND ASSIGNMENTS

A. *EMERGENCY COORDINATORS*: Overall coordination of emergency activities and liaison with emergency response agencies is assigned to:

1. Executive Director
2. Maintenance Director

B. *DEPARTMENT SUPERVISORS*: The following persons are assigned the responsibility for checking their respective areas/departments to assure that all persons are clear of building conducting a head count at assembly point, and notifying coordinator(s) of any missing persons.

1. Executive Director
2. Maintenance Director
3. Recreation Director
4. Pool Manager / Assistant Pool Manager
5. _____

C. *FIRST AID TEAM*: Persons trained in CPR/first aid and authorized to administer to injured.

1. Pool Personnel
2. _____
3. _____
4. _____

D. *OPERATION SHUT-DOWN PERSONNEL*: The following persons are charged with shutting down essential operations as designated.

1. Maintenance Director
2. Maintenance Foreman
3. Pool Manager / Assistant Pool Manager
4. Executive Director

ADDENDUM III

EMERGENCY TELEPHONE NUMBERS

EMERGENCY CONTACT INFORMATION In Case of Emergency Dial 9-1-1			
Authority	**Telephone**	**HTPD Company Phones**	**Telephone**
Harrisburg Police Department	618-252-4528	Main Park Office	618-252-2111
Saline County Sheriff	618-252-8661		
Harrisburg Fire Department	618-253-4121	Park Pool	618-252-7512
Ambulance/First Aid	618-252-1942	Executive Director	618-201-6352
Gas Co. (Liberty)	1-855-644-8134	Maintenance Director	618-201-6350
Electric Co. (Ameren)	1-800-755-5000	Maintenance Foreman	618-201-6354
Water Department (Harrisburg)	618-252-6344	Recreation Director	618-201-6355
National Weather Service	270-744-6440	Administrative Assistant	618-864-2951
Poison Control	1-800-222-1222		
Hospital (Harrisburg Medical Center)	618-253-7671		

ADDENDUM IV
EMERGENCY ACTION PLAN CHECKLIST

The following checklist is based on 29 CFR 1910.38. It covers the major aspects of the standard and good business practices and cannot be used to guarantee compliance with the standard. This checklist provides guidance in program implementation.

EMERGENCY ACTION PLAN CHECKLIST	YES	NO
BASIC PLAN		
1. Is there an Emergency Action Plan?		
2. Is the plan in writing?		
3. Does the written plan include the following required elements?		
a) Emergency evacuation procedures, including safe gathering areas?		
b) Emergency evacuation assignments?		
c) Procedures to be followed by employees who remain to operate critical plant procedures before they evacuate?		
d) Procedures to account for employees after emergency evacuation has been completed?		
e) Rescue and medical duties for those employees who are to perform them?		
f) Names of those designated for rescue and medical duties?		
g) Procedures for reporting fires and other emergencies?		
h) Names or regular titles of persons or departments who can be contacted for further information or explanation of duties under the plan?		
4. Does the written plan detail types of evacuation to be used for each emergency covered?		
5. Does the plan provide for persons to assist in the safe and orderly evacuation of employees?		
6. Is the written plan available for employee review?		

What specific emergencies are covered?

_____ Bomb Threat _____ General Evacuation

_____ Chemical Spill _____ Power Outage

_____ Earthquake _____ Severe Storm

_____ Fire/Explosion Other: _____

EMERGENCY ACTION PLAN CHECKLIST	YES	NO
7. Are the following plan elements posted?		
a) Emergency escape procedures?		
b) Emergency evacuation routes?		
c) If so, are they strategically posted throughout the facility?		
d) Names of key emergency personnel including first-aid and rescue.		
e) Emergency telephone numbers?		
On or near all telephones?		
8. Does management periodically review the plan?		
9. Have there been any changes in plant facilities, operations or personnel since the last review?		
If so, does management believe there may be a need for another review?		

NOTIFICATION SYSTEM

1. Is there an emergency alarm system?		
2. Is the emergency alarm system used for other than evacuation purposes, e.g., to call emergency teams?		
3. If so, does each use have a separate and distinct (recognizable) signal?		

TRAINING/DRILLS

1. Have persons designated to assist in safe and orderly evacuation of employees been trained in their specific duties?		
2. Have other emergency personnel names under the plan been trained in their duties?		
3. Has each employee been advised of his/her responsibilities under the current plan?		
4. Do new/reassigned employees receive a review of those parts of the plan which employee must know to protect themselves in event of an emergency?		
If so, is the review conducted prior to the job assignment?		
5. Are all employees trained in emergency evacuation procedures annually?		
6. Are evacuation drills periodically conducted?		

ADDENDUM V
TELEPHONE CHECKLIST FOR BOMB THREATS

Date of Call:	Time of Call:
Exact Statement of Threat	

Questions to ask:

What kind of bomb is it?

_____

When is the bomb going to explode?

_____

Where is the bomb right now?

_____

Which floor/building?

_____

What does it look like?

_____

Why are we a target?

_____

Who are you?

_____

Where are you calling from?

_____

Description of caller's voice:

- ❑ Male ❑ Female ❑ Young ❑ Middle Age ❑ Older ❑ Child
- ❑ Sober ❑ Drunk ❑ Clear ❑ Muffled ❑ Calm ❑ Accent

❑ Speech Impediment

Tone of Voice _____

Familiar voice _____

Other voice characteristics

Who did it sound like?

Background Noises:

- ❑ Music ❑ Talk ❑ Children ❑ Traffic ❑ Airplane
- ❑ Machines ❑ Typing ❑ Buses ❑ Other

Call Received By:_____Phone #:_____

WINTER SLIP/TRIP/FALL PREVENTION POLICY

MEMBER NAME: EFFECTIVE DATE:

POLICY/GENERAL ORDER #:

Winter Slip/Trip/Fall Prevention

PURPOSE

The Department is responsible for providing a safe work environment for its employees. In an effort to reduce slip/trip/fall injuries, the Department is implementing this Winter Slip, Trip and Fall Prevention policy. This policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents due to snow and ice.

SCOPE

This guideline is for all department members and employees that are at risk of slip/trip/falls due to slippery conditions due to ice and/or snow.

GUIDELINE

1. The Department members will wear add-on anti-slip shoe/boot attachments to provide additional traction during slippery conditions due to ice and/or snow. Below are examples of emergency and non-emergency situations where anti-slip shoe/boot attachments are required:

    - On Roadway or Roadside emergency and non-emergency incidents in which slippery conditions exist due to ice and/or snow, department members shall don add-on anti-slip boot attachments (i.e., Yaktrax).
    - When department members are engaged in snow removal activities such as snow shoveling, snow blowing and manual ice melting/salt spreading.
    - When department members are walking on slippery roads or sidewalks due to ice and/or snow is required.

2. The Department shall conduct annual footwear inspection prior to the winter season to ensure there is adequate tread for grip on slippery surfaces. If an area of the tread is worn smooth or the tread design is not visible, then the need to replace the footwear becomes urgent, as the footwear isn't providing the slip protection it was purchased for. If there's any question that the footwear can no longer do what it was intended to do, then it should be replaced.

USING A VEHICLE LIFT PROCEDURE

MEMBER NAME EFFECTIVE DATE:
OPERATING GUIDELINE

Summary
Automotive and truck lifts are generally electric/hydraulic lifting systems that have been third-party tested and include at least one safety system to prevent catastrophic failure and death of the user. Always refer to the manufacturer's directions and specifications provided with your floor jack and vehicle lift for detailed and primary safety precautions and operating procedures.

Objective
- Lift and secure a vehicle with lifts and jack stands.

Personal Safety
Whenever a task is performed in the workshop, personal protective clothing and equipment should be used. The personal protective clothing and equipment should be appropriate for the task and that which conforms to local safety regulations and policies. Among other safety items, this may include:

- Work clothing - such as coveralls and steel-capped footwear
- Eye protection - such as safety glasses and face masks
- Ear protection - such as earmuffs and earplugs
- Hand protection - such mechanics gloves

If there is uncertainty about what's considered appropriate or required, ask the workshop supervisor.

Safety Check
- Make sure the lifts and stands are suitable for the job.
- Never lift a vehicle that is heavier than the lifts rated capacity.
- Always use matched pairs of jack stands.
- Never support a vehicle on anything other than jack stands.
- Do not use wood or steel blocks to support the vehicle. They may slide or split under the weight.
- Do not use bricks to support the vehicle. They will shatter under the weight of the vehicle
- Make sure to understand and observe all legislative and personal safety procedures when carrying out the following tasks. Ask the workshop supervisor if there is uncertainty with any operational and safety procedures.

Points to Note
- Make sure the vehicle is positioned on a firm level surface capable of supporting the weight of the vehicle and lifts.
- Make sure the jack stands are in good condition, and free of defects, before they are used to support the vehicle. If they are cracked or bent, they will not support the vehicle safely.
- There are warning and operation decals on the lifts. Be sure to read and understand them if prior to operating and maintaining the lifts. Do not remove decals for the lifts.
- Perform schedule maintenance and inspections per the manufacturer's recommendations.

Step-by-Step Instruction

1. **Position the Vehicle.** Position the vehicle on a flat, solid surface. Put the vehicle into first gear or park and set the emergency brake. Then place blocks in front of and behind the wheels that aren't going to be raised off the ground.

2. **Inspect the Lifts.** Before use of the lifts, check for leaks in the hydraulic system. Check the manufacturer's label on the lift. The specifications will provide information on the maximum load weight the lift will bear. The lift maximum load weight must suit the vehicle to be raised.

3. **Select the Jack Safety Stands.** Before operating the lifts, select safety stands of the same type, suitable for the weight of the vehicle. Check the stands for any cracks, and if necessary, lubricate the threaded adjusting post with a few drops of engine oil. Place one stand on each side of the vehicle at the same point. Adjust them so that they are the same height, and high enough to slip under the vehicle once you've raised it.

4. **Position the Lifts.** Roll the lifts square to the tires of the vehicle. Ensure each lifting post forks are completely under the tire with the carriage square to the wheel of the vehicle.

5. **Operating Lifts**

   a. Observe the area under and around the vehicle when lifting. Use a second person to observe the area which the operator cannot see.
   b. Do not lift vehicle in an inclined position, side to side, or end to end.
   c. Do not stand or move under the lift or vehicle when operating lifts.
   d. Release vehicle brakes and put in neutral before operating lifts.
   e. Stop the lifts at any time by releasing the button or pushing the emergency stop button.
   f. Do not allow anyone to operate lift(s) when people are underneath the raised vehicle.

6. **If Lifts will be Lowered or Removed**

   a. **Position the safety stands.** If, lift(s) will be lowered or removed, slide the jack safety stands underneath the vehicle. Make sure they're positioned at a point that can support the weight. Stands should be adjusted to the same height and placed as far apart as practical.
   b. **Lower the vehicle onto the stands.** Gently lower the vehicle onto the stands. When the vehicle has settled, be aware that the vehicle is now supported on jack stands and will not be as stable as it would if the wheels were on the ground.

7. **Raise the Vehicle off the Stands.** Use the lifts to raise the vehicle off the safety stands. Slide out the safety stands from under the vehicle.

8. **Lower the Vehicle**

   a. Before lowering the vehicle, be sure all obstructions are removed from the vicinity of the vehicle.
   b. Observe the area under and around the vehicle when lowering. Use a second person to observe the area which the operator cannot see.
   c. Do not lift vehicle in an inclined position, side to side, or end to end.
   d. Do not stand or move under the lift or vehicle when operating lifts.
   e. Engage vehicle brakes and put in neutral before removing lifts.
   f. Operation of the lifts can be stopped at any time by releasing the button or pushing the emergency stop button.

Harrisburg Township Park District	**USING A FLOOR JACK PROCEDURE**

MEMBER NAME EFFECTIVE DATE:

OPERATING GUIDELINE

Summary

Hydraulic and pneumatic jacks are the most common. They can be mounted on slides or on a wheeled trolley. The size of jack you use will be determined by the weight of the vehicle to be lifted. The objective of this procedure is to provide basic guidelines of how to lift and secure a vehicle with a floor jack and jack stands. Always refer to the manufacturer's directions and specifications provided with your floor jack and vehicle lift for detailed and primary safety precautions and operating procedures.

Objective: Lift and secure a vehicle with a floor jack and jack stand.

Personal Safety

Whenever a task is performed in the workshop, personal protective clothing and equipment should be used. The personal protective clothing and equipment should be appropriate for the task and that which conforms to local safety regulations and policies. Among other safety items, this may include:

- Work clothing - such as coveralls and steel-capped footwear
- Eye protection - such as safety glasses and face masks
- Ear protection - such as earmuffs and earplugs
- Hand protection - such mechanics gloves

If there is uncertainty about what is considered appropriate or required, ask the workshop supervisor.

Safety Check

- Make sure the jack and stands are suitable for the job.
- Never lift a vehicle that is heavier than the jack's rated capacity.
- Always use matched pairs of jack stands.
- Never support a vehicle on anything other than jack stands.
- Do not use wood or steel blocks to support the vehicle. They may slide or split under the weight of the vehicle.
- Do not use bricks to support the vehicle. They will shatter under the weight of the vehicle.
- Make sure to understand and observe all legislative and personal safety procedures when carrying out the following tasks. Ask the workshop supervisor if there is uncertainty with any operational and safety procedures.

Points to Note

- There are three types of workshop jacks: hydraulic, pneumatic, and mechanical. Hydraulic and pneumatic jacks are the most common. They can be mounted on slides or on a wheeled trolley.
- The size of jack used will be determined by the weight of the vehicle being lifted. Most workshops will have a jack that has a lifting capacity of about 2 ½ tons. If the vehicle is heavier than that, or if the vehicle is loaded, use a jack with a larger lifting capacity.
- Always check the vehicle service manual or owner's manual to determine the best position to support a vehicle. Some vehicles require special attachments to be fitted before they can be lifted.
- Do not jack or support a vehicle under any independent suspension components. They are not strong enough to support the weight of the vehicle.

- Make sure the vehicle is positioned on a firm level surface.
- Make sure the jack stands are in good condition and free of any defects before they are used to support the vehicle. If they are cracked or bent, they will not support the vehicle safely.

Step-by-Step Instruction

1. **Position the Vehicle**
   Position the vehicle on a flat, solid surface. Put the vehicle into first gear or park and set the emergency brake. Then place blocks in front of and behind the wheels that aren't going to be raised off the ground.

2. **Inspect the Floor Jack**
   Before using the jack, check the jack for leaks in the hydraulic system. Check the jack pad, or saddle, and the wheels of the jack. They should rotate freely and show no signs of damage. Check the manufacturers' label on the jack for specifications on the maximum load weight it will bear. The jack maximum load weight must suit the vehicle you want to raise.

3. **Check the Vehicle Handbook**
   Refer to the vehicles' owner's manual to find out where to safely place the jack. This is usually a major point on the chassis, a cross member or axle unit.

4. **Select the Jack Safety Stands**
   Before operating the jack, select two safety stands of the same type, suitable for the weight of the vehicle. Check the stands for any cracks, and if necessary, lubricate the threaded adjusting post with a few drops of engine oil. Place one stand on each side of the vehicle at the same point. Adjust them so that they are both the same height, and high enough to slip under the vehicle once you've raised it.

5. **Position the Jack**
   Roll the jack under the vehicle, and make sure the pad, or saddle, is positioned correctly under the frame or cross member. Turn the valve on the top of the jack handle clockwise and begin pumping the handle up and down until the jack pad touches and begins to lift the vehicle.

6. **Check Position of Jack**
   Once the wheels lift off the floor, stop and check the placement of the jack pad under the vehicle to make sure there is no danger of slipping. Double check the position of the wheel blocks to make sure they haven't moved. If the vehicle is stable, continue lifting it until it's at the height where you can safely work under it.

7. **Position the Safety Stands**
   Slide the two-jack safety stands underneath the vehicle. Make sure they're positioned at a point that can support the weight. Both stands should be adjusted to the same height and placed as far apart as practical.

8. **Lower the Vehicle onto the Stands**
   Turn the valve on the jack handle counterclockwise and gently lower the vehicle onto the stands. When the vehicle has settled onto the stands, lower the jack completely and remove it from under the vehicle. Repeat this process to lift the other end of the vehicle. Be aware that the vehicle is now supported on jack stands and will not be as stable as it would if the wheels were on the ground. When finished working under the vehicle, make sure to remove all tools and equipment before attempting to lower it.

9. **Raise the Vehicle off the Stands**
   Use the jack to raise the vehicle off the safety stands. Slide out the safety stands from under the vehicle.

10. **Lower the Vehicle**
    Turn the valve on the jack handle counterclockwise very gently to lower the vehicle to the ground. Do not allow the vehicle to drop quickly or you may cause serious damage. Return the floor jack, the safety stands and the wheel wedges to their storage area before continuing to work on the vehicle.

HTPD TRAINING SAFETY POLICY

MEMBER NAME:
POLICY/GENERAL ORDER #:
EFFECTIVE DATE:

PURPOSE

1. To define the roles for personnel and establish minimum credentials as it relates to practical training evolutions as follows:

    - Instructor-In-Charge
    - Assistant Instructor
    - Safety Officer
    - Student

2. To define two levels of practical training evolutions based on potential for injury to participants and appropriate safeguards to minimize risk to participants.
3. Outline guidelines to minimize injury to personnel during practical training evolutions.

POLICY

1. The fire department shall make every effort to minimize risk to its personnel while participating in practical training exercises. All personnel are responsible for identifying, reporting, and mitigating threats to personnel.
2. When conducting "Live Burn Training" the NFPA 1403 "Standard on Live Fire Training" will be followed.

DEFINITIONS

1. **Instructor-In-Charge**: A State Certified Instructor
2. **Assistant Instructor**:

    A. A State Certified Instructor
    B. A person possessing a certification or specific expertise as it relates to a practical training exercise.

3. **Safety Officer**:

    A. A Fire Department Officer
    B. A member of the department other than an officer that has successfully completed a "Fire Department Safety Officers Course"
    C. A Safety Officer must be designated for all Practical Training meeting Critical Risk criteria (depending on the scope of training, Instructor–In- Charge may function as the Safety Officer).

4. **Student**:

    A. A State Certified firefighter (FF)
    B. A student not yet Certified as FF but has completed proper instructional training for the type of Practical Training he/she is participating in.
    C. A student enrolled in a teaching establishment and participating in fire department training.

5. **Practical Training**: Any training that involves a hands-on segment, application of or demonstration of skills or competencies.

6. **Practical Training - Critical Risk**: Any Practical Training that poses an elevated risk of potential injury to personnel participating in a training exercise. Some examples of a training that would be considered "Critical Risk" are:

   A. Training that requires participant to don a SCBA.
   B. Any training above or below grade (i.e., ladders, rope rescue, elevated streams).
   C. Training being conducted in an unfamiliar training location.
   D. Auto extrication.
   E. Forcible entry.
   F. Training involving charged hose lines.
   G. Any time smoke is used in training.
   H. This list of Practical Training - Critical Risks is not all inclusive. It is the responsibility of the OIC and the Instructor-In-Charge to evaluate every training, training location and participant level of competencies and determine level of risk and determine the required mitigating action in order to reduce exposure of personnel to injury.

7. **Acquired Structure**:

   A. A structure that has been provided to the fire department for the purpose of training. (This structure may or may not be owned by the village).
   B. An area in an existing business that is being used for training with the consent of the business owner (i.e., a basement area of building 800 @ GE, a search drill in the Haunted House at St. Rita).
   C. A building or facility designed or dedicated specifically for fire department training SHALL NOT be considered an acquired structure (structure may or may not be owned by a fire department).

8. **Forms**:

   A. Acquired Structure Release:

      1) Identifies the property to be used for training.
      2) Identifies the state of the property that the owner and the fire department have agreed to leave the property upon completion of the training.
      3) This form SHALL be completed for all acquired structures that are not owned by the village.

   B. Training Structure Inspection and Safety Approval:

      1) Identifies the property to be used for training
      2) Lists specific items for inspection of the integrity, contents, and components of all acquired structures prior to any training taking place
      3) This form SHALL be completed for all acquired structures

   C. Critical Risk Training Day Checklist:

      1) Identifies critical safety and housekeeping items that instructors and safety officers should address Pre and Post Training each day
      2) This form SHALL be completed for a training identified as "Critical Risk"

ROLES AND RESPONSIBILITIES

1. **Instructor-In-Charge**:

   A. Plan and coordinate all training exercises

      1) Ensure a "Lesson Plan" and a "Training Attendance Roster" is completed for every practical drill
      2) Ensure that additional required forms have been completed or made available:

         a) "Acquired Structure Release Form" (must be completed for all acquired structures or when conducting practical training on properties other than those owned by participating government agencies).
         b) "Training Structure Inspection and Safety Approval" (must be completed for all acquired structures or when conducting practical training on properties other than those owned by participating government agencies).
         c) "Critical Risk Training Day Checklist" (must be completed for all training evolutions that meet the criteria for "Critical Risk").

   B. Evaluate all practical training exercises and determine if it meets the "Critical Risk" factors above.

   C. If Training meets "Critical Risk" criteria, then:

      1) Instructor-In-Charge SHALL supervisor all training for the entire training exercise unless formally relieved by another instructor that will assume the role of Instructor-In-Charge
      2) If Instructor-In-Charge will be replaced during an identified "Critical Risk" Training session the following process must take place:

         - Replacement Instructor-In-Charge SHALL meet the requirements for "Instructor-In-Charge"
         - The replacement Instructor SHALL review the lesson plan
         - The replacement instructor SHALL observe a complete training evolution for which he is assuming the role of "Instructor-In-
         - Charge" with the current instructor and briefed by the instructor
         - Everyone participating in the training SHALL be notified of the change of "Instructor-In Charge"

   D. Monitor activities to ensure safe practices

   E. Assign a Safety Officer(s) as needed (Instructor-In-Charge may also function as the Safety Officer if he/she meets the requirements of a Safety Officer and can adequately perform both functions).

   F. Assign assistant instructor(s) as needed:

      1) Functional Assignments
      2) Teaching Assignments

   G. Brief instructors on responsibilities:

      1) Accounting for assigned students
      2) Assessing student performance
      3) Clothing and equipment inspection
      4) Monitoring safety
      5) Achieving tactical and training objectives

2. **Assistant Instructor**:

   A. Monitor and supervise assigned students (no more than five)
   B. Inspect student's protective clothing
   C. Account for assigned students, both before and after evolutions

3. **Safety Officer**:

   A. Prevent unsafe acts
   B. Eliminate unsafe conditions
   C. Intervene and terminate unsafe acts
   D. Supervise additional safety personnel as needed
   E. Ensure compliance of participants' personal equipment with applicable standards:

      1) Protective clothing
      2) Self-Contained breathing apparatus
      3) Personal alarm devices when used
      4) Ensure all participants are accounted for, both before and after each evolution

   4. **Student**:

   A. Become familiar with building layout as needed
   B. Obey all instruction and safety rules
   C. Provide documentation of prerequisite training (as needed)

PROCEDURES

1. Need for Practical Training is identified
2. Lesson Plan Completed (Lesson Plan SHALL be completed for all Trainings):

   A. Formal lesson plan
   B. Informal lesson plan

3. If practical training will be conducted in an "Acquired Structure" then:

   A. "Acquired Structure Release" form SHALL be completed
   B. "Training Structure Inspection and Safety Approval" form SHALL be completed

4. Determine if training meets the criteria of "Critical Risk". If it does meet "Critical Risk" criteria, then OIC and Instructor-In-Charge will ensure:

   A. "Critical Risk Training Day Checklist" form is used each day of training
   B. Roles and Responsibilities are assigned and understood by personnel as outlined above.

5. Complete all paperwork and file with "Training Attendance Roster"

SLIP AND FALL PREVENTION

INTRODUCTION

Slip/trip and fall incidents are the leading cause of injury within the Harrisburg Township Park District. Slip/trip and falls can occur while working on the same walking level or from an elevated level. Injuries resulting from a slip/trip and fall often are very painful to the employee and can be financially expensive to treat.

With slip/trip and falls accounting for so many injuries, additional resources are available to HTPD members including Interactive training sessions, videos, Risk Reminders, as well as Grant funds to help reduce these incidents.

Objectives of Slip and Fall Prevention include:

- Identifying work environments where slip, trip, and fall hazards are most likely to occur.
- Eliminating/reducing identified slip, trip and fall hazards with engineering or administrative controls.
- Training employees who will be working in these environments.

This section establishes the minimum requirements for walking and working surfaces where employees may work or travel in and around your facilities. This includes:

- Ladders
- Stairways
- Runways or ramps
- Loading docks
- Platforms
- Aisles
- Floors
- Roofs

REQUIREMENTS

Identify work locations that are higher risk areas for slip/trip/fall injuries. Ensuring workplace inspections are conducted to identify slip/trip/fall hazards. The inspection should include at a minimum:

- Condition of walking and working surfaces
- Floor maintenance procedures
- Housekeeping practices
- Lighting levels
- Presence and condition of protective guardrail systems
- Ensuring safe work practices are being followed.
- Ensure appropriate training is provided to employees who work in higher risk areas and are asked to use fall protection devices/equipment.

- Exits and exit passageways shall not be obstructed by storage of materials.
- Level ground for ladders.
- Aisles and passageways shall be kept clear and in good repair to provide for the free and safe movement of persons and material handling equipment.
- Permanent aisles and passageways in facilities must be clearly marked.
- Ensure sidewalks and parking lots are cleared of snow and ice, and salt and ice-melt are used in walking areas prior to the arrival of the working population.
- Shoes with non-skid soles should be worn on wet or slippery surfaces. These surfaces may be found inside trucks, on steps or treads, and on walking surfaces.
- Position equipment to avoid cables crossing pedestrian routes; use cable covers securely to fix to surfaces or consider use of cordless tools.

RESPONSIBILITIES

It is the responsibility of all employees to help ensure safe conditions are maintained to minimize the potential for slips, trips and falls.

- Clean up spills immediately; don't use cleaning methods that will spread the problem.
- Do not leave floors wet and unattended with you utilizing signage.
- Avoid running or walking too fast in higher risk areas.
- Avoid carrying items that will obstruct one's view.
- Avoid walking through potential hazards
- Avoid walking while being distracted.
- All employees should promptly report all employee incidents related to slip/trip and falls, so the exposure can be eliminated.

FLOORS AND WALKING SURFACES

Surprisingly, approximately 70 percent of slips, trips, and falls occur on level walking surfaces. Common slip, trip and fall hazards result from:

a. Wet or contaminated floors (e.g., grease, liquids, ice, oil, dust fine powders, etc.).
b. Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.
c. Mats or rugs not lying flat on the floor.
d. Obstructions and accumulation of objects in walkways (e.g., hoses, cords, cables, debris, etc.).
e. Unguarded platforms, walkways, and work areas 48 inches above ground.
f. Entrances and exits into buildings are areas where water and debris can collect.

Contaminant	Source
Rain/snow water	• Transmitted internally from open external doors or from the feet, coats, or umbrellas of pedestrians • Building leaks
Ice	• Wintery conditions
Water, other fluids	• From spills, plumbing leaks, cleaning, ice machines
Floor cleaning products	• Resulting from failure to follow appropriate floor cleaning procedures
Body fluids	• Blood, vomit
Condensation	• Variations in temperature
Dusts	• Natural or from stored materials
Debris	• Bags, paper, food residues, soil, cardboard boxes

Spills should be cleaned up and wet areas mopped to eliminate slip hazards. Proper illumination is necessary to allow everyone to see where they are going. Work areas and walking surfaces need to be illuminated at a level which is adequate and suitable.

Minimum levels of illumination for safety:

Hazards Requiring Visual Detection	Slight		High	
Normal Activity Level	**Low**	**High**	**Low**	**High**
Areas	Offices, locker rooms, storage	Loading areas, warehouses, corridors, washrooms	Elevators, stairways, assembly areas	Engine rooms, processing area, machine shop
Foot-candles	0.5	1.0	2.0	5.0

Employees who work in potentially higher hazard areas are expected to wear footwear appropriate for the duties of their work task. Devices such as Yaktrax provide improved traction on ice and packed snow. Tread design, tread hardness, and shape of sole and heal impact the slip-resistance of footwear. Tread patterns with raised-tread and cross- hatch patterns are more slip-resistant.
Floors should be inspected to detect and remedy objects left on floor, like electric cords or tools, loose carpet or rugs, and open desk or file cabinet drawers.

Floor mats should be placed in building entrances and higher risk areas were walking- working surfaces may encounter wetness or other slippery conditions. The design of floor mats should have the following features: beveled or flat edges, slip resistant surfaces on both top and bottom sides; slots or similar design to help promote drainage; antibacterial treatment to help prevent the growth of mold and mildew. Floor mats should be inspected on a regular basis to ensure the mats does not become misshapen or curled to create a tripping hazard. Evaluate your mat replacement program.

Members should have a floor maintenance program in place that will help to reduce slip and falls. The program should include the appropriate type of cleaner/degreaser that should be used on the specific floor finishes, the proper application methods, proper warning systems to be used, and the appropriate PPE that should be worn.

FLOOR, ROOF, AND WALL OPENINGS

Floor and roof openings, including skylights, into which persons can fall shall be covered with material and bracing of sufficient strength to support two times the load which may be imposed; or they shall be protected by a securely anchored enclosure. Temporary covers should be labeled as "hole" or "cover" on the material. Shall be secured when installed to prevent displacement.

All uncovered floor or roof openings shall be enclosed on open sides with a standard guardrail, mid-rail, and toe-board. Parameters for the construction of a standard guardrail and toe board are covered later in this Section.

Stairway and ladder-way floor openings shall be guarded by a standard guardrail, mid-rail, and toe board on exposed sides except the entrance. Entrances to stairways or ladderways shall be offset or provided with a cage to prevent persons from walking directly into the opening.

Every open-sided floor platform 4 feet or more above adjacent floor or ground level shall be guarded by standard railings, or the equivalent, on all open sides except at entrances to stairways, ramps, or fixed ladders. Parameters for the construction of a standard railing are covered later in this Section.

Runways 4 feet high or more shall be guarded by standard railings on all open sides, except that on runways at least 18 inches wide and used exclusively for special purposes, the railing on one side may be omitted where operating conditions necessitate.

Open-sided floors, platforms, and runways above or adjacent to dangerous equipment, wastewater treatment facilities, and other similar hazards, shall be guarded with a standard railing and toe-board regardless of height. Ramps surfaces shall be roughened up or shall be of non-slip materials. Ramps that serve any exit way, provides handicap access or is in the path of travel shall not have a slope that exceeds 1-foot rise to 12 feet of horizontal run. Exception: existing ramps shall not exceed 1-foot rise to 8 feet of horizontal run. Ramps with slopes exceeding 1-foot rise to 15 feet of horizontal run shall have handrails or stair-rails as required. Ramps more than 4 feet above the adjacent ground or floor are to be provided with guardrails.

Hatchways and chute floor openings shall be guarded by one of the following:

- Hinged covers of sufficient strength to carry two times the anticipated loads and a standard guardrail with one exposed or open side. When the hatchway or chute opening is not in use, the cover shall be closed, or the exposed side guarded by a removable standard guardrail.
- A removable standard guardrail or self-closing gate installed on not more than one side, and fixed standard guardrails and toe boards on all other exposed sides. The removable guardrails shall be kept in place when the opening is not in use. Chute openings into which debris is manually dumped shall be guarded by a standard guardrail on the side which partners stand to dump debris.
- Removable standard guardrails, secured to the floor on all open or exposed sides, installed to permit removal of only a section or side(s) sufficiently large or perform the work. When the hatchway is not in use, the guardrail shall be immediately replaced and secured.

- Where doors or gates open directly on a stairway, a platform shall be provided, and the swing of the door or gate shall not reduce the effective length of the platform to less than 20 inches.
- Wall openings, from which there is a drop of more than 4 feet and the bottom of the opening is less than 3 feet above the working surface, shall be guarded with a standard guardrail or guardrail components to afford protection to a height of 42 inches above the working surface. A standard toe-board shall be provided where the bottom of the wall opening is less than 4 inches above the working surface.

Loading docks can also present a fall hazard, the following guidelines apply:

- Posts, stanchions & chain rails, or other guardrails which will provide equivalent protection when the dock lift is not in active use **shall** be installed to prevent accidental falls from the dock level down to the lowered dock lift.
- Posts, stanchions & chain rails, or other guardrails which will provide equivalent protection, should be located at least 3 feet from the edges of the dock lift.
- Dock levelers/dock plates **shall** be rated to support the load expected.
- Awareness training regarding recognition of potential hazards associated with working in an elevated area must be provided for employees working at loading docks.
- Employees working on roofs can also be exposed falls. Employees working within 15 feet, or an edge need to be provided with fall protection. Fall protection systems can include guardrail systems, fall arrest, or fall restraint.

HANDRAILS AND GUARD RAILING

A standard handrail is a rail used to provide an employee with a handhold for support and shall be of construction similar to a standard railing except that it is mounted on a wall or partition and does not include a mid-rail. It shall have a smooth surface along the top of both sides of the handrail. The handrail shall have an adequate handhold for anyone grasping it to avoid falling. Ends of the handrail shall be constructed so as not to constitute a projection hazard.

A stair-rail is a vertical barrier erected along the unprotected sides and edges of a stairway to prevent the employee from falling to lower levels. The top surface of a stair rail system may also be a handrail.

The height of a handrail system shall not be more than 37 inches nor less than 30 inches.

The height of stair-rails shall be not more than 34 inches nor less than 30 inches from upper surface of handrail to surface of tread, in line with face of riser or to surface of ramp, if installed before 1991. Installations after 1991 require the stair rail to not be less than 36”.

When the top edge of a stair-rail system also serves as a handrail, the height of the top edge shall be not more than 37 inches (94 cm) nor less than 36 inches (91.5 cm) from the upper surface of the stair-rail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

All handrails and railings shall be provided with a clearance of approximately 3 inches between the handrail or railing and any other object.

A standard guardrail shall consist of top rail, mid-rail, toe board, and posts, and shall have a vertical height of approximately 42 inches, plus or minus 3" from upper surface of top rail to floor, platform, runway, or ramp level. The top rail shall be smooth surfaced throughout the length of the railing. The mid-rail shall be halfway between the top rail and the floor, platform, runway, or ramp. The ends of the rails shall not overhang the terminal posts except where such overhang does not constitute a projection hazard.

Minimum requirements for standard railings with common types of construction are specified as follows:

1. For wood railings, the posts shall be of at least 2-inch by 4-inch stock spaced not to exceed 8 feet; the top rail shall be of at least 2-inch by 4-inch stock; the mid-rail shall be of at least 1-inch by 6-inch stock.
2. For pipe railings, the posts, top rails, and mid-rails shall be at least 1-1/2 inches nominal diameter (OD), with posts spaced not more than 8 feet on centers.
3. For structural steel railings, the posts, top rails, and mid-rails shall be of 2-inch by 2-inch by 3/8-inch angles or other metal shapes of equivalent bending strength, with posts spaced not more than 8 feet on centers.

Handrails and the top rails of stair rail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890 n) applied within 2 inches (5 cm) of the top edge, in any downward or outward direction, at any point along the top edge.

Various types, sizes, and arrangements of railing construction are acceptable provided they meet the requirements in preceding paragraphs, and that protection is provided between top rail and floor, platform, runway, ramp, or stair treads, at least equivalent to that afforded by a standard mid-rail.

TOEBOARDS

Whenever people can pass under the open sides of any walking or working surface, or wherever falling materials could create a hazard with machinery or equipment below, standard toe boards with railings must be provided to eliminate the hazard.

Where material is piled to such a height that a standard toe board does not provide adequate protection, paneling or screening from floor to mid-rail or top rail shall be provided.

A standard toe board shall be 4 inches (nominal) minimum in vertical height from its top edge to the level of the floor, platform, runway, or ramp. It shall be securely fastened in place and have not more than 1/4-inch clearance above floor level. It may be made of any substantial material, either solid, or with openings not over 1 inch in greatest dimension.

STAIRWAYS

Stairways shall be routinely maintained, and debris and materials shall not be permitted to accumulate on stairs. Slippery conditions shall be eliminated as they occur.

Stairwells and platforms shall be protected on all open sides with standard guardrails and toe boards.

A standard handrail shall be securely mounted on the wall or partition, enclosing the stairs, and shall be the same height as the top rail of a standard stair railing.

Stairs having four or more risers shall be equipped with standard railings and standard handrails as specified in the following:

1. Less than 44 inches wide and both sides enclosed: At least one handrail on right side descending.
2. Less than 44 inches wide and one side open: One stair railing on the open side.
3. Less than 44 inches wide and both sides open: A stair railing on each side.
4. More than 44 inches but less than 88 inches wide: One handrail on each enclosed side and a stair railing on each open side.
5. More than 88 inches wide: Same as subparagraph d, plus a standard stair railing located midway of the width.
6. Stairways, ladders, or ramps shall be provided on all structures 20 feet or over in height.
7. Rise height and tread width shall be uniform throughout any flight of stairs.

LADDERS

Provisions shall be made for routine inspection prior to use and maintenance of all ladders. Broken or damaged ladders shall be promptly repaired or removed and destroyed.

All ladders will be secured at the top and at the bottom and intermediate positions necessary to maintain them rigidly in place and to support the loads imposed upon them.

Ladders shall not be placed in access ways or other locations where they may be displaced unless protected by barricades or guards.

The area immediately adjacent to the top and bottom of a ladder shall be kept free of debris, materials, equipment, or other obstructions.

Ladders will not be used as work platforms or scaffolding or as structured members of scaffolds or work platforms or walkways.

Partners will face ladders and keep hands free to allow for three points of contact, when ascending or descending ladders.

Metal ladders shall not be used around electrical energy sources.

Ladders should be erected to maintain a 4:1 ratio, for every four feet vertical the bottom of the ladder should extend away from the structure one foot.

The length of ladder used to access the next working level should be tall enough so that a minimum of three feet extends above the working surface. If the ladder does not exceed three feet, a grab rail should be installed, with the top of the ladder being secured.

FIXED LADDERS

The design, construction, use, and maintenance of fixed ladders shall comply with the more stringent of standards published in this subsection and ANSI A14.3, "Safety Requirements for Fixed Ladders," and ANSI A14.4, "Safety Requirements for Job-Made Ladders."

Fixed existing ladders shall not have a length of climb over 20 feet unless equipped with a cage, well, or ladder safety device or offset landings at 20-foot intervals.

Ladders equipped with cages shall have a maximum length of climb of 30 feet between ground, floors, or offset landings. Bottom of cages will start a minimum of 7 feet or maximum of 8 feet from the base of each section of ladder with bottom flared not less than 4" or a portion of the cage opposite the ladder shall be carried to the base.

All new fixed and replacement ladders that extend more than 24 feet shall be equipped with a rope descent system or allow for personal fall arrest systems. Existing fixed ladders should be addressed to incorporate this provision.

Climbing devices will be installed so an employee can attach or detach fall arrest systems while standing on ground, floors, or platforms. Ladder widths will be increased to accommodate climbing devices.

Provisions shall be made for a landing at the top of all fixed ladders (unless a natural landing is provided) by extending the side rails, stanchions, or other supports at least 42 inches above the landing. At least 7 inches toe space shall be provided between the inside face of rung or step and wall or other obstructions. Minimum perpendicular clearance between the centerline of fixed ladder rungs, cleats and steps, and any obstruction on the climbing side of the ladder must be 30 inches (76 cm).

Two separate ladders or double-cleat ladders shall be provided for access to and from work areas for 25 or more partners, or where simultaneous two-way traffic is necessary.

PORTABLE LADDERS

Prior to use all portable ladders must be inspected. Defective ladders must be tagged and removed from services. The design, construction, use, and maintenance of portable ladders shall comply with the more stringent standards published in this subsection and ANSI A14.1, "Portable Wood."

Ladders," ANSI A14.2, "Portable Metal Ladders," and ANSI A14.5, "Portable Reinforced Plastic Ladders."

The slope or pitch (angle of inclination) shall not exceed 1-foot horizontal distance for each 4 feet of vertical rise, i.e., the minimum acute angle with the horizontal must not be less than 75 degrees.

Portable stepladders shall not exceed 20 feet in height.

Partners shall not work on ladders at heights exceeding 20 vertical feet from the ladder base.

Portable ladders used for access in lieu of fixed ladders shall be secured against accidental displacement at the top and bottom. They shall extend a minimum of 42 inches above the upper landing. Step ladders shall not be used for this purpose.

Portable ladders shall rest on a firm foundation capable of supporting the load without displacement in any direction.

Extension ladder sections shall not be used as independent ladders.

Job-made ladders shall be tailored for intended use, but not used as portable ladders. Portable ladders are approved for one-man use only.

Ladders shall be equipped with safety shoes, spurs, spikes, tread feet, or other approved slip-resistant devices at base section of each rail. The devices shall be designed to function at the specified angles of inclination and on the type of surface available.

EXHIBIT A: SAMPLE SLIP, TRIP, AND FALL PREVENTION POLICY

MEMBER NAME: **EFFECTIVE DATE:**

POLICY/GENERAL ORDER#:

Slip, Trip, and Fall Prevention Policy

TOPIC **PAGE**

1.0 PURPOSE

(Harrisburg Township Park District) will make all reasonable efforts to:

a) Protect the health and safety of employees.
b) Provide safe work practices for employees.
c) Provide information to employees.
d) Identify and correct health and safety hazards and encourage employees to report hazards.

This Slip, Trip and Fall Prevention policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents. Procedures include worksite evaluations, elimination of slip, trip and fall hazards, and employee training.

Requirements outlined in this manual are mandatory by regulation where the word "**shall**" is used and are advisory in nature where the word "**should**" is used.

2.0 APPLICATION OF THIS GUIDANCE DOCUMENT

The objectives of the Slip, Trip and Fall Prevention Guide are to provide direction on:

a) Identifying working environments where slip, trip and fall hazards are most likely to occur.
b) Eliminating/reducing identified slip, trip and fall hazards.
c) Training employees who will be working in environments where slip, trip and fall hazards are likely to arise during a typical work shift.

3.0 RESPONSIBILITIES

The responsibilities listed below supplement the core responsibilities as outlined in employee job descriptions.

3.1 Supervisors

Supervisors are responsible for the following:

a) Identifying work locations that are “Higher Risk Areas.” For definition of “Higher Risk Area,” refer to Section 4.1.1.
b) Ensuring periodic workplace inspection is conducted to identify slip/ trip/ fall hazards.
c) Properly addressing slip, trip and fall hazards promptly and consulting with the safety committee if a slip, trip and/or fall hazard cannot be abated.
d) Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip and fall hazards are prevalent.
e) Evaluating employees’ compliance with safe work practices.
f) Where routine or occasional floor cleaning is performed by departmental staff, creating a floor maintenance procedure, and ensuring that personnel properly and consistently follow floor maintenance procedures.
g) Promptly reporting all employee injuries to employer.

3.2 Employees

Employees who work in a higher risk area are responsible for the following:

a) Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip and fall related incidents. This includes cleaning up spills immediately, marking spills and wet areas, mopping, or sweeping debris from floors, and removing obstacles from walkways, and keeping areas free from clutter.
b) Following all (Harrisburg Township Park District) safety practices, including but not limited to:
    1) Reporting potential hazards to the supervisor immediately.
    2) Reporting accidents to the supervisor immediately.

3.3 Department Managers

Department managers are responsible for the following:

a) Assisting in the identification and elimination of slip, trip and fall hazards found in common/shared areas. Inspections for identifying slip, trip and fall hazards are recommended:
    - At least annually, ideally prior to a wet season.
    - Before, during, and/or after construction and renovation activities in situations where building occupants and the general public may be affected.
    - A sample inspection form is contained in Appendix A.

b) As appropriate, assisting departments with the removal of facilities-related slip, trip and fall hazards.
c) Consulting with the safety committee for assistance in addressing slip, trip and fall hazards as appropriate.

3.4 Safety Committee

The Safety Committee is responsible for the following:

a) Developing, implementing, and maintaining the Slip, Trip and Fall Prevention Guide.
b) Assisting departments in evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.
c) Making available training for employees who work in areas where slip, trip and fall hazards are prevalent.
d) Analyzing and reporting trends in injury and/or incidence rates related to slip, trip and fall hazards.

4.0 HAZARD IDENTIFICATION/INSPECTION

4.1 Slip, Trip, & Fall Hazards

Common slip, trip and fall hazards result from:

a) Wet or contaminated floors (e.g., grease, liquids, ice, oil, dust fine powders, etc.).

Contaminant	Source
Rain/Snow water	• Transmitted internally from open external doors or from feet, coats, or umbrellas of pedestrians • Building leaks
Ice	• Wintery conditions
Water, other fluids	• From spills, plumbing leaks, cleaning, ice machines
Floor cleaning products	• Resulting from failure to follow appropriate floor cleaning procedures
Body fluids	• Blood, vomit
Condensation	• Variations in temperature
Dusts	• Natural or from stored materials
Debris	• Bags, paper, food residues, soil, cardboard boxes

b) Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.

c) Mats or rugs not lying flat on the floor.

d) Obstructions and accumulation of objects in walkways (e.g., hoses, cords, cables, debris, etc.).

e) Unguarded platforms, walkways, and work areas 48 inches above ground.

f) Inadequate illumination

4.1.1 Higher Risk Areas

For purposes of this Guide, an area where slip, trip, or fall hazards may likely arise during a typical work shift, is considered a “higher risk area”. Examples of higher risk areas include:

a) Kitchens - wet floor
b) Locker rooms - Bathrooms - wet floor
c) Loading docks - elevated locations
d) Maintenance Garages – wet floor - housekeeping
e) Vehicle Storage Garages – wet floor - housekeeping

4.2 Inspections

Inspections to identify slip, trip and fall hazards are recommended and should be conducted on a regular basis. For higher risk areas, a formal inspection is recommended at least weekly; more frequently depending on the likelihood for changing conditions. For building common areas, it is recommended that the building Department Manager conduct inspections. See Appendix A for a sample inspection form is contained in Appendix A.

Recommended inspections should minimally include evaluation of the following:

a) Condition of floors, carpets, and steps
b) Floor maintenance procedures
c) Housekeeping practices
d) Lighting levels
e) Presence and condition of guardrails, stair-rails, and handrails at elevated work surfaces.

5.0 HAZARD CONTROL MEASURES

5.1 General Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

a) **General Safety**
- Avoid running or walking too fast, especially in higher risk areas.
- Avoid carrying items that will obstruct one's view of their walking pathway.
- Avoid walking through potential slip, trip and fall hazards.
- Use extra caution when traveling both outdoors and indoors during wet/winter weather.
- Avoid walking and texting

b) **General Housekeeping Procedures**
- Clean up spills immediately. For greasy liquids, use suitable cleaning agent.
- Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.
- Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.
- Do not use cardboard to soak up spills.

c) **Slip Hazards**
- Sidewalks and parking lots shall be cleared of snow and ice, and salt and ice- melt used in high traffic areas. Snow and ice removal procedures shall be conducted prior to arrival hours of general working population.
- Floors, platforms, and walkways **shall** be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection **shall** be used on areas where operation requires walking on slippery surfaces.
- Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills.
- Slip hazards must be identified and removed promptly.
- Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

d) **Trip Hazards**
- Platforms and walkways **shall** be free of obstructions & dangerous projections (e.g., extension cords, power cables, hoses, carts, boxes, debris).
- Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces or consider use of cordless tools.

- Surfaces in poor repair (i.e., holes, surface upheaval, and broken tiles) **shall** be repaired or guarded by readily visible barricades, rails or other equally effective means.
- Ensure floor mats and rugs are securely fixed and do not have curling edges.

e) **Fall Hazards**

1) Elevated Locations
   - Guardrails **shall** be provided on all open sides of unenclosed elevated locations. Examples include balconies, runway ramps, or working surfaces that are more than 48 inches above the floor, ground, or other working areas of a building.
   - For Roofs: Guardrails **shall** be provided at locations where there is routine need for an employee to approach within 15 feet of the edge of the roof. Where such roof access is needed no more than 4 times a year, safety belts, lanyards, or an approved fall protection system may be used in lieu of guardrails.
2) Stairways **shall** have handrails or stair rails on each side.
3) Ladder Use. When a ladder is used, the employee **shall** follow safe ladder practices.
4) Elevated Work Platforms & Aerial Devices (e.g., vertical tower, scissor lift):
   - Only employees who have been trained and authorized by the supervisor **shall** operate elevating work platforms and aerial devices. NOTE: Aerial device and elevating work platforms are vehicle-mounted or self-propelled device designed to elevate a platform/ individual in a substantially vertical axis.

f) **Design Guidelines for guardrails, stair-rails, and handrails**

- Design guidelines for guardrails, stair-rails, and handrails can be found within the IPRF Loss Control Manual, SECTION 18 – Slip and Fall Prevention. The Loss Control Manual can be found within the Loss Control section of the IPRF website (www.iprf.com).
- Additional information on the design guidelines for guardrails, stair-rails, and handrails can be found at Per OSHA IDOL/OSHA CFR 1926.502 (b) Subpart M, for construction tasks as well as IDOL CFR 1910 Subpart D, for general industry. Within the standards referenced, depending on the job assignment, there are variations with the requirements, ensure to refer back to the most applicable standard.

5.2 Floor Mats and Other Floor Treatments

Where work processes are expected to create wet floor surfaces, such surfaces shall be protected against slipping by using mats, grates, cleats, or other methods that provide equivalent protection. Where wet processes take place, drainage shall be maintained and false floors, platforms, mats, or other dry standing places provided.

a) **Floor mats**

1) Floor mats **shall** be placed in higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Examples of higher risk areas include:
   - Building entrances
   - Areas adjacent to food counters and food preparation areas
   - Cooking areas
   - Areas where the work procedure is going to produce fluids that could remain standing on the floor surface

2) The design of floor mats should have the following features:
   - Slip resistant surface on both top and bottom sides.
   - Beveled edges, flat edges, or similar design to help reduce the likelihood of workers tripping on the mat's edges.
   - Slots or similar design to help promote drainage and prevent accumulation of water & grease.
   - Antibacterial treatment or similar design to help prevent the growth of mold and mildew.
3) Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

b) **Other Methods**
Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided.

5.3 Slip-Resistant Footwear

Employees who work in potentially slippery higher risk areas must wear slip-resistant footwear. When selecting slip-resistant footwear, the following should be considered:

a) **Level of slip-resistance** (i.e., Polyurethane, and microcellular urethane soles are more slip-resistant compared to nitrite and styrene rubber).
b) **Tread design, tread hardness, and shape of sole and heel**. (i.e., High elastic soles with raised-tread and crosshatch patterns are more slip-resistant compared to rough and flat soles. Tread patterns should cover the whole sole and heel area.)
c) **Use of non-slip shoe covers**. Examples include YakTrax, Gator Shoes with Gatorbacks or other slip resistant over shoes.
d) **Proper support and comfort**.
e) A footwear wear inspection program to ensure treads are still adequate.

NOTE: The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. General housekeeping procedures, safe work practices, and matting/ floor treatments must be used, as necessary.

5.4 Floor Maintenance Procedures

A floor maintenance procedure must exist where routine or occasional floor cleaning is performed by departmental staff. It is recommended to consult with the floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when developing a floor maintenance procedure:

a) The type of floor finish products used, including slip-resistant polymer finishes, strippers, degreasers, and general cleaners.
b) Proper application methods for products, including proper dilution and time schedules for each component or process.
c) Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazards.
d) Documentation of products used, including Safety Data Sheets, and specifications regarding the slip-resistance level of the product.

e) Periodic review of maintenance program, especially after a report of an employee “near miss” or actual accident.

6.0 TRAINING

For employees working in higher risk areas, training **shall** be provided to ensure employees follow safe work practices.

6.1 General Housekeeping/Safe Work Practices

All employees who may be required to work in a higher risk area **shall** be trained on the following:

- Recognition of potential hazards associated with working in a higher risk area.
- The use of control measures to prevent slip, trip and fall related accidents.

The frequency of training provided to the employees is to be determined by the supervisor and department manager.

6.2 Floor Maintenance Procedures

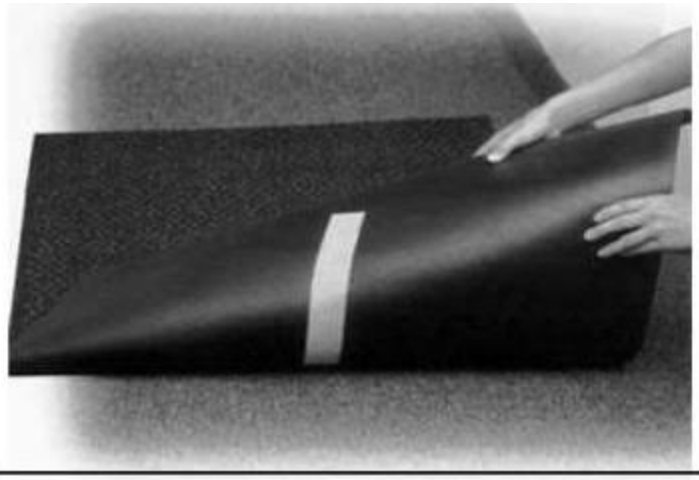
Where departmental staff personnel are assigned to perform routine or occasional floor maintenance, recommend training should be provided on established floor maintenance procedures and necessary PPE to be worn. When new products and/or equipment are used, recommend the departmental staff receives adequate re- training for proper usage.

6.3 Recordkeeping

Supervisors **shall** keep records of health and safety training received by employees.

Appendix B: SAMPLE PRODUCTS FOR SLIP, TRIP, AND FALL PREVENTION

Anti-Slip Tapes & Strips:	  

Floor Mats:	
Fbor Mat Tape:	
Portable Safety Railfor Fall Protection:	

Slip-Resistant Shoes:	 

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Non – Slip Shoe Covers: Yak Trax	
Gator Shoe with Gatorback	

EXHIBIT B: SAMPLE WINTER SLIP, TRIP, AND FALL PREVENTION POLICY

MEMBER NAME: EFFECTIVE DATE:

POLICY/GENERAL ORDER #:

Winter Slip/Trip/Fall Prevention

PURPOSE

The Department is responsible for providing a safe work environment for its employees. In an effort to reduce slip/trip/fall injuries, the Department is implementing this Winter Slip, Trip and Fall Prevention policy. This policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents due to snow and ice.

SCOPE

This guideline is for all department members and employees that are at risk of slip/trip/falls due to slippery conditions due to ice and/or snow.

GUIDELINE

1. The Department members will wear add-on anti-slip shoe/boot attachments to provide additional traction during slippery conditions due to ice and/or snow. Below are examples of emergency and non-emergency situations where anti-slip shoe/boot attachments are required:

    - On Roadway or Roadside emergency and non-emergency incidents in which slippery conditions exist due to ice and/or snow, department members shall don add-on anti-slip boot attachments (i.e., Yaktrax).
    - When department members are engaged in snow removal activities such as snow shoveling, snow blowing and manual ice melting/salt spreading.
    - When department members are walking on slippery roads or sidewalks due to ice and/or snow is required.

2. The Department shall conduct annual footwear inspection prior to the winter season to ensure there is adequate tread for grip on slippery surfaces. If an area of the tread is worn smooth or the tread design is not visible, then the need to replace the footwear becomes urgent, as the footwear isn't providing the slip protection it was purchased for. If there's any question that the footwear can no longer do what it was intended to do, then it should be replaced.

MOTOR VEHICLE SAFETY

INTRODUCTION

The fleet safety series of Safety Management discusses the key elements of safe motor vehicle operation. If applied, these loss control principles can help you:

- Reduce vehicle accidents
- Reduce employee injuries
- Protect the public
- Reduce operating costs
- Enhance company image

Fleet safety is a management responsibility and management must see that a program is developed, implemented, and effectively directed.

MANAGEMENT DIRECTION AND LEADERSHIP

Regardless of the size or type of your entity's vehicle operation, it is essential for management to make their drivers, as well as other employees, aware that safe operation is of paramount importance. Development and issuance of a clearly worded loss control policy statement will most effectively communicate this. The statement will establish management's philosophy towards safe vehicle operation and provide a solid foundation to develop the remainder of the fleet safety program.

The safe policy statement should describe management's concern with safe operations, including vehicular safety, that employee cooperation is expected, and that employees will be held accountable for deviations from safe practices.

The policy statement should be endorsed by the highest-ranking executive of the entity and be well publicized throughout the organization. As management sets the examples for the employees, it is imperative that everyone adheres to the safety policy at all times.

DRIVER QUALIFICATION

The establishment of a meaningful and realistic driver qualification program is vitally important to the successful operation of any fleet safety program. This includes incidental vehicle use, where the primary business is the transportation of people or goods. By placing sufficient emphasis on selecting the best available driver, the potential for loss due to accidents and/or injury is reduced.

The opportunity to select the right person for the job will largely depend on management's ability to develop job standards that reflect the skills necessary for satisfactory job performance.

Procedures, basic to all good driver qualification systems, are provided below. In order to achieve a program that is effective and practical for its operation, management must describe the degree of emphasis needed in each area, as well as the regulations with which the operation must comply.

There are effectively three levels of driver qualifications to be considered, depending on the type of travel and the size of the vehicle.

1. State of Illinois mandatory qualifications for the issuing of licenses to all drivers. Your entity can also increase the qualifications necessary such as age.
2. Drivers of vehicles with a gross vehicle weight (GVW) of 26,001 lbs. or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the Department of Transportation (DOT) Hazardous Materials Regulation (HMR), must have a single, state-issued, commercial driver's license meeting the minimum Federal requirements.
3. Drivers involved in interstate or foreign commerce in vehicles with a GVW of 10,001 lbs. or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials, in a quantity regarding placarding under the DOT HMR, are subject to the requirements of the DOT Federal Highway Administrations Federal Motor Carrier Regulations. Driver selection is a one-time process; assuring the driver stays qualified is an ongoing process. A driver qualification file should be maintained, where applicable, for each driver to facilitate review of the driver's record and provide future reference to the driver's qualifications. The file should contain, but is not limited to:

    - Completed application
    - Notations concerning information developed during the interview
    - Motor vehicle records
    - Results of reference checks
    - Results of pre-placement physical exam (if applicable)
    - Road test results
    - Information regarding any prior or subsequent training
    - Drug and alcohol testing documentation
    - Drivers annual violation report
    - Management's review of drivers violation report

Prior to completing a basic probationary period (usually 60 to 90 days), follow up evaluations should be completed by the supervisor with review by management. Your program needs to involve annual reviews of driving records to ensure qualifications are being maintained by existing employees.

EMPLOYEE SELECTION AND PLACEMENT

Define each job's duties, physical requirements, mental attributes, and education requirements in writing. Establish and follow employee selection procedures. These should include the following:

- An application form completed by the applicant
- A personal interview with a responsible member of management or supervisor
- A check of previous employer references
- A check of motor vehicle accident and ticketing records
- A pre-placement physical examination and substance abuse test
- A road test in a vehicle of the type to be driven, over a similar route to be driven
- A pre-placement physical examination and substance abuse test
- A road test in a vehicle of the type to be driven, over a similar route to be driven.

Drivers should be hired over a probationary period stated at the time of employment. A favorable evaluation of the driver must be completed before the end of this period. Maintain a permanent personnel folder for each full-time and temporary driver that includes all test results, reports from state motor vehicle authorities, performance evaluations, and records of all accidents or claims. A separate file with copies of all accident forms initiated in a calendar year should also be maintained to facilitate accident review.

EMPLOYEE TRAINING AND DEVELOPMENT

Determine what training is required for new drivers. The performance of all drivers should be reviewed periodically to determine what additional training would benefit them. A minimum training program should include the following:

- Policy orientation
- Review of rules and procedures stressing the driver's responsibilities.
- On-the-job training covering equipment use, maintenance and safe work practices, and emergency procedures.
- Continued in-service training based on periodic performance evaluations including defensive driving and cargo handling.

Evaluate training programs periodically, measuring their effectiveness in terms of reduced accident frequency and cost. Program emphasis should be revised as needed to combat trends in accident experience.

Select trainers carefully, keeping in mind the size and training needs of the fleet. Smaller fleets can also use one of their qualified drivers as a part-time trainer.

DEFENSIVE DRIVING PRINCIPLES

All employees must practice being a Defensive Driver. Defensive drivers are safer drivers. Defensive driving may be defined as:

- Making decisions with safety in mind (including mandatory wearing of seatbelts)
- Driving to your destination safely without adversely affecting the safety of others
- Recognizing risks associated with hazardous driving behavior.
- Using common sense and courtesy as a driver

Four factors that lead to motor vehicle crashes are contrary to defensive driving behavior. Everyone has heard the expression "Speed Kills". Excessive speed is the number one unsafe driving behavior. Other factors are failing to yield the right-of-way (not being courteous), driving left of center (either intentionally to pass or due to inattention), following too closely (tailgating). Drivers will obey speed limits, be courteous and maintain a safe interval (3 seconds is recommended) behind the vehicle ahead.

The IPRF program does offer Defensive Driving Training that is available to your organization. Training options include National Safety Council's DDC4 and On-line training resources.

DISTRACTED DRIVING

Distracted driving is any non-driving activity that occurs while operating a vehicle that could interfere with the safe operation of the vehicle. The three main types of distraction that affect driving safety are:

Visual - the distraction takes your eyes off of the road.
Manual - the distraction requires one or both hands from the wheel.
Cognitive - the distraction diverts your mental focus to something other than driving.

While there are several types of activities that can be considered distracting, the utilization of cell phones and texting are a primary concern. Several organizations including the National Highway Traffic Safety Administration, the National Safety Council and OSHA are conducting studies to determine the overall impact the use of a cell phone or texting have impacted motor vehicle crashes in the United States.

The National Safety Council estimates in one year there were over 1.2 million crashes involving talking on a cell phone (hand-held or hands-free) and texting. Studies are suggesting that 24% of all crashes involve driving while distracted.

As a result, states and local governmental entities are implementing specific distracted driving laws, some laws in Illinois include:

- Texting while driving (both reading and sending) is prohibited.
- Cell phone use should be kept to a minimum and if allowed through only a hands-free device. This includes avoiding personal calls while driving. Cell phone use is illegal in Illinois as follows:
    - In construction or maintenance zone
    - In a school zone, regardless of hour or day
    - For all drivers under the age of 19

Employers have a significant role in preventing distracted driving crashes. Employers should have established a written policy prohibiting distracted driving that is enforced.

The policy should encompass on the job utilization of the cell phone, off-the-job use of an employer provided wireless device, use of personally owned devices that are reimbursed by the employer and use of devices in employer provided vehicles. It should also state that employees who are charged with traffic violations resulting from distracted driving will be solely responsible for all penalties that result from such actions whether on a personal or business cellular phone.

A sample policy is provided as an example within this section. An area that should require further evaluation for each entity is the utilization of hands-free devices, whether it is allowed or not allowed. Statistical information indicates that use of a hands-free device can still create a cognitive distraction. However, hands free devices are currently allowed and considered legal in a number of situations. It is recommended that before implementing a policy, it is reviewed by your organization's corporate council.

Entities who expect employees to use cell phones while driving as part of their business must recognize that doing so exposes their employees to increased risks. Knowing the increased risks is precisely an area of potential liability for an entity when they permit or even encourage cell phone use while driving.

Employers have been held liable for employee actions. An employer may be legally accountable for negligent employee actions if the employee was acting within the scope of his or her employment at the time of the crash. Discovery evidence that can be used within litigation can include:

1. Driver cell phone records revealing the amount of time during the workday the employee is using the phone and where the phone is being used.
2. Texting records.
3. Details about the employer's cell phone policy and enforcement.

*Information provided by the National Safety Council and National Highway Traffic Safety Administration

DRIVER DISQUALIFICATION STANDARD

Sample Standard – The following is a common set of criteria to help select or retain safe drivers. It can be altered to fit the needs of any organization.

Disqualification Violations		
• Reckless driving	• Leaving the scene of an accident	• Evading police
• Vehicular homicide	• Driving while impaired/DUI	• Must have valid driver's license
• Unauthorized use	• Felony assault with vehicle	• Committing a felony with a vehicle
• Racing	• Driving with a suspended license	

Serious Violations		
• Speeding	• Driving too fast for conditions	• Passing a school bus
• Red light	• Failure to yield to pedestrians	
• Improper turn	• Failure to obey direction of Officer	

Moving Violations		
• Cell phone use	• Running stop sign	• Following too close
• Failure to obey	• Tailgating	• Illegal U-turn
• Passing on right	• Failure to observe traffic lanes	• Wrong way on 1-way street

Preventable Collision

Determined by police citations for any above violation or through investigation that the "driver did not do everything possible to avoid the collision."

Time Frame – Drivers will be considered unacceptable if the violations occur:

- Disqualifying Violations – Unacceptable within any time period.
- Any combination of 3 serious, moving violations or preventable collisions within a 3-year period.
- Three collisions within a 3-year period regardless of fault.

EQUIPMENT SELECTION AND MAINTENANCE

A vehicle maintenance program starts with the ordering of vehicles. It is essential to purchase or lease the right equipment for the job at hand. This requires management to analyze their transportation needs and determine what is expected of the vehicles in the fleet. Incorrect vehicles for the task usually result in higher operational costs due to added maintenance, possible additional down time, and early replacement, among other problems. Often "vehicle standardization" is advantageous. Using similar vehicles can result in reduced costs due to reduced parts inventory, mechanics are able to make repairs more efficiently, and better appraisal of the suitability of the fleet equipment. To keep the necessary leverage and obtain the most competitive prices, a fleet operator should deal with two or three different suppliers.

A realistic preventive maintenance program can result in the most economical service possible. Preventive maintenance allows an entity to schedule its repair work so that they are not faced with workflow interruptions or extended vehicle downtime. Normally, preventive maintenance intervals will vary from fleet to fleet depending on the initial vehicle specifications, type of operation, geographical territory use and management's appreciation and knowledge of operational costs.

An effective, consistently applied preventive maintenance program will result in the lowest maintenance cost.

There are three basic types of maintenance problems:

- **Demand Maintenance** is performed on an "as needed" basis. Some vehicle parts are replaced only when they fail, such as window glass, light bulbs, wiper blades, seat cushions, wires, or gauges. Other parts get replaced when the wear is detected through periodic inspections like tires, engines, transmissions, universal joints, bushings, or batteries.
- **Crisis Maintenance** occurs when preventive maintenance and demand maintenance are ignored, and the vehicle has a breakdown enroute. In extreme cases, an accident may result from mechanical failure. Crisis maintenance is more expensive due to downtime, emergency road service, extra personnel needed to handle the situation, and the cost of any additional parts that were damaged from the initial incident.
- **Preventive Maintenance** of course is the preferred method as problems are anticipated and corrected before they interfere with daily business. Items like oil changes, lubrication of moving parts, and early replacement of deteriorating parts can keep a vehicle on the road at a much lower cost.

Every good maintenance program should be supported by thorough, up-to-date recordkeeping. In order to monitor costs, plan for the future and keep costs as low as possible. Maintenance records should include:

- The driver's vehicle inspection report
- A record of completed service and repair
- Vehicle performance evaluations

ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS

Since every accident has the potential for injury, a reduction in assets through lost time, money and equipment, a well-established system of reporting, investigation and analysis must be developed and implemented.

In an effective system, the driver has a responsibility for promptly and accurately recording and reporting the incident in detail. Clear and concise procedures will assist the driver in this important responsibility as he or she could be under extreme stress at the time.

Management's responsibility is to receive and respond to the incoming report in a prompt and professional manner. Management needs to know the exact facts so they can determine what happened and then develop steps to prevent a similar recurrence. All accidents should be investigated to some degree. Key personnel should be trained in accident investigation, and the investigation should be started as soon as possible.

In addition, good recordkeeping will aid in the analysis of the incident so that trends and patterns may be determined, and steps can be taken to avoid a similar event. It is absolutely essential to establish preventability of accidents. Preventability relates to defensive driving and the driver and not legal culpability. A preventable accident is one in which the driver failed to exercise every reasonable precaution to prevent the accident.

An accident review committee might be established to help determine preventability and when necessary, enforce the utilization of progressive discipline. It is also a resource for a driver to appeal a decision and to review their situation further.

SPECIAL FEATURES

Other techniques exist that can enhance a safety program and help make it work more smoothly. Some of these supplements, although not substitutes for a good program, include:

Award and incentive programs: These provide awards for accident-free driving over a period of time. The value of the award usually increases as the length of the accident- free period increases. Merchandise and plaques are recommended rather than money since cash can be quickly spent and forgotten. Catalogs sent home help involve the spouse in the program.

Videos: When carefully chosen, videos can be helpful in explaining a concept or procedure. Handout pamphlets can serve as a reminder of the film's message.

Posters: These can serve as a reminder of general policy or safety messages. To be effective, posters must be changed frequently.

Other Safety Management Insights cover many of these points in greater detail. Additional information is also available from:

- **Illinois Public Risk Fund** www.iprf.com
- **Occupational Safety and Health Administration** www.osha.gov
- **National Highway Traffic Safety Administration U.S. Department of Transportation** www.hntsa.gov
- **National Safety Council** www.nsc.org

EXHIBIT A: USING A FLOOR JACK PROCEDURE

Agency Name	
Effective Date	
Operating Guideline	

Hydraulic and pneumatic jacks are the most common. They can be mounted on slides or on a wheeled trolley. The size of jack you use will be determined by the weight of the vehicle to be lifted. The objective of this procedure is to provide basic guidelines of how to lift and secure a vehicle with a floor jack and jack stands. Always refer to the manufacturer's directions and specifications provided with your floor jack and vehicle lift for detailed and primary safety precautions and operating procedures.

Objective. Lift and secure a vehicle with a floor jack and jack stand.

Personal Safety. Whenever a task is performed in the workshop, personal protective clothing and equipment should be used. The personal protective clothing and equipment should be appropriate for the task and that which conforms to local safety regulations and policies. Among other safety items, this may include:

- Work clothing - such as coveralls and steel-capped footwear
- Eye protection - such as safety glasses and face masks
- Ear protection - such as earmuffs and earplugs
- Hand protection - such mechanics gloves

If there is uncertainty about what is considered appropriate or required, ask the workshop supervisor.

Safety Check

- Make sure the jack and stands are suitable for the job.
- Never lift a vehicle that is heavier than the jack's rated capacity.
- Always use matched pairs of jack stands.
- Never support a vehicle on anything other than jack stands.
- Do not use wood or steel blocks to support the vehicle. They may slide/split under the weight of the vehicle.
- Do not use bricks to support the vehicle. They will shatter under the weight of the vehicle.
- Make sure to understand and observe all legislative and personal safety procedures when carrying out the following tasks. Ask the workshop supervisor if there is uncertainty with any operational and safety procedures.

Points to Note

- There are three types of workshop jacks: hydraulic, pneumatic, and mechanical. Hydraulic and pneumatic jacks are the most common. They can be mounted on slides or on a wheeled trolley.
- The size of jack used will be determined by the weight of the vehicle being lifted. Most workshops will have a jack that has a lifting capacity of about 2 ½ tons. If the vehicle is heavier than that, or if the vehicle is loaded, use a jack with a larger lifting capacity.
- Always check the vehicle service manual or owner's manual to determine the best position to support a vehicle. Some vehicles require special attachments to be fitted before they can be lifted.

- Do not jack or support a vehicle under any independent suspension components. They are not strong enough to support the weight of the vehicle.
- Make sure the vehicle is positioned on a firm level surface.
- Make sure the jack stands are in good condition and free of any defects before they are used to support the vehicle. If they are cracked or bent, they will not support the vehicle safely.

Step-by-Step Instruction

1. **Position the Vehicle**
   Position the vehicle on a flat, solid surface. Put the vehicle into first gear or park and set the emergency brake. Then place blocks in front of and behind the wheels that aren't going to be raised off the ground.
2. **Inspect the Floor Jack**
   Before using the jack, check the jack for leaks in the hydraulic system. Check the jack pad, or saddle, and the wheels of the jack. They should rotate freely and show no signs of damage. Check the manufacturers' label on the jack for specifications on the maximum load weight it will bear. The jack maximum load weight must suit the vehicle you want to raise.
3. **Check the Vehicle Handbook**
   Refer to the vehicles' owner's manual to find out where to safely place the jack. This is usually a major point on the chassis, a cross member or axle unit.
4. **Select the Jack Safety Stands**
   Before operating the jack, select two safety stands of the same type, suitable for the weight of the vehicle. Check the stands for any cracks, and if necessary, lubricate the threaded adjusting post with a few drops of engine oil. Place one stand on each side of the vehicle at the same point. Adjust them so that they are both the same height, and high enough to slip under the vehicle once you've raised it.
5. **Position the Jack**
   Roll the jack under the vehicle, and make sure the pad, or saddle, is positioned correctly under the frame or cross member. Turn the valve on the top of the jack handle clockwise and begin pumping the handle up and down until the jack pad touches and begins to lift the vehicle.
6. **Check Position of Jack**
   Once the wheels lift off the floor, stop and check the placement of the jack pad under the vehicle to make sure there is no danger of slipping. Double check the position of the wheel blocks to make sure they haven't moved. If the vehicle is stable, continue lifting it until it's at the height where you can safely work under it.

7. **Position the Safety Stands**
   Slide the two-jack safety stands underneath the vehicle. Make sure they're positioned at a point that can
   support the weight. Both stands should be adjusted to the same height and placed as far apart as practical.
8. **Lower the Vehicle onto the Stands**
   Turn the valve on the jack handle counterclockwise and gently lower the vehicle onto the stands. When the vehicle has settled onto the stands, lower the jack completely and remove it from under the vehicle. Repeat this process to lift the other end of the vehicle. Be aware that the vehicle is now supported on jack stands and will not be as stable as it would if the wheels were on the ground. When finished working under the vehicle, make sure to remove all tools and equipment before attempting to lower it.
9. **Raise the Vehicle off the Stands**
   Use the jack to raise the vehicle off the safety stands. Slide out the safety stands from under the vehicle.
10. **Lower the Vehicle**
    Turn the valve on the jack handle counterclockwise very gently to lower the vehicle to the ground. Do not allow the vehicle to drop quickly or you may cause serious damage. Return the floor jack, the safety stands
    and the wheel wedges to their storage area before continuing to work on the vehicle.

EXHIBIT B: SAMPLE USING A VEHICLE LIFT PROCEDURE

Agency Name	
Effective Date	
Operating Guideline	

Summary

Automotive and truck lifts are generally electric/hydraulic lifting systems that have been third-party tested and include at least one safety system to prevent catastrophic failure and death of the user. Always refer to the manufacturer's directions and specifications provided with your floor jack and vehicle lift for detailed and primary safety precautions and operating procedures.

Objective

- Lift and secure a vehicle with lifts and jack stands.

Personal Safety. Whenever a task is performed in the workshop, personal protective clothing and equipment should be used. The personal protective clothing and equipment should be appropriate for the task and that which conforms to local safety regulations and policies. Among other safety items, this may include:

- Work clothing - such as coveralls and steel-capped footwear
- Eye protection - such as safety glasses and face masks
- Ear protection - such as earmuffs and earplugs
- Hand protection - such mechanics gloves

If there is uncertainty about what's considered appropriate or required, ask the workshop supervisor.

Safety Check

- Make sure the lifts and stands are suitable for the job.
- Never lift a vehicle that is heavier than the lifts rated capacity.
- Always use matched pairs of jack stands.
- Never support a vehicle on anything other than jack stands.
- Do not use wood or steel blocks to support the vehicle. They may slide or split under the weight.
- Do not use bricks to support the vehicle. They will shatter under the weight of the vehicle
- Make sure to understand and observe all legislative and personal safety procedures when carrying out the following tasks. Ask the workshop supervisor if there is uncertainty with any operational and safety procedures.

Points to Note

- Make sure the vehicle is positioned on a firm level surface capable of supporting the weight of the vehicle and lifts.
- Make sure the jack stands are in good condition, and free of defects, before they are used to support the vehicle. If they are cracked or bent, they will not support the vehicle safely.
- There are warning and operation decals on the lifts. Be sure to read and understand them if prior to operating and maintaining the lifts. Do not remove decals for the lifts.
- Perform schedule maintenance and inspections per the manufacturer's recommendations.

Step-by-Step Instructions

1. **Position the Vehicle**
   Position the vehicle on a flat, solid surface. Put the vehicle into first gear or park and set the emergency brake. Then place blocks in front of and behind the wheels that aren't going to be raised off the ground.

2. **Inspect the Lifts**
   Before use of the lifts, check for leaks in the hydraulic system. Check the manufacturer's label on the lift. The specifications will provide information on the maximum load weight the lift will bear. The lift maximum load weight must suit the vehicle to be raised.

3. **Select the Jack Safety Stands**
   Before operating the lifts, select safety stands of the same type, suitable for the weight of the vehicle. Check the stands for any cracks, and if necessary, lubricate the threaded adjusting post with a few drops of engine oil. Place one stand on each side of the vehicle at the same point. Adjust them so that they are the same height, and high enough to slip under the vehicle once you've raised it.

4. **Position the Lifts**
   Roll the lifts square to the tires of the vehicle. Ensure each lifting post forks are completely under the tire with the carriage square to the wheel of the vehicle.

5. **Operating Lifts**
   a. Observe the area under and around the vehicle when lifting. Use a second person to observe the area which the operator cannot see.
   b. Do not lift vehicle in an inclined position, side to side, or end to end.
   c. Do not stand or move under the lift or vehicle when operating lifts.
   d. Release vehicle brakes and put in neutral before operating lifts.
   e. Stop the lifts at any time by releasing the button or pushing the emergency stop button. f. Do not allow anyone to operate lift(s) when people are underneath the raised vehicle.

6. **If Lifts will be Lowered or Removed**
   a. **Position the safety stands.** If, lift(s) will be lowered or removed, slide the jack safety stands underneath the vehicle. Make sure they're positioned at a point that can support the weight. Stands should be adjusted to the same height and placed as far apart as practical.
   b. **Lower the vehicle onto the stands.** Gently lower the vehicle onto the stands. When the vehicle has settled, be aware that the vehicle is now supported on jack stands and will not be as stable as it would if the wheels were on the ground.

7. **Raise the Vehicle off the Stands**
   Use the lifts to raise the vehicle off the safety stands. Slide out the safety stands from under the vehicle.

8. **Lower the Vehicle**
   a. Before lowering the vehicle, be sure all obstructions are removed from the vicinity of the vehicle.
   b. Observe the area under and around the vehicle when lowering. Use a second person to observe the area which the operator cannot see.
   c. Do not lift vehicle in an inclined position, side to side, or end to end.
   d. Do not stand or move under the lift or vehicle when operating lifts.
   e. Engage vehicle brakes and put in neutral before removing lifts.
   f. Operation of the lifts can be stopped at any time by releasing the button or pushing the emergency stop button.

EXHIBIT C: SAMPLE SAFE WINTER OPERATIONS FOR SNOWPLOW OPERATORS POLICY

Agency Name	
Effective Date	
Operating Guideline	

PURPOSE. As a professional snowplow operator, safety should be your #1 priority. You need to constantly think safe and act safe so that you will be safe. You know the importance of knowing your job, and the hazards associated with it. You are out in that winter storm because the roads are unsafe for driving. You are the one that is making the roads safe for all the motorists who need to get to work or carry out essential emergency operations or just need to continue on their life'sjourney.

The Department is responsible for providing a safe work environment for its employees. In an effort to promote safety during snowplow operations, this policy has been developed to promote safety awareness while operating snowplows.

SCOPE

This guideline is for all department members and employees that operate and maintain snowplows.

GUIDELINES

Train for Winter Operations

A well-trained snowplow operator will be a safe snowplow operator. Training is essential for the safe and proper handling of materials, maintenance of equipment, and operation of equipment. You may already know how to drive a truck, but new snowplow operators will benefit from practicing with a plow and a loaded spreader.

Drive Safety

Drive defensively, obey traffic laws, do not speed, and maintain an adequate stopping distance. The extra size and weight of your vehicle and the road conditions will necessitate a substantially greater stopping distance than you normally need. Fatigue is a big safety factor. Long hours of plowing and spreading can be exhausting. Know your own limitations – your sleep needs may differ from your co-workers. Supervisors should recognize that all individuals are different and encourage snowplow operators to meet personal sleep requirements. Cooperation between snowplow operators and supervisors is essential to meet this safety need.

Know Your Route

"Dry runs" can be a valuable safety practice. Run your routes just prior to winter and take notice of what has changed since last winter. Make notes of locations with new obstacles, such as drainage, utilities, guardrails, curbs, medians, etc. If possible, mark these locations so you can recognize them when they are covered with snow.

Remember to *always* check for overhead hazards such as low hanging wires or tree limbs. "Wet runs" are even better than "dry runs". Running your route in the rain makes it easier to spot drainage problem and ponding. These locations are likely to be icy in winter weather.

Material Safety

Handling abrasives, salt and other chemicals need not be hazardous. Know what you are handling and follow the commonsense requirements for personal protection. Refer to the Safety Data Sheets (SDS) for each of the products you use. Become familiar with precautions for each material, including the use, handling, personal protective equipment, and emergency procedures in case of exposure or spill.

Crew Equipment

Adequate sleep, multi-layered clothing, hardhat with liner, safety vest, safety shoes, boots, gloves, and first- aid kit equip the snowplow operator with a good start. Thermoses and lunch boxes – filled with nutritional food - provide comfort for a long shift away from convenient pit stops.

Vehicle Equipment

Every vehicle should be equipped with a flashlight and extra batteries, ice scraper/snow brush, jumper cables, a basic tool kit, flares or reflectors, flags for traffic control, shovel and sand, and a fire extinguisher.
Check to make sure vehicles are fully operational *before* the season begins. Specific items to check include lights, back-up alarm, plow flags, warning signs, radio communications, windows, mirrors, fluid levels, tire tread and inflation, brakes, windshield wipers and wiper blades, heater, and defroster.

Operations Safety

Know your truck and equipment. Perform safety checks pre-trip and daily. With a full fuel tank and a final walk-around, your last safety practice before driving off is to buckle up. The use of your safety belt should become a habit, a natural action prior to turning the key in the ignition. Know your safe backing rules. Do the circle of safety, back slowly, back straight, and use an outside guide if possible. If you are spreading material and running with your truck bed up, the bottom of the truck bed should not be higher than the top of the cab. Watch for overhead wires and tree limbs. When working on or unclogging a spreader, make sure your engine and all power to the spreader is turned off. In addition, relieve all pressure in the hydraulics and then use a tool to unclog. Even though all power is off, the reserve pressure in the hydraulic lines can still turn the augur as it is freed.

EXHIBIT D: SAMPLE SAFE WINTER GUIDELINES FOR SNOWPLOW OPERATORS

Agency Name	
Effective Date	
Operating Guideline	

Safe Winter Guidelines for Snowplow Operators

It's almost plowing season and time to think about what it takes to be safe while getting your job done. Driving a snowplow is hard work. It requires driving for long hours in conditions that many other drivers consider too risky for travel. While you are concerned with providing safe and clear travel for motorists, you must not overlook your own safety.

Here are a few tips to make snow plowing safer:

- Start work physically and mentally rested and properly clothed.
- Check all equipment before each use. Inspect the lights, brakes, windshield wipers, defroster, plow bolts and chains, spreader and auger, flares, and other safety equipment.
- Know your route. Perform pre-storm route inspection observing landmarks and the locations of possible hazards (guardrails, curbs, railroad tracks, bridge joints, mailboxes, manhole covers, etc.) which may be hidden by falling or plowed snow.
- Choose the speed appropriate for conditions. Resist the urge to get the job done in a hurry.
- Be considerate of motorists having trouble driving in the snow.
- Be brief when using the radio. Report stranded motorists.
- Observe all traffic laws and signal your intentions clearly. Always wear your seat belt.
- Before leaving the cab, set the brakes and disengage the power to the spreader and snowplow.
- Watch for signs of fatigue. Staring for hours at the driving snow can have a hypnotizing effect on drivers. The long hours and stress can take their toll as well. If you feel the onset of fatigue, take a short break – get out and walk around the truck and take some deep breaths.

Modified Work Program

I. OBJECTIVES

It is MEMBER policy to provide a Modified Work Program that will give eligible MEMBER employees an opportunity to return as quickly as possible to meaningful, productive employment following a work-related injury or illness. The Modified Work Program applies when a MEMBER employee has recovered sufficiently to return to work but is temporarily unable to return to his/her regular duties. This policy is designed to provide methods by which such an employee may return to work in a temporary, alternative assignment pending his/her expected full recovery.

This policy describes the general guidelines of the Modified Work Program. The MEMBER reserves the right to change, replace or eliminate all or any portion of the Modified Work Program at any time and in its sole discretion. Furthermore, the MEMBER reserves the right to determine whether and to what extent any employee is eligible to or may participate in the Modified Work Program, as well as the right to interpret and implement the Modified Work Program in its sole discretion.

II. PURPOSE

A. To establish a program consistent with the MEMBER Safety/Loss Program that enables an employee to continue using their skills, knowledge and abilities while temporarily restricted by a work-related injury or illness.

B. To ensure that employees who have incurred a disabling medical condition adhere to all therapeutic instructions of their physicians or other attending medical authority for their own personal well-being and rehabilitation. To impose appropriate restrictions, which will minimize the risk of unnecessarily jeopardizing the safety of the employees, as well as the safety of the general public.

C. To return the injured employee to work situation as soon as possible following an accident or injury.

D. To establish guidelines for employees restricted to Temporary Alternative Duty (TAD) when they cannot perform their regularly assigned duties due to work-related injuries or illnesses.

III. PROCEDURES

A. Due to the nature of certain injuries, Temporary Alternative Duty assignments are at the discretion of the MEMBER. The basis for consideration will be the extent to which the above purposes can be met by the Temporary Alternative Duty. The decisions shall include consideration of the current availability of and need for Temporary Alternative Duty assignments. Other considerations such as the needs of each department with respect to personnel shortages and anticipated duration will be evaluated.

B. The MEMBER reserves the right to request a physician's statement and recommendation for Temporary Alternative Duty.

C. The physician's statement and recommendations for Temporary Alternative Duty shall include the nature of the disability; the probable length of disability; the prognosis for recovery; and the employee's physical restrictions.

D. The appropriate Department Head shall review the information and review medical requirements with the Health Commissioner.

E. If the Department Head and Health Commissioner determine that a Temporary Alternative Duty status should be granted, the Department Head will identify an actual duty assignment.

F. Upon determination of the actual duty assignment, the employee shall receive a written notice of the proposed Temporary Alternative Duty assignment. The notice must be signed by both parties to indicate agreement with the contents thereof. By signing the notice, both the employee and Department Head acknowledge they will not violate the medical restrictions as outlined in the Physician's Modified Work Recommendation Record form. Disciplinary action will be pursued when restrictions are violated.

G. Each Temporary Alternative Duty assignment will be described in a Physical Requirement form and kept on file.

H. Upon request, the employee may review the assignment with the appropriate Department Head.

I. All Temporary Alternative Duty assignments shall be considered temporary and will be reviewed every thirty (30) days. Additional doctor's statements consistent with Section II, Part C of this policy may be required, and the continued availability of the duty assignment and work needs of the position will be reviewed and considered. At the end of ninety (90) days, the MEMBER will evaluate the employee's medical condition and progress in order to determine his/her ability to return to full duty. If a return to full duty is not possible, the MEMBER will pursue other alternatives which may include return to inactive status with temporary total disability (TTD) payments, the initiation of settlement discussions, or an extension of Temporary Alternative Duty based on medical projections for a point of permanency.

IV. RESTRICTIONS

A. There shall be no restrictions on or denial of pay raises, promotions, longevity pay or retirement benefits while on Temporary Alternative Duty status.

B. While on Temporary Alternative Duty, secondary employment shall be in accordance with current Village or departmental policy.

C. The employee will normally be assigned to their regularly scheduled shift; however, the department head may assign an employee to a shift or work hours more consistent with accomplishing the tasks they will be performing while on Temporary Alternative Duty.

D. The wearing of the department uniform by sworn personnel shall be at the discretion of the Police or Fire Chief and shall be based on the employee's medical restrictions and concerns for safety.

E. Restrictions of law enforcement powers by sworn personnel may be limited at the discretion of the Police Chief on the basis of the employee's medical restrictions and the employee's safety. These restrictions may include:

   a. The withdrawal of the right to carry weapons.

   b. The right to carry or display police identification, etc.

   c. Uniforms worn outside of the Police Station. This should avoid any situation where an employee is seen in uniform and may be expected by the Public to perform the full range of Police duties, which functions the employee may be unable to perform properly.

F. Applications for transfer will not be accepted until the physical status of the employee is fully resolved.

G. Employees on a Temporary Alternative Duty assignment will be subject to MEMBER and Departmental policies, procedures, and regulations.

H. The MEMBER has the right to terminate the Temporary Alternative Duty based on performance issues or inability to do the job.

I. This policy does not limit or alter the rights of an employee under the Workers Compensation Act or the Americans with Disabilities Act.

MEMBER SAMPLE

Temporary Alternative Duty "TAD"
Policy and Procedures for Occupational Injuries or Illnesses

To Participate in TAD:

- Condition must be medically supported, and
- A position available.

1. All alternative duty jobs will be temporary assignments only.

2. Length of the temporary assignment will typically not exceed 90 days.

3. To qualify for the TAD Program, and prior to returning to work, employees must have medical support with documentation indicating a potential for returning to their regular jobs.

4. The employee's participation in TAD will be evaluated a minimum of every 30 days.

5. If an employee is a participant in the temporary Modified Work Program and he or she does not have a full release to their regular job within 90 days, an evaluation to further participate in the program for another 90 days will be performed.

6. When maximum medical improvement is achieved, the employee may not be eligible for the TAD Program.

7. The participants in the TAD Program will work a maximum of 40 hours/week.

8. The employee will receive regular pay during the time he/she is on Temporary Alternative Duty and will not be entitled to any pay incentives.

9. Federal, state, and current deductions will be withheld for the hours worked.

10. If a sick or vacation day(s) is/are used while on Temporary Alternative Duty, an eight (8) hour day will be deducted for his/her current balance of days available to be used.

Employee Signature:_____ Date:_____

Department Head Signature:_____ Date:_____

MEMBER SAMPLE

Temporary Alternative Duty Notice

I, _____, have reviewed a copy of the MEMBER Physical Requirements
(Employee Name)
form and agree to perform the duties as outlined. I further agree to abide by my medical restrictions as listed on the Physician's Modified Work Recommendations Record. I understand violations of these restrictions will be cause for disciplinary action.

_____ _____
Employee's Signature Date

I, _____, have reviewed a copy of the MEMBER Physical Requirement and
(Department Head Name)
Physician's Modified Work Recommendation forms. I agree to supervise the above-mentioned employee and meet their medical restrictions. I understand violations of these restrictions will be cause for disciplinary action.

_____ _____
Department Head Signature Date

MEMBER SAMPLE

Modified Work Program for Sworn Personnel

General Statement

For all off-duty injury or illnesses that require time off to recuperate, the insured sworn personnel will apply his or her benefit of accrued sick time. Sworn personnel who are injured in the course of performing their duties may be entitled to Workers' Compensation benefits and applicable state statutes that protect their rights. Sworn personnel who are injured either on or off duty may be given the opportunity to participate in a Modified Work Program. The program will give eligible employees an opportunity to return to work as quickly as possible to meaningful and productive employment.

A Modified Work Program is not a guarantee for any employee who may have been injured on or off duty. The Fire Chief reserves the right to determine whether and to what extent any employee is eligible to participate in the program, as well as the right to interpret and implement the program at his sole discretion. The Fire Chief reserves the right to change, replace or eliminate all or any portion of the program after 30 days.

General Guidelines

- District Physician's Recommended Release for Modified Work must include:
  1. Nature of the disability.
  2. List of restrictions, but the employee (sworn personnel) must be able to lift a minimum of 25 pounds.
  3. Probable length of disability.
  4. Prognosis for recovery.

- The employee (sworn personnel) must be able to drive a personal vehicle.
- Modified Work Program may be offered to employees of the district when and if there is an administrative need or task that fits the limitations of the injured employee.
- Employees (sworn personnel) who have a disabling condition that has occurred off-duty and would like to participate in the program must place the request in writing to the Fire Chief.

Required Procedures

- The employee (sworn personnel) who has the disabling condition must adhere to all therapeutic instructions of their attending physicians or other medical authority for their own personal well-being and rehabilitation.
- The employee (sworn personnel) must report daily to their assigned Officer.
- Employee agrees to sign a Letter of Understanding pertaining to the work hours and related benefits (Exhibit A).

Restrictions

- There shall be no restrictions on or denial of pay raises or promotions while on Modified Work.
- While on modified work, secondary employment may be subject to the same medical and physical restrictions and/or limitations.
- The wearing of the District Uniform by sworn personnel shall be at the discretion of the Fire Chief.
- Employees (sworn personnel) on Modified Work Assignment will be subject to the District Policies, Procedures and Rules.
- The Fire Chief has the right to terminate the Modified Work Assignment based on performance issues or inability to do the job.

This program does not limit or alter the rights of an employee under the Workers' Compensation Act or the Americans with Disabilities Act.

Exhibit A

To: Finance

From: Chief

Date:

RE: Modified Work After an On-duty Injury

Employee Name is not currently fit for active duty due to an on-duty injury based on consultation with Name of District Physician) Modified Work includes the following stipulations.

Employee Name will receive his regular pay during the time he is on Modified Work and will not be entitled to any pay incentives.

Federal and state taxes will be withheld for the hours worked.

The accrual for sick days will be consistent with the accrual used for shift personnel (i.e., 12 hours per month).

If Employee Name uses a sick or vacation day while he is on Modified Work, an 8-hour day will be deducted from his then current balance of days available to be used.

Employee Name will not be entitled to personal or birthday days while on Modified Work.

Employee Name will be required to work a 40-hour week while on Modified Work.

(Employee Name has been assigned to (**Officer**) while on Modified Work. Employee Name is responsible for keeping (**Officer**) informed of his schedule and work progress.

This information has been presented to Employee Name.

I, Employee Name, understand and agree to the stipulations above regarding my assignment to Modified Work.

_____ _____

Signature Date

To: Finance

From: Chief

Date:

RE: Modified Work After an Off-duty Injury

_____ requested an assignment to Modified Work.

_____ is not currently fit for active duty due to an off-duty injury. The request for Modified Work includes the following stipulations.

_____ will receive his regular pay during the time he is on Modified Work and will not be entitled to any pay incentives.

The accrual for sick days will be consistent with the accrual used for shift personnel (i.e., 12 hours per month).

If _____ uses a sick or vacation day while he is on Modified Work, an 8-hour day will be deducted from his then current balance of days available to be used. No Kelly Days will be used while on Modified Work.

_____ will not be entitled to personal or birthday days while on Modified Work.

_____ will be required to work a 40-hour week while on Modified Work.

The information has been presented to _____. If _____ agrees to the above stipulations, his request for Modified Work will be granted.

_____

I, _____, understand and agree to the stipulations above regarding my assignment to Modified Work.

_____ _____
Signature Date

_____

Upon return to shift, the number of Kelly Days, Sick Days and Vacation Days remaining for the year should be noted below, initialed by Finance and the employee on Modified Work, and forwarded to the employee's Battalion Chief.

To: Finance

From: Chief

Date:

RE: Modified Work After an On-duty Injury

_____ is not currently fit for active duty due to an on-duty injury but has been released for Modified Work. The assignment to Modified Work includes the following stipulations.

_____ Will receive his regular pay during the time he is on Modified Work and will not be entitled to any pay incentives.

Federal and state taxes will be withheld for the hours worked.

The accrual for sick days will be consistent with the accrual used for shift personnel (i.e., 12 hours per month).

If a sick or vacation day is used while on Modified Work, an 8-hour day will be deducted from his then current balance of days available to be used. No Kelly Days will be used while on Modified Work.

No personal or birthday days will be taken while on Modified Work.

The number of hours per week will be agreed to by the Chief or his designee and the employee, based on the medical release.

The information has been presented to _____. If _____ agrees to the above stipulations, his request for Modified Work will be granted.

_____

I, _____, understand and agree to the stipulations above regarding my assignment to Modified Work.

_____ _____
Signature Date

_____

Upon return to shift, the number of Kelly Days, Sick Days and Vacation Days remaining for the year should be noted below, initialed by Finance and the employee on Modified Work, and forwarded to the employee's Battalion Chief.

MEMBER SAMPLE

NOTICE TO EMPLOYEE INJURED ON DUTY

We would like to clarify and/or incorporate the following guidelines for employees when covered by PEDA:

- Employee who is off duty because of work-related injury cannot work or volunteer for any other employer (either full time or part time) until released for full duty by our physician.

- In compliance with the PEDA Statute, you will continue to receive your full salary from the date of injury for a period of one year, or until released by your physician prior to the end of one year.

- Employee must contact the Administrative Office during the day following the injury to schedule an appointment with physician's name.

BY ORDER OF CHIEF'S NAME

_____ _____

Employee Signature Battalion Chief Signature

_____

ADMINISTRATIVE INSTRUCTIONS: One copy is to be given to the injured employee and a signed and dated copy forwarded to the Administrative Office for filing.

LOCKOUT/TAGOUT POLICY

This program establishes the minimum requirements for Harrisburg Township Park District Lockout/Tagout Program.

Effective hazardous energy control procedures will protect employees during machine, equipment and vehicle servicing and maintenance where the unexpected energization, start up, or release of stored energy could occur and cause injury.

Hazards being guarded against include being caught in, being crushed by, being struck by, being thrown from, or contacting live electrical circuits/parts.

The procedures/practices associated with this program will ensure that machines, equipment, and vehicles are properly isolated from hazardous or potentially hazardous energy sources during servicing and maintenance and properly protected against re-energization as required by 29 CFR 1910.147.

While any employee is exposed to contact with parts of fixed electrical equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked/tagged out in accordance with the requirements of Electrical Safe Work Practices 29 CFR 1910.333(b)(2) (refer to Electrical Safety Program).

Only when energy isolating devices are incapable of being locked out, shall a tagout procedure (without lockout), be utilized. The tagout shall provide protection equivalent to a lockout.

ENFORCEMENT

Any employee who fails to follow the prescribed procedures or tampers with a lockout/tagout procedure or other aspects of this program will result in disciplinary action up to and including immediate discharge.

RESPONSIBILITIES

Manager/Safety Director

- Ensure that all management personnel are aware of the Lockout/Tagout Program and Procedures.
- Ensure that Lockout/Tagout training is provided to all Authorized, Affected, and Other Employees.
- Enforce the program requirements.
- Appoint a Lockout Tagout program coordinator.
- Provide the necessary equipment needed to isolate and control hazardous energy sources.
- Periodically audit the Lockout/Tagout Program.

Department Manager

- Ensure that all subordinates are provided with lockout/tagout training on an annual basis and as required by this program.
- Ensure that all training activities are documented and that a copy of the training record is provided to the lockout tagout program coordinator.
- Handle concerns of employees.
- Monitor and enforce compliance to the program.
- Provide the necessary equipment needed to isolate and control hazardous energy sources to Authorized Employees.

- Audit Authorized Employees at least quarterly on how they follow established lockout/tagout procedures. These audits shall be documented saved and submitted to the lockout tagout program coordinator.
- Notify the lockout/tagout coordinator of any equipment/process change(s) and/or modification(s).
- Notify the lockout tagout program coordinator of any change(s)/modification(s) which affect work practices.

Supervisor

- Ensure that all subordinates are provided with lockout/tagout training on an annual basis and as required by this program.
- Document all training activities and provide a copy to the lockout tagout program coordinator.
- Handle concerns of employees.
- Monitor and enforce compliance to the program.
- Approve/monitor lockout/tagout activities conducted within the work area.
- Provide the necessary equipment needed to isolate and control hazardous energy sources to Authorized Employees.
- Audit Authorized Employees at least quarterly on how they follow established lockout/tagout procedures. These audits shall be documented and submitted to the lockout tagout program coordinator.
- Notify the lockout tagout program coordinator of any equipment/process change(s) and/or modification(s).
- Notify the lockout tagout program coordinator of any change(s)/modification(s) which affect work practices.

Lockout/Tagout Coordinator

- Handle concerns of management/employees.
- Provide lockout/tagout training to management in order to enable them to train their employees.
- Monitor and enforce compliance to this program.
- Approve all lockout/tagout and alternative procedures.
- Maintain a log of all training activities to ensure that all employees have been provided the training required by this program.
- Recommend/purchase the necessary equipment needed to isolate and control hazardous energy sources in equipment/processes. This equipment should comply with the intent of Illinois OSHA Standard 1910.147.
- Monitor and maintain a log of annual lockout/tagout inspections.
- Develop and/or review lockout/tagout procedures and alternative procedures.
- Modify lockout/tagout procedures and alternative procedures when work practices, equipment, or processes are changed or modified.
- Hold opening conference with all outside contractors to discuss lockout/tagout procedures and practices.
- Coordinate group lockout/tagout activities.

Authorized Employee

- Comply with this written program and procedures.
- Know where to obtain information about hazardous energy sources and how to isolate them.
- Obtain and read the lockout/tagout procedures and alternative procedures prior to starting a job.
- Obtain all necessary isolation devices indicated on the procedure prior to starting the job.
- Obtain approval from the area supervisor to conduct lockout/tagout activities.
- Attach personal tag with each isolation device.
- Identify hazards before starting the job.
- Notify all Affected and Other Employees before initiating or terminating a lockout/tagout or alternative procedure.

- Use isolation devices as intended.
- Notify immediate supervisor and the lockout/tagout coordinator immediately of any undetected hazard(s)/exposure(s) and provide a solution of how to eliminate/isolate them.
- Suggest to the tagout program coordinator ways to improve procedures.
- Attach tags used in a tagout procedure with only the approved ties.
- **ALWAYS** test, after isolating an energy source, to verify that all hazardous energy sources are controlled.
- **NEVER** remove another person's lock/tag/isolation device or interfere with a lockout/tagout procedure.

Affected Employee

- **NEVER** conduct an alternative procedure without receiving training on the specific procedure.
- Comply with this written program and procedures.
- Know where to obtain information about hazardous energy sources and how to isolate them.
- Obtain and read alternative procedures prior to starting a job.
- **NEVER** CONDUCT A GENERAL OR MACHINE SPECIFIC LOCKOUT/TAGOUT PROCEDURE.
- Obtain all necessary isolation devices indicated on the alternative procedure prior to starting the job.
- Identify hazards before starting the job.
- Notify all Affected and Other Employees before initiating or terminating a lockout/tagout or alternative procedure.
- Use isolation devices as intended.
- Suggest to the lockout tagout program coordinator ways to improve procedures.
- **ALWAYS** test, after isolating an energy source, to verify that all hazardous energy sources are controlled.
- **NEVER** remove another person's lock/tag/isolation device or interfere with a lockout/tagout or alternative procedure.

Other Employee

- Understand the intent of this program.
- Stay clear of lockout/tagout procedures and energy isolation activities being conducted.
- **NEVER** tamper or remove a lockout/tagout energy isolating device.

RULES

A. All lockout/tagout procedures and alternative procedures shall be performed according to this program.
B. Locks/tags, chains, wedges, or other hardware which meet the requirements defined in 1910.147 (c)(5)(ii) shall be provided by the Harrisburg Township Park District.
C. Lockout/tagout devices shall be singularly identified. They shall be the only devices used for controlling energy and shall not be used for other purposes.
D. The lockout devices shall indicate the identity of the employee applying the devices.
E. Only one key shall be provided for each lock.
F. All machines/processes shall be locked/tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
G. No employee shall attempt to operate any switch, valve, or other energy isolating device which is locked/tagged out. (This excludes Authorized Employees testing equipment that they have just locked out to ensure energy isolation.)
H. Lockout/tagout devices shall only be removed by the employee who applied the device. (*Exception: See Lockout/Tagout Removal Requirements.*)
I. Employees shall **NOT** work under the protection of another employee's lock/tag.

LOCKOUT/TAGOUT PROCEDURES

A. General Information

Lockout/tagout procedures are categorized according to their application. Listed below are the four types of lockout/tagout procedures:

1. **Machine Specific Procedure** - used for machines that are required to have specific procedures per this lockout/tagout program.
2. **General Procedure** - used for lockout/tagout when machine specific and alternative procedures are not used.
3. **Tagout Procedure** - used when energy isolation devices are not capable of being locked out. This procedure must afford the same level of protection as a lockout procedure.
4. **Alternative Procedure** - used for minor tool changes, adjustments, and other minor servicing activities, in lieu of lockout/tagout procedures, as approved by the lockout/tagout coordinator. (A Job Safety Analysis is required prior to the development of an alternative procedure.)

B. Safety Practices

The basic safety practices of lockout/tagout for all procedures are:

1. **Plan the Job** - be familiar with the energy sources/magnitudes and identify the potential hazards.
2. **Prepare for Shutdown** - notify Affected/Other Employees that the machine or system is being isolated. Shut the equipment off in a safe manner. Place controls in the "off" or "safe" position.
3. **Locate, De-energize, and Isolate All Energy Sources** - identify the energy sources, de-energize the system, and isolate the energy.
4. **Lockout/Tagout the Energy Controls** - apply energy isolating devices to all energy sources.
5. **Test/Try the System** - verify that the energy has been isolated and does not pose a hazard (i.e., pushing start buttons, using meters, etc.)

> **CAUTION**: **If controls are activated as a means to verify isolation, they shall be placed in the "off" or "neutral" position prior to going to the next step.**

6. **Perform the Necessary Work/Service.**
7. **Place the Equipment Back in Service** - follow the appropriate lockout/tagout removal procedures for re- energized equipment.

C. Preparation for Shutdown for Lockout/Tagout Procedures

Authorized Employees shall obtain and understand the specific Procedure /practice prior to initiating the procedure. If a specific procedure is not required, follow C, D, E, F, and G of this section.

1. In preparation for lockout/tagout, the general or specific procedure shall be reviewed and understood by the Authorized Employee prior to initiating the procedure. All energy isolating

devices identified on the procedure/practice shall be obtained. The Authorized Employee identification tag shall be attached to all devices prior to initiating the procedure

2. Before an Authorized Employee turns off a machine or piece of equipment, he/she shall have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy.

NOTE: Refer to the Electrical Safety Program if work to be performed involves employees working on or near exposed energized/de-energized electrical parts.

D. **General Sequence of a Lockout Procedure**

Operations that do not need a specific lockout procedure may follow these steps:

1. Notify all Affected/Other Employees that a lockout procedure is going to be implemented. The Authorized Employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards.
2. If the machine or equipment is operating, shut it down using the normal shutdown procedure (i.e., depress stop button, open toggle switch, etc.)
3. Open the switch(es), close the valve(s), or utilize another energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs; elevated machine members; rotating flywheels; hydraulic systems; or air, gas, steam, or water pressure, etc.) shall be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. After ensuring that no persons are exposed, and the equipment's/ machinery's hazardous energy sources are controlled, test and/or operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return all operating control(s) to the "neutral" or "off" position after the test.

5. After it has been verified that the equipment/machine is isolated/neutralized, lockout/tagout the energy sources with assigned individual lock(s) and assigned tag(s).
6. The equipment is now locked out.

E. **General Sequence of a Tagout System Procedure**

When a disconnecting means or other energy isolating device is incapable of being locked out, a tagout system shall be utilized. The same procedures above should be followed, however with the exception of the lock.

NOTE: Should the machine/equipment require upgrade or modification, it shall have lockable switches, fittings, valves, etc., added so that it becomes capable of being locked out.

F. **Restoring Machines or Equipment to Normal Productions Operations**

1. After the servicing and/or maintenance is complete, and the equipment is ready for normal production operations, check the area around the machine or equipment to ensure that all employees have been safely positioned or removed. Inform all Affected/Other Employees that the machinery is being re-energized and brought back online.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices.
3. The Authorized Employee shall remove his/her lock(s) and/or tag(s) and then restore energy to the machine or equipment.

G. **Cord/Plug**

If servicing or maintenance is performed on a single energy source cord and plug connected equipment, the following procedure shall be performed to protect the employees:

1. Unplug the equipment from its electrical socket.
2. If the cord is not in the control of the Authorized Employee, place a lockable cover over the plug and a lock on the plug cover.

H. **Alternative Procedures**

Alternative procedures shall follow the Job Safety Analysis (JSA) format. Alternative procedures shall be developed for activities consisting of minor tool changes, adjustments, and other minor servicing activities in lieu of lockout/ tagout procedures. The alternative procedures have been developed to comply with the intent of Illinois OSHA Standard 1019.147.

The lockout/tagout coordinator has the sole responsibility of determining if alternative procedures can be used in lieu of lockout/tagout procedures.

All employees who will be required to conduct alternative shall receive training on all alternative procedures prior to their use and annually thereafter.

LOCKOUT/TAGOUT DEVICE REMOVAL REQUIREMENTS

A. The Authorized Employee who applied the device is the only person who may remove the device.

Exception

If the Authorized Employee who applied the lock/tag is not available, the program Lockout Tagout coordinator is the only person(s) who may remove the isolation device. The following procedure shall be utilized:

1. Verify that the Authorized Employee who locked out the equipment is not on the property.

2. Contact the Authorized Employee to inform him/her to return to remove his/her lock. If this is not practical, the Authorized Employee's permission to remove the lock, must be obtained before the lock is removed.

3. If the employee cannot be contacted, the manager shall approve the lock removal after an investigation reveals it is safe to do. The employee's supervisor must make sure that the employee is notified that his/her lock has been removed before he/she resumes work at the facility.

4. Document why the lock(s)/device(s) was removed and why the person who applied it was not available.

B. In situations where lockout devices **MUST** be temporarily removed from the isolating device, and the machine or equipment energized, to test or position the machine or equipment, the following sequence of actions shall be followed:

1. Clear the machine or equipment of tools and materials.

2. Remove employees away from the machine or equipment.

3. Remove the lockout device.

4. Energize the equipment/machine and proceed with testing or positioning.

5. De-energize all systems and re-apply energy control measures in accordance with the specific or general procedures/practices.

6. After ensuring that no persons are exposed, and the equipment's/ machinery's hazardous energy sources are controlled, test and/or operate the push button or other normal operating controls to make certain the equipment will not operate.

7. Return all operating control(s) to the "neutral" or "off" position after the test.

8. Re-apply lockout tagout devices.

GROUP LOCKOUT/TAGOUT PROCEDURE

This section of the Control of Hazardous Energy Procedure shall be reviewed with all personnel affected by a group lockout/tagout activity before the commencement of any work requiring a group lockout/tagout.

A. One Authorized Employee shall be assigned the responsibility for the lockout/tagout activity. B. The Hazardous Energy Control Procedure shall be reviewed with each member.

C. If more than one crew, craft, department, etc. is involved, one Authorized Employee shall be selected to coordinate the lockout/tagout activity to ensure that all control measures are applied and that there is continuity of protection for the group.

D. If applicable, each Authorized Employee shall affix the lockout or tagout device to the group lockout box. Each lock shall have that person's name affixed to it. Each Authorized Employee shall remove their lockout or tagout device when they stop working on the equipment or machine being serviced. At least one lock (i.e., group coordinator's lock) will remain on the group lockout device until the equipment/machine is rendered operable.

SHIFT CHANGES

Shift changes shall be coordinated by the Authorized Employee responsible for the group, or individual, lockout/tagout. The following steps shall be carried out:

A. Changes in the job that affect the lockout or tagout procedures shall be communicated to the new employee(s) at the beginning of the new shift.

B. The employee(s) area supervisor who has completed his/her shift shall change locks and/or tags with the new supervisor beginning his/her shift.

C. The new authorized employee(s) shall notify all Affected/Other Employees to stay clear of the area in preparation for a test to verify that the equipment/machine is de-energized.

D. The new authorized employee(s) shall retest the equipment or machinery being serviced to verify that the equipment is de-energized.

E. The new authorized employee(s) shall return all controls to the "neutral" or "off" position.

OUTSIDE CONTRACTORS

If outside contractors perform servicing or maintenance that requires lockout/tagout, the lockout/tagout program coordinator shall take the following steps:

A. Inform the outside contractor of Harrisburg Township Park District's lockout/tagout procedures and provide them with a copy.

B. Obtain and review a copy of the outside contractor's lockout/tagout procedures.

C. Meet with the contractor and ~~area~~ supervisor to determine the optimum lockout/tagout procedures to be applied.

All lockout/tagout procedures agreed to must be followed. If the Harrisburg Township Park District's Lockout/Tagout Program is used by an outside contractor, the contractor shall be responsible for training their own employees. If the outside contractor's lockout/tagout program is used while on the Harrisburg Township Park District's property, Member's management shall be responsible for training all Affected/Other Employees on the contractor's program.

Training shall include at the minimum the following:

A. Authorized Employee training shall consist of the following elements:

1. Review of Illinois OSHA 1910.147, "The Control of Hazardous Energy", requirements.
2. Review of the Lockout/Tagout Program.
3. Review of the Authorized Employee responsibilities.
4. Review of the type and magnitude of energy sources.
5. Review of the purpose and use of the Hazardous Energy Control Procedures.
6. Review of the nature and limitations of tags.
7. Instruction on how to isolate equipment/machinery for lockout/tagout.
8. Review of the conditions for restarting machine/equipment or removing locks/tags.
9. Review of group lockout procedures.
10. Review of the program rules and enforcement procedures.

The lockout/tagout training shall be given to Authorized Employees as part of new employee orientation, as needed and annually thereafter. Training shall be documented and saved in the employee training file.

B. Employees who will be required to use alternative procedures to isolate equipment shall receive training prior to using a procedure so that they are able to:

1. Understand the purpose of alternative procedures.
2. Follow/use specific alternative procedures.
3. Identify the types and magnitudes of energy sources.
4. Identify the nature and limitations of the alternative procedures.

Prior to allowing the Employee to use an alternative procedure, he/she shall demonstrate to his/her supervisor that he/she can conduct the procedure properly.

These employees shall also be instructed that they are **NOT** permitted to isolate equipment/machinery by using a machine specific lockout/tagout procedure.

All training shall be documented and saved in the employee's training file.

C. Affected and Other Employees shall receive an overview of the lockout/tagout program training so that they are able to:

- Recognize when energy control procedures are being implemented and understand the purpose of the procedures and the importance of not attempting to start up or use the machine/equipment that has been locked out.

All training shall be documented and saved in the employee's training file.

D. Retraining - employees shall receive retraining on the application of lockout/ tagout procedures annually or when there is a change in:

1. Job assignment(s) that expose an Authorized Employee to new hazards or lockout procedures.
2. Machines, equipment, or processes that present a new hazard orrequire modified lockout procedures.
3. Lockout/tagout procedures for a particular piece or type of equipment.
4. Any alternative procedure.

Retraining shall also be conducted when it becomes known that an employee incorrectly performs lockout/tagout
or alternative procedures. All retraining shall be documented and saved in the employee's training file.

PERIODIC INSPECTIONS

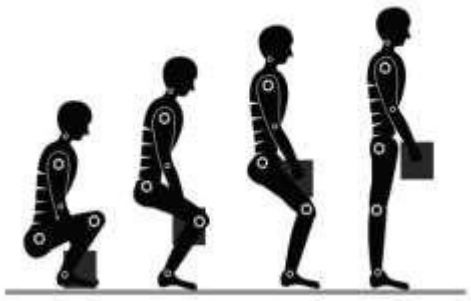
A. An inspection of the energy control procedures shall be conducted quarterly (1910.147 standard only requires annually) and shall be documented.

B. During the inspection of each machine specific lockout/tagout procedure, the inspector, an Authorized
Employee, other than the one(s) utilizing theenergy control procedure being inspected, shall:

1. Observe the lockout/tagout procedure to determine if it is being followed by the Authorized Employees.
2. Detect any inadequacies or deviations and have them corrected immediately.
3. Inform the lockout/tagout coordinator of his/her findings.
4. (In the case of Lockout) Review the lockout procedure and responsibilities with each Authorized Employee under the energy control procedure being inspected.

The person who performs the inspection shall be authorized to perform the lockout procedures being inspected. The inspector shall not, however, review his/her own use of lockout procedures.

5. (In the case of Tagout) Review the procedure and responsibilities with each Authorized and Affected Employee under the energy control procedure being inspected



SAFE LIFTING

INTRODUCTION

This section provides guidelines to address material handling exposures as serious injuries can result from improperly handling and storing materials. Employees should be trained on proper procedures that can help to minimize or reduce these incidents from occurring. Whether moving materials manually or mechanically, employees should know the potential hazards associated with the task and how to control them within the workplace. The types of injuries can include:

1. Strains and sprains from lifting loads improperly or that are too heavy for the physical lifting abilities of the employee.
2. Fractures and bruises caused by being caught between material handling equipment and a fixed object.
3. Cuts and bruises caused by striking a fixed object or by a falling object.

GUIDELINES

The general requirements of this program shall be followed for material handling, and storage of material.

TRAINING

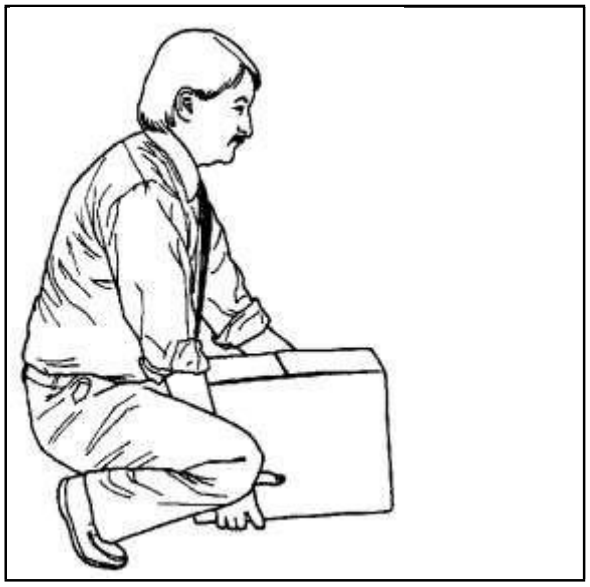
All employees shall be trained in safe methods of handling, storing, and disposing of materials. Documented retraining shall be conducted on a regular basis. Employers must train in the expected procedures and proper use of equipment in which they might operate. A record of retraining shall be maintained on file by supervision.

Employees shall be trained in the following safe work practices:

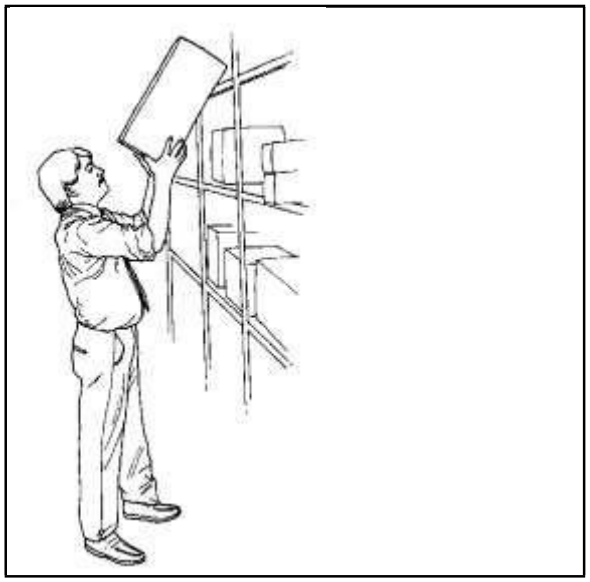
- Store all material so that it is stacked, blocked, interlocked, and limited in height so that it is secure against falling, sliding, or collapse.
- Store material so that it is at least 18" below sprinkler heads.
- Store heavy items on shelves that are between knee and shoulder level. Secure shelving units to wall to prevent tipping over.
- Do not exceed maximum safe load limits of floors.
- Do not exceed maximum safe load limits of shelving.
- Keep aisles clear and in good repair, free of tripping hazards to allow free and safe movement of material handling equipment and employees. Permanent aisles and passageways shall be appropriately marked.
- To survey the travel areas prior to the lift to ensure it is free of obstacles
- Ensure the aisle way offers sufficient clearance when using mechanical aids. This will minimize the chance of employees from being pinned between the equipment and fixtures in the workplace.
- Use ramps (if available) when a difference in work levels exists.
- Store material at least six feet away from floor openings.
- Separate non-compatible materials.
- Band boxed materials or secure them with cross ties or shrink plastic wrap.
- Block the bottom tiers of drums and barrels to keep them from rolling or shifting in either direction.
- Stack and bag materials by stepping back the layers and cross keying the bags at least every ten bags high.
- Inspect loads to verify they are stable and secure (to prevent displacement during handling operations).
- Keep storage areas free from accumulations of materials that could cause tripping, fires, explosion, or could harbor pests.
- Follow these requirements when manually handling materials:
    - Do not lift awkward or heavy materials by yourself. Get a fellow employee to help you.
    - Use power and mechanical lifting equipment in place of manual lifting when available.
    - Plan the lift when two or more persons are handling an object. Only one person should give instructions. Decide the route you plan to take before carrying the object and discuss all possible problems prior to moving the object. Work as a team!
    - Inspect the object you are going to move or lift for sharp edges, nails, splinters, and other problems that may cause injury prior to lifting.
    - Do not stack carried objects so they block your view of your path of travel.

- Follow these steps when manually lifting material, (see Exhibit A):
  - Keep feet apart; with one foot alongside the object being lifted and one foot behind it.
  - Keep your back straight (nearly vertical).
  - Tuck your chin to your chest. This will help you keep head, neck, and spine in proper alignment.
  - Grip the object with the whole hand and use a firm grip. Do not lift your fingers only gripping the object.
  - Tuck your elbows and arms in close to your sides. This will add to your leverage and help keep your body weight centered.
  - Keep your body weight centered over your feet.
  - Start the lift with a thrust of the rear foot and allow your legs to perform the work. Do not twist during a lift. This is one of the most common causes of back injury. By simply turning the forward foot out and pointing it in the direction of the eventual movement, the greatest danger of twisting is avoided.
  - Keep your body weight centered over your feet.
  - Start the lift with a thrust of the rear foot and allow your legs to perform the work. Do not twist during a lift. This is one of the most common causes of back injury. By simply turning the forward foot out and pointing it in the direction of the eventual movement, the greatest danger of twisting is avoided.
  - Keep the object close to your body.
  - Turn your feet and face the direction in which you will unload the object. Avoid lifting and twisting motions, turn your feet!
  - When unloading the object, keep the object close, and maintain same body positions as described above.
  - See your supervisor if you have any questions on the proper way to lift.
  - Ensure that all mechanical lifting equipment is in proper working order before using.
  - Do not overload or exceed the rated capacity of the mechanical aid.
  - Let the weight, size and shape of the material being lifted dictate the type of equipment used.

EXHIBIT A - Proper Lifting Technique

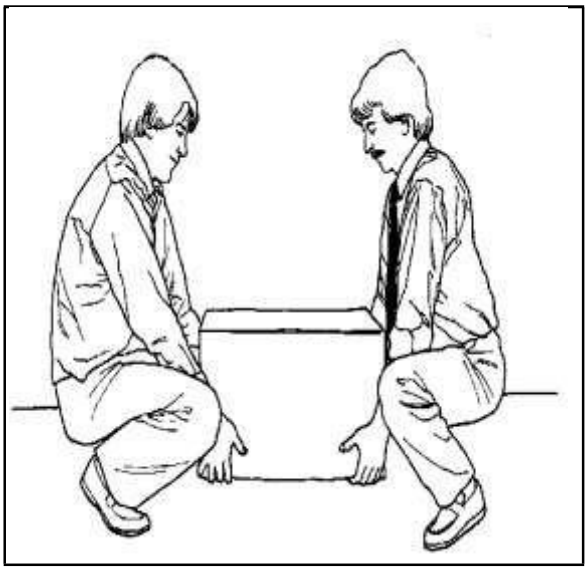


1. Lifting a boxed object from the floor



2. Lifting from overhead

3. Lifting a small, light-weight object from a basket or bin



4. Two-handed, two-person lift

	HTPD PROCEDURE	Lifting and Moving Techniques

Agency Name	
Effective Date	

LIFTING AND MOVING TECHNIQUES

PURPOSE

The purpose of this SOG is to provide proper lifting and moving techniques in order to reduce injury. Using proper body mechanics, power lifting, and a power grip can help provide a safe lifting practice. Know your own limitations and the limitations of those around you.

DEFINITIONS

Body Mechanics: The proper use of the body to facilitate lifting and moving and prevent injury.

Power Lift: A lift from a squatting position with weight held close to body, feet apart and flat on the ground, body weight on or just behind balls of feet, back locked in. The upper body is raised before the hips, also called the "squat–lift position."

Power Grip: Gripping with as much hand surface as possible in contact with the object being lifted, all fingers bent at the same angle, hands at least 10 inches apart.

LIFTING PROCEDURES

1. Considerations must you make before lifting:
   - The object's size and weight
   - Your limitations
   - Communication with partner

2. Five rules must you follow in order to prevent injury when lifting:
   - Position your feet properly having the feet shoulder width apart with toes pointed slightly outwards.
   - Use your legs, not your back
   - Don't turn or twist
   - Do not compensate when lifting with one hand — don't lean!
   - Keep the weight close to you

3. When you have to exert a lot of effort in reaching, follow these four rules:
   - Keep your back in a locked–in position
   - Avoid twisting while reaching
   - Avoid reaching more than 15–20 inches in front of your body
   - Avoid prolonged reaching when strenuous effort is required

4. When you have to exert a lot of effort in pushing or pulling, follow these seven rules:

    - Push, rather than pull, if possible
    - Keep your back locked in
    - Keep the line of pull or push through the center of your body by bending your knees
    - Keep the weight close to your body
    - If the weight is below waist level, push or pull from kneeling position
    - Avoid pushing or pulling overhead
    - Keep your elbows bent and arms close to your sides

Following these steps will help ensure the safety of you and those around you. Never push your limits when trying to lift or move an item. Call for assistance when it is needed.

JOB SAFETY ANALYSIS

INTRODUCTION

The goal with all safety programs is to minimize employee injuries and illnesses. One technique that is used to protect employees from hazards is through the use of a Job Safety Analysis or also referred to as Job Hazard Analysis. A Job Safety Analysis (JSA) is a procedure used to identify hazards that are created by performing a specific work task(s). It examines the job the employee is asked to complete, the process the employee is to follow, and the tools or equipment used to complete the assignment. By identifying the hazards workers can then be trained on proper procedures or equipment that should be used to perform the task safely. It is best to have the safe job procedure from the start, before a severe accident occurs. Therefore, you do not have to wait until accidents occur to pinpoint unsafe procedures or conditions.

SELECTING THE JOB TO BE ANALYZED

The following factors can be used in determining the need for a Job Safety Analysis:

1. **Past loss experience** - The past experience of losses related to a job will usually give accurate insight into what can be expected in the future. Both the frequency of accidents as well as the severity of the injuries should be considered in selecting and prioritizing jobs for analysis. Review your organization's injury and illness records. Use your OSHA Form 300 log and your Workers' Compensation losses to help identify your priorities.
2. **Potential for a big loss** - Even if a job has not had accidents, if there is a potential for severe or disabling injuries it should be considered for analysis. This would include situations in which one human error could lead to a severe accident or injury.
3. **New jobs or operations** - Any new job created by changes in equipment or process' should be analyzed.
4. **Complex jobs** - jobs that involve multiple or complicated steps that require written instructions should also have a Job Safety Analysis.
5. **Involve your employees** - Employees have excellent knowledge as to the hazards they encounter when performing job assignments. Their knowledge is invaluable, and it helps to minimize oversight. In addition, involving your employees helps to obtain their commitment to the effectiveness of your safety and health program.

After going through these steps, you are ready to set your priorities and list out the most hazardous jobs within your organization that would require a Job Safety Analysis. Using a Job Safety Analysis, the job can be broken down into its logical sequence of steps: highlighting the key factors that must be taught; outlining the tools, equipment, and materials needed for the job; and suggesting how the work arrangement should be laid out. The job outline then becomes your blueprint for the proper job instruction.

PERFORMING THE JOB SAFETY ANALYSIS

The first step in the Job Safety Analysis is to break the job down into a sequence of steps that the employee performs to complete a task. Oftentimes it is useful to video tape the task for further reference. This is accomplished by following these techniques are:

1. Select the right person to observe. This is normally an experienced, capable, and cooperative person who is willing to share ideas.
2. Brief the employee on the purpose of the Job Safety Analysis - to make a job safe by identifying hazards and eliminating or controlling them.
3. Observe the employee performing the job. Then break the job into its basic steps. Avoid the two common errors of making the breakdown so detailed that an unnecessarily large number of steps result or making the job breakdown so general that basic steps are overlooked.
4. Record each step of the breakdown. Each step should begin with an action word description like lift, drive, or remove.
5. Review the job breakdown with the person being observed. Any deviations should be noted because these may be acts that could lead to accidents. Obtain the agreement on what is done and the order of the steps.

Now that the job has been broken into its basic steps, identification of hazards can begin. To do this the following questions are asked of each step.

1. What can go wrong?
    a. Is there a potential for striking against or being struck by an object or person?
    b. Can the employee be caught in, by, or between objects?
    c. Is there a danger of slipping or tripping or can the employee fall from one level to another?
    d. Can the employee be injured by pushing, pulling, lifting, bending, or twisting? Does the job location involve awkward body placement?
    e. Are there environmental hazards such as toxic or flammable gasses, vapors, mist, or fumes? Is there excessive heat, cold or radiation?
2. What are the consequences? What is the potential for severity, should an employee be injured? It is important to identify not only the most likely scenario but also the worst case.
3. What are other contributing factors? Are there environmental factors to consider?
4. How likely is it that the hazard will occur? How frequent can this situation occur?

The final step is to eliminate or control the hazards that have been identified. The analysis should specifically state what safety controls should be followed to protect an employee from a specific hazard. Hazard control or elimination should follow the hierarchy of first attempting to engineer out the hazard, followed by implementing an administrative control, to finally providing some form of personal protective equipment. This may involve:

1. **The Job Procedure Solution** - This solution is provided by outlining a specific procedure which when followed will eliminate the deficiency or potential for an accident which exists. For example, the existing job step may allow a police officer to pursue a suspect at any speed. The procedure could be changed to a maximum speed for certain road conditions and offense of suspect.

2. **The Job Environment Solution** - This solution could involve changing any part or aspect of the total environment, such as lighting, layout, noise, temperature, or work surfaces, to improve the efficiency and/or utilization of people, equipment, and material. It may very well be described as performing the street repairs in a cooler part of the day.
3. **The Method Change Solution** - This type of solution usually involves a major change in the actual way of doing this step of the job. An example would be to use curbside service instead of backyard pick-up for garbage collection.
4. **The Reduced Frequency Solution** - One of the biggest avenues to improved safety and general overall efficiency is found in the reduction of the number of times any repetitive action must be taken. Not only do we reduce the exposure to people or the wear and tear on equipment, but precious time can be saved as well. Repetitive actions and operations are frequently necessary because a basic underlying problem exists that permits or causes the recurrence. This is again the domino sequence of cause and effect which requires our getting at the source of the problem. The number of repetitive or servicing actions on a job is frequently reduced by substituting a more suitable item than one which was the basic cause of the problem.

WRITING THE JOB PROCEDURE

From the Job Safety Analysis, the standard job procedure can be written. This procedure provides the supervisor with a tool for teaching the most systematic way to do a critical job consistently with maximum safety. The job procedure can also be used to perform an annual review of work practices by employees, to determine if any unsafe practices have developed.

To write the procedure, use the job breakdown as an outline. Under each step, detail the work to be performed and safeguards to use.

REVIEWING THE JOB SAFETY ANALYSIS

Periodically reviewing existing JSA's helps to ensure that the analysis remains current and continues to provide the protection necessary to prevent injuries. Also, with periodic reviews it is possible that the original analysis might have overlooked hazards or potential controls. Over time, the job tasks, procedures, or conditions might have changed thus making the current analysis deficient. In the event of an accident, a corrective measure necessary is to review the analysis again to identify new controls.

SAMPLE
JOB SAFETY ANALYSIS WORKSHEET

CITY:_____ **JOB ANALYZED:**

DEPARTMENT:_____ **DATE COMPLETED:**

OCCUPATION:_____ **COORDINATED BY:**_____

Sequence of Job Steps	Potential Accidents or Hazards	Recommended Controls

FORKLIFT SAFETY

INTRODUCTION

This program element establishes the minimum requirements for the safe utilization of Forklift Safety for members of IPRF. The establishment and consistent enforcement of rules/safe work practices is critical to the success of the safety system. Additional safety and health regulations can be found within the IDOL/OSHA 1910.178 Regulation.

Its purpose is to provide and maintain safe and healthful working conditions; ensure operating procedures that will safeguard all employees and persons entering our facilities are followed; comply with safety laws and regulations; and ensure a system is in place for training operators, maintaining equipment, qualifying, and licensing forklift operators.

Only trained and licensed personnel are authorized to operate forklifts.

FORKLIFT RESPONSIBILITIES

Management shall designate and document the person(s) responsible for implementing each of the requirements in this element. Management is ultimately responsible for the safe operation and proper maintenance of the powered industrial trucks. Management should ensure:

- All forklifts acquired after August 27, 1971, meet the design and construction requirements for powered industrial trucks as established by the American National Standards Institute, ANSI B56.1-1969, Part II.
- That each driver/prospective driver is physically capable of operating a forklift.
- Employees are trained and instructed how to properly operate forklifts.
- Employees who successfully meet or surpass program requirements are issued licenses.
- Only licensed personnel are allowed to operate forklifts.
- Applicable safety rules and regulations are enforced. Written approval is obtained from the manufacturer of a forklift prior to modifying the forklift which may affect its capacity and/or safe operation.
- The capacity, operation, and maintenance instruction plates, tags, or decals are changed accordingly if the forklift is modified.
- The name plates and markings provided on the forklift are in place and maintained in a legible condition.
- The atmosphere/location, where the forklift is to be used, is assessed periodically to ensure that forklift operation does not generate a new hazard.
- The user is provided with the properly designated forklift based on the assessment of the atmosphere/location.
- Additional labels are placed on forklifts if they are equipped with non-factory installed front end attachments to address the combined weight of the forklift and attachment.

FORKLIFT TRAINING

1. Training will be given by the program coordinator and/or a qualified area supervisor.
2. Authorized forklift operator training will consist of at least the following:
   - Review of OSHA 1910.178 "Powered Industrial Trucks" requirements
   - Review of Forklift Safety Process
   - Forklift Rules for Safety
   - Forklift Inspection (Per shift)
3. The forklift operator safety training shall be given to authorized employees as part of their orientation.
4. Training shall be documented on the "Authorized Forklift Operators" form.
5. All employees must satisfactorily pass the "Written Test for Forklift Operators".
6. All employees must satisfactorily pass the performance test. This shall be documented on the "Performance Test for Forklift Operators" form.
7. Training shall be performed annually. Refresher Training is also necessary when:
   a. Refresher training should be conducted when:
      - The operator has been observed operating the vehicle in an unsafe manner.
      - The operator has been involved in an accident or near-miss accident.
      - The operator has received an evaluation that reveals the operator is not operating the vehicle safely.
      - The operator is assigned to operate a different type of truck, or
      - A condition in the workplace changes which prevents the safe operation of the truck.
   b. Evaluation. An evaluation of each operator's performance shall be conducted at least once every three years.
8. A list of all trained and qualified forklift operators shall be maintained.

FORKLIFT SAFETY RULES

Forklift Operator

1. **ONLY** trained/licensed personnel are authorized to operate forklifts.
2. **USE** the equipment as it was designed to be operated. Know the forklift's rated capacity and do not exceed it.
3. **OBEY** all traffic signs and plant rules.
4. **SUBMIT** a completed pre-use inspection checklist to your supervisor before operation on each shift that the forklift is used as a minimum.
5. **INSPECT** the forklift prior to operations.
6. **DO NOT** operate a defective forklift. Immediately report all defects to your supervisor and take the forklift out of service until repaired.
7. **FORKLIFTS** will only be repaired by authorized personnel. If immediate repairs are impossible, the forklift must be taken out of service and tagged out. (Refer to Section 9, page 3.)

8. **NEVER** place your head, arms, or legs between the uprights of the mast or outside the running lines of the forklift.

9. **WEAR** a seat belt when operating a forklift equipped with this protection.

10. **DO NOT TAMPER** with safety equipment (i.e., lights, horns, mirrors, seat belts, interlocks/limit switches, etc.).

11. **ONLY USE** hydraulically controlled forklift attachments for the purpose they were designed.

12. **IMMEDIATELY** report any accident or near misses to your supervisor.

13. **MISUSE** of equipment is grounds for disciplinary action.

14. **DO NOT PERMIT** anyone to use the forks as a work platform or ride on the forks.

Operations

1. **USE ONLY** designated forklifts having a UL listing in hazardous locations (i.e., flammable/explosive atmospheres).
2. **HORSEPLAY** is prohibited.
3. **OPERATING** a forklift in congested areas or around pedestrians should be avoided.
4. **USE** elevators which have the capacity to support the combined weight of you, the forklift and the load.
5. **ENTER** elevators slowly and squarely only after they have leveled. Once on the elevator neutralize the controls, shutoff the power, and set the brakes.
6. **SET** brakes and wheel chocks to prevent movement of forklifts and trailers while loading and unloading.
7. **PLACE** fixed jacks under semi-trailers when not coupled to a tractor.
8. **SECURE** dock boards and bridge plates before driving over them. Never exceed the rated capacity of the dock boards/bridge plates.
9. **CHECK** the flooring of trailers for defects and weaknesses before entering them.
10. **WHEN** leaving a forklift unattended (definition: Forklift not in view or is in view but is more than 25 ft. away). You should:
    - Fully lower the forks.
    - Place the transmission in neutral.
    - Shut off power/neutralize controls.
    - Set brakes.
    - Chock wheels if forklift is parked on an incline.
    - Turn off propane (if applicable).

11. **PARK** forklifts only in designated areas.
12. **TURN** off engine and park forklift prior to refueling.
13. **CONDUCT** refueling, changing cylinders, or charging in designated areas.
14. **FOLLOW** applicable forklift refueling and charging procedures.
15. **USE** personal protective equipment (i.e., face/eye protection, gloves, etc.) during refueling, changing cylinders and charging.
16. **KEEP** eyewash stations and showers unobstructed, clean, and functional.
17. **PROPERLY** handle and store empty/full LPG containers.
18. **SAFELY** clean up all oil or fuel spillage and dispose of waste (as required by the EPA) prior to restarting the engine.
19. **DO NOT** operate forklifts with a leak in the fuel or hydraulic system.
20. **DO NOT** use open flames to check electrolyte level in storage batteries or gasoline level in fuel tanks.
21. **NO SMOKING** or open ignition sources are allowed when:

- Changing LPG tanks.
- Refueling gasoline forklifts.
- Changing storage batteries.
- Charging storage batteries.

22. **SPINNER** knobs on steering wheels are prohibited.

Traveling

1. **RIGHT** of way is always given to pedestrians and emergency vehicles.
2. **KEEP** alert for the following:
   - Spills
   - Water/Ice
   - Oil/Chemicals
   - Rough Surfaces
3. **DO NOT** allow riders on the forklift.
4. **CHECK** for adequate overhead clearance especially when entering into a new area (i.e., room, trailer, etc.), and/or when raising the forks.
5. **KEEP** forks slightly tilted back so the load is cradled by the backrest to aid in stabilizing the load.
6. **OPERATE** in designated areas and keep to the right side of the aisle when possible. Use the safest route to move from one point to another.

7. **WHEN** moving forward/reverse:
    - Keep loaded or empty forks as close to grade level without scraping.
    - Operate at an appropriate speed for the area.
    - Constantly observe surroundings/pedestrians in area.
    - Give your eyes time to adjust when traveling between light and dark areas.
    - Drive defensively.
8. **PASSING** another forklift is prohibited when both are traveling in the same direction.
9. **TRAVEL** in reverse if the load obstructs your vision.
10. **LOOK** behind you to verify if your path is clear before moving in reverse (keep body parts within the running line of the forklift).
11. **MAINTAIN** a safe distance (approximately 3 forklift lengths) between you and the forklift ahead.
12. **SLOW** down/stop and sound the horn at cross aisles and other locations where vision is obstructed.
13. **REDUCE** speed and safely negotiate the corner when making turns (do not turn sharply).
14. **STOP** the forklift gradually (avoid sudden stops).
15. **STOP** and pick up debris in aisle ways rather than running it over.
16. **MAINTAIN** a safe distance from the edge of ramps or platforms while on any elevated dock or platform.
17. **ASCEND/DESCEND** inclines slowly and straight. (Never operate diagonally across an incline).
18. **NEVER** turn until forklift is on level ground.
19. **KEEP** empty forks pointed down grade when traveling either up or down grade.
20. **KEEP** loaded forks pointed up grade when traveling either up or down grade.
21. **CROSS** bumps at dead slow speed easing the wheels over the bumps. Cross railroad tracks diagonally. Park at least 8 ft. from the center of the railroad tracks.

Loading/Stacking

1. **ALL** forklifts must be equipped with an overhead guard.
2. **HANDLE** only stable/safely arranged loads.
3. **CHECK** for adequate overhead clearance before raising the forks.
4. **ALWAYS** operate at a safe speed and use controls in a smooth manner. Avoid sudden stops/motion.
5. **NEVER** lift a person with a forklift unless you have a properly designed safety platform securely attached to the forks and follow special procedures (consult management).
6. **NEVER** allow anyone between your vehicle and the load. Never drive up to a pedestrian when adjacent to a fixed object.

7. **NEVER** elevate a load which is not secured by the backrest.
8. **KEEP** forks adjusted as wide as possible and level when inserting them into the pallet.
9. **PLACE** forks under the load as far as possible and carefully tilt load back slightly to stabilize the load.
10. **WATCH** carefully to make certain the load/forks do not catch on surrounding material/obstructions.
11. **STOP** the forklift before raising or lowering a load (never travel with an elevated load).
12. **USE** extreme care when tilting the load forward or backward, especially when the load is raised.
13. **SLIGHTLY** tilt the load backward when stacking.
14. **NEVER** tilt the load forward except when depositing a load over a rack or stack.
15. **ONLY** stack material on a stable base which is sufficient to support the stack.
16. **WHEN** backing up after stacking a load, make sure the forks are free of the load.
17. **NEVER** stack material so that it obstructs:
    - Walkways
    - Exits
    - View
    - Electrical/switches
    - Fire extinguishers
    - Emergency equipment
18. **LOADS** should be stacked at least 18" from the sprinkler systems.
19. **RESTACK** material if poorly stacked or notify the supervisor if restacking cannot be done safely.
20. **IMMEDIATELY** notify the supervisor of any damaged materials/equipment.
21. **REMOVE** all damaged pallets.
22. **USE** forks for picking up loads not for pushing, shoving, or ramming. Do not use forklifts for opening or closing doors.

PRE-SHIFT OPERATION INSPECTIONS

A "Forklift Operator Checklist" (copy enclosed) must be completed prior to use at the start of each shift The appropriate checklist must be used by the operator and the results of the visual/physical inspection (i.e., cycling controls, testing systems, etc.), must be fully documented. The appropriate supervisor must be notified of any deficiencies noted. If any significant deficiencies are noted, the truck will be immediately serviced or taken out of service (red tagged) until it is repaired.

Once the checklist is completed, it must be submitted to the supervisor immediately.

Note: A checklist is not required for each operator after one has been completed at the start of the shift. However, an informal inspection of the forklift (visual/physical) must be completed each time a new operator uses the forklift.

The supervisor of forklift operator(s) is responsible for his/her employee(s) properly completing their daily shift inspection checklists. The supervisor is also responsible for maintaining a file of all "Forklift Operator Checklists".

FORKLIFT OPERATOR QUALIFICATIONS

1. An employee assigned to operate a forklift shall meet the following minimum requirements:
    - Corrected vision shall measure not less than 20/40 acuity. Corrective lens where needed to qualify vision are permissible but shall be worn 100% of the time when operating forklifts.
    - Peripheral vision shall be a minimum of 140 degrees with a minimum of 65 degrees on 1 side.
    - Depth perception shall be within the minimums as stated on an approved testing device.
2. Physical requirements shall include:
    - Height sufficient to operate the controls and to have an unobstructed view over the controls and dashboard.
    - Coordination between eyes, hands, and feet.
    - Ability to hear conversational levels of sound.
3. An employee assigned to operate a forklift shall have the ability to understand signs, labels, and instructions.
4. An employee assigned to operate a forklift shall meet the minimum operator qualification requirements listed above and be retested at least every 2 years.

FORKLIFT OPERATOR TESTING

A written test shall be given at the completion of the forklift operator training to determine whether or not the trainee retained an acceptable amount of classroom instruction.

A performance test shall also be given to determine whether or not the trainee has the ability and coordination to operate a forklift properly and safely. Information on the testing procedure is explained on the following pages.

CRITICAL ITEMS TO OBSERVE DURING THE PERFORMANCE TEST

The following comments have been provided to give general guidance to personnel evaluating the performance of participants in the forklift training program.

1. **Pre-Use Forklift Inspection**. Request the participant to conduct a pre-use inspection by both methods below:

   - **Visual Observation**: Have the participant visually inspect the vehicle and verbalize what he/she is checking (refer to Forklift Operators Checklist).
   - **Functional Test**: Have the participant physically test the forklift and cycle all of its controls.
   - **Forklift Operation**: The remaining sections of the test will be primarily completed by observing the participants while they are operating the forklift through the obstacles you set up, various scenarios you put them through and the situations in the following sections.

2. **Traveling (Forward/Reverse)**

   - **Keep Body Inside the Running Lines of The Truck**: Watch closely. Many serious injuries could have been prevented if the operator's body was kept within the cab. Specifically concentrate on the operator's hands and feet, especially when operating in reverse.
   - **Keep Forks at Correct Height/Watch Overhead Clearances**: Throughout this exercise observe what level the forks are kept, especially after placing a load. Remember the forks (loaded/unloaded) should not be elevated more than 6" while the forklift is moving. Observe if the operator checks overhead clearances before entering an area or raising a load. If this is not a concern in the area you are conducting the test, verbally ask the operator what he/she would do before elevating a load.
   - **Smooth Stops and Starts/Appropriate Speed of Travel**: Continually observe the participant's stopping/starting habits. Both of these should be smooth and gradual not abrupt and sudden. Forklift speed should be observed throughout the exercise. The forklift's speed should never exceed walking speed.
   - **Smooth Turns/Proper Technique for Turns (Aware of Rear and Swing)**: This section should be evaluated during the entire test especially during the obstacle course. Remember turns should be slow and gradual.
   - **Looks In Direction of Travel/Proper Technique at Intersections**: The participant must always look in the direction he/she is traveling, especially while in reverse. Monitor throughout the test.

> **HINT**:
> To test if the participant is looking behind him/her before moving in reverse you should throw a cloth behind the forklift when the operator is not looking. A good time to try this is after you have an operator pick or place a load. The cloth should be thrown close to the back of the forklift but not so close that the participant cannot see it. If the operator doesn't see the cloth, it indicates that he/she needs to observe the surroundings more closely before moving. Always inform the participant that you used the rag to prove a point not to reduce his/her test score. To reinforce the point to a participant that did not see the rag ask them what would happen if the rag was a person.

The participant should stop at the intersection, look in all directions (sound the horn if vision is obstructed) and proceed. Set a scenario where an intersection is part of the testing area.

> **HINT**:
> To evaluate intersection procedure, choose a section of the test area to represent an intersection and inform the participant he/she should follow the procedures taught in the classroom. You can place tape on the floor to define the intersection.

3. **Load Handling**

- **Approaches Load Squarely/Positions Load Accurately**: Have the participant pick up a palletized load, place it and then pick up another load and place it on top of the first load. The participant should travel a distance with the loads and through the mock intersection so you can observe his/her overall skills.
- Both of these activities should be done smoothly without repeatedly repositioning the forklift or load.

  NOTE: Choose loads that are bulky, light, and have a low monetary value, so if it is damaged the member is not out a loss.

- **Skill In Use of Lifting and Tilting Controls:** Controls should be used smoothly when picking and placing loads. Repeated adjustments are not acceptable. Observe that the operator tilts the load back slightly after picking up a load and before moving. Also observe that he/she tilts the forks slightly forward when placing a load on a stack.
- **Keeps Forks Low Until in Position**: Throughout the test observe that the forks are kept no greater than 6" high when traveling. Forks may not be raised or lowered if the vehicle is moving especially when picking/placing a load.
- **Smooth Pick-Up and Set Down**: These activities should be done smoothly without having to repeatedly adjust the tilt/lift controls or reposition the forklift.

4. **Operating/Into Trailers** (Do not conduct this section on a dock to evaluate skills. Refer to hint section.)

- **Verifies Wheels Are Chocked, Brakes Are Set, and Trailer Jacks Are in Place**: This is very important, and the driver must visually check these items before entering a trailer.
- **Checks Integrity of Floor: Must be done prior to driving into a trailer**. The participant should get off the forklift and inspect the floor for cracks, weak areas, holes, and defects.
- **Checks Dock Plate for Proper Position/Secured**: The participant should physically verify the dock plate is secure and is in proper position. In addition, the operator needs to verify that the forklift and load will not exceed the dock plates' capacity.
- **Watches Overhead Clearances**: This should be observed prior to entering/leaving a trailer and also prior to elevating the forks.
- **Ability To Maneuver in Tight Quarters**: This skill is crucial if the participant will be working in tight areas. Watch closely and suggest additional practice if needed.

HINT:
Evaluate this section by setting up a make-believe dock. You can do this by placing tape on the floor and telling the participants that the tape represents the edge of the dock. Then also tell them a trailer is on the other side and so they need to pick up a load. Tell them to follow procedures which were taught in the classroom and to pick up the load.
Have the participant get off the truck and verbalize what he/she would check (items in section 4) prior to picking up the load. (There is no need to go over railcar procedures if they are not applicable to location).

5. **Other Operations**

   - **Refueling/Recharging**: These observations should be based on local safe work practices for refueling/recharging.
   - **Parking**: Have the operator park the forklift as required.

FORKLIFT OPERATOR LICENSING

1. Management will issue each employee a license to operate a forklift upon successful completion of the training program and written performance tests, including forklift operation testing.
2. No employee will be allowed to operate a forklift without a license.
3. The operator must carry the license at all times during working hours.
4. The license will indicate the type of forklift an operator has been trained on and is qualified to operate.
5. All forklift licenses should be generated within an expiration date.
6. A license will contain the following information:

   - Operator's name/signature
   - License number
   - Name/position of person issuing the license
   - Type of forklift authorized to operate
   - Operator restrictions if any
   - Date expiring

GLOSSARY

Accelerator Pedal: This is located normally on the right side of the steering column. This pedal controls the movement of the forklift.

Ampere Meter: A meter which tells you the charge level of your electric forklift or the electric system on a gas/LPG/diesel power forklift.

Approved Truck: A truck that is listed or approved for fire safety purposes for intended use by a nationally recognized testing standard.

Atmosphere/Location: An area which has been classified as hazardous or nonhazardous prior to the consideration of an industrial truck being used therein (for more detailed information, refer to 29 CFR 1910.178)

Backrest: A metal structure which is normally attached to the carriage. Its purpose is to assist in preventing loads from falling/shifting towards the operator. Also, the backrest enables the forks supporting a load to be tilted back so the forks and the backrest cradle the load. This cradling stabilizes the load and assists in preventing shifting/tipping.

Backup Alarm: A device which sounds a noise when the reverse gear of the vehicle is engaged.

Battery Compartment: The area where the battery is located. This area is normally located under the operator's seat.

Blue Flag: A blue light used to inform railroad employees working around railroad tracks that a rail car is not to be moved and not to approach the area with mobile railroad equipment.

Clutch Pedal: The pedal is normally located on the left side of the steering column. This pedal controls whether the clutch is engaged or in a neutral position. The clutch, when engaged, interrupts the power to the drive wheels and transmission. This allows the operator to interrupt the drive train and allows the transmission to be shifted to another gear without damage.

Dock Plate/Bridge Plate: A ramp or bridge plate used when the vehicle cannot pull directly up to the dock, or the vehicle is not the same level as the dock. The ramp/bridge plate is used to connect the dock and vehicle so that it may be loaded/unloaded.

Drive Axle: The front axle(s) on most counterbalanced forklifts is considered the drive axle(s).

Engine Compartment: The area where the engine is located. This area is normally located under the operator's seat.

Flashing Light: A light which flashes to inform employees in a work area that a forklift is present. These lights are normally used in noisy environments when backup alarms/forklifts cannot be heard.

Fork: Flat metal item which has a 90% bend. They are attached to the forklift carriage used to pick up and place loads.

Fork Carriage: Metal supports which the forks rest on and which the lifting/lowering mechanisms are attached so that the forks may be raised or lowered.

Fork Lock: An item located on the fork near where it is attached to the carriage. The lock is to assist in isolating the forks in a set position.

Fork Removal Notch: It is normally located on the lower edge of the carriage. It prevents the forks from being removed unless the forks are over the notch.

FORK TRUCK DESIGNATIONS

D - Units similar to the G units except that they are diesel engine powered instead of gasoline engine powered.

DS - Diesel powered units that are provided with additional safeguards to the exhaust, fuel, and electrical systems. They may be used in some locations where a D unit may not be considered suitable.

DY - Diesel powered units that have all the safeguards of the DS units and, in addition, do not have any electrical equipment including the ignition and are equipped with temperature limitation features.

E - Electrically powered units that have minimum acceptable safeguards against inherent fire hazards.

ES - Electrically powered units that, in addition to all requirements for the E units, are provided with additional safeguards to the electrical systems to prevent emission of hazardous sparks and to limit surface temperatures. They may be used in some locations where the use of an E unit may not be considered suitable.

EE - Electrically powered units that have, in addition to all of the requirements for the E and ES units, the electric motors and all other electrical equipment completely enclosed. In certain locations, the EE unit may be used where the use of an E and ES unit may not be considered suitable.

EX - Electrically powered units that differ from the electrical fittings and equipment are so designed, constructed, and assembled that the units may be used in certain atmospheres containing flammable vapors or dust.

DISTRACTED DRIVING POLICY

HARRISBURG TOWNSHIP PARK DISTRICT
DISTRACTED DRIVING POLICY

Of increasing concern to (Harrisburg Township Park District) is the proliferation of mobile electronics. Numerous studies have demonstrated how the use of cell phones and other wireless devices while driving pose a significant safety risk to motorists, their passengers, and others on the road. In fact, scientific studies have shown that cell phone use while driving increases the risk of being in a crash 4 to 5 times.

Studies have compared the risk of slower reaction times caused by cell phone use to those of driving with a blood alcohol concentration of .08, which would constitute a drunk driving (DWI) violation in all 50 states. Researchers have also found that hands-free devices do not remove this risk because they do not reduce the distraction associated with a cell phone conversation. Studies show that the level of attention blindness during a cell phone conversation is the same with hand-held and hands-free devices.

When driving on work-related business, (Harrisburg Township Park District) employees may not use cell phones (including hands free) or any other mobile electronic devices while operating any motor vehicle, including personal vehicles. This includes but is not limited to answering or making phone calls, engaging in phone conversations, reading, or responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the Internet.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, (Harrisburg Township Park District) employees are required to:

- Consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car.
- Pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving. Or download and use an 'app' that is designed for this purpose.
- Inform clients, associates, and business partners of this (Harrisburg Township Park District) policy as an explanation of why calls may not be returned immediately. Pull over to a safe place and put the vehicle in "Park" to adjust the GPS or other navigation devices. Consider loading destinations prior to start of trip when multiple destinations are on itinerary.
- Do not engage in texting 'conversations' with employees when it's known they are driving.
- Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all penalties that result from such actions whether on a personal or business cellular phone.

(Harrisburg Township Park District) is concerned about the safety and well-being of its employees. This is so important that violations of this policy will be considered serious and may result in the imposition of discipline up to and including termination. Below is a Statement of Acknowledgement that says you have read and fully understand Harrisburg Township Park District's) policy. If you have any questions regarding this policy, please contact your supervisor.

DISTRACTED DRIVING POLICY ACKNOWLEDGEMENT

I have received a copy of (Harrisburg Township Park District's) Distracted Driving Policy. I fully understand the terms of this policy and agree to abide by them.

_____

Employee Signature

_____

Date

ERGONOMICS PROGRAM

PURPOSE AND SCOPE

Harrisburg Township Park District is committed to employee health and safety. Addressing ergonomic issues, or the interrelationships between employees and their job tasks, work tools, equipment, and the overall environment, affect employees' daily performance and abilities to be productive employees. It is our goal to reduce unnecessary stress in the workplace which can contribute to Musculoskeletal Disorders (MSD's). We strive to achieve an optimal match between the job or task, the workstation, tool(s), the environment, and employees' capabilities to safely perform their job responsibilities.

PROGRAM RESPONSIBILITIES

Involvement of personnel from all levels of Harrisburg Township Park District is required to effectively carry out all ergonomic program goals and to implement a systematic Musculoskeletal Disorder Control Program. The primary responsibilities of each department in the Member are discussed below.

1. The Risk Management Department should:

a. Provide general consultation and training.
b. Develop new or update existing ergonomic guidelines.
c. Analyze the statistics, trends, and success of the Ergonomics Program.
d. Collect and disseminate information to help further raise employee knowledge and awareness of ergonomic issues.
e. Designate a Senior Ergonomics Coordinator.

2. Personnel Department should:

a. Develop, implement, and support a current and effective Ergonomics Program.
b. Comply with government regulations and administrative guidelines in each department.
c. Designate a Group Ergonomics Coordinator to distribute all Health Services and Safety correspondence to each department within the Member.
d. Review occupational MSD cases and provide guidance on case management.
e. Ensure correct injury and illness recordkeeping is maintained to address Illinois-OSHA requirements, and other internal injury reporting procedures within your entity.
f. Develop ergonomics training guidelines for field locations.

3. Facilities Management should:

a. Take direct responsibility and accountability for ensuring a healthful and safe workplace.
b. Comply with applicable ergonomics regulations and internal guidelines.
c. Monitor the effectiveness of the Ergonomics Program and procedures on a periodic basis.
d. Ensure correct recordkeeping on the occupational injury/illness log.
e. Designate a Facility Ergonomics Coordinator.
f. Ensure that ergonomics training is provided to all employees.

g. Ensure that medical management of MSDs is effective.
h. Designate a Facilities Ergonomics Committee that includes involvement and participation of employees at all levels of responsibilities within the facility.
i. Respond to all recommendations presented by the Ergonomics Committee.
j. Work with Risk Management to implement and evaluate the facility ergonomic process.
k. Seek assistance from Health and Safety, Human Resources, Purchasing, and Engineering Departments to address employee complaints or symptoms of MSDs.

4. The Facilities Ergonomics Coordinator should:

a. Support and assist Facilities Management and supervisors/leads in the administration and implementation of the local Ergonomics Program.
b. Develop and administer training, awareness, and educational programs.
c. Perform routine audits of the facility to assess effectiveness of the program.
d. Define and monitor proper documentation, recordkeeping, and reporting methods.
e. Notify the Senior Ergonomics Coordinator and the Health Services and Safety Department of all visits by any health and safety agency investigating MSD exposure.
f. Coordinate and assist the efforts of the Facilities Ergonomics Committee.

5. The Department Heads should:

a. Take direct responsibility for ensuring that employees are following proper work practices.
b. Train and educate employees in the proper work methods of performing their work, prior to employee assignment.
c. Ensure documentation and retention of ergonomics training.
d. Take direct responsibility for department accident prevention, accident investigation, proper documentation and reporting procedures, and the elimination of unsafe acts or practices.
e. Actively participate in the departments' Ergonomics Program activities.
f. Ensure procedures and administer appropriate discipline and retraining for employees who have violated the established guidelines and procedures.
g. Observe work areas daily for the purpose of detecting and correcting potential hazards.
h. Seek assistance from Health Services, Safety, Personnel, Purchasing, and Engineering Departments to address employee complaints or symptoms of MSDs.
i. Work with Facilities and Risk Management to implement and evaluate a detailed facility ergonomic process.

6. Every Employee should:

a. Observe and abide by all established ergonomics procedures and regulations and assume fundamental responsibility for understanding precautions necessary for protecting themselves as well as co-workers from work-related injury and illness.
b. Follow the rules established by the Personnel department.
c. Use equipment as specified.
d. Immediately report all work-related MSD cases, including signs and symptoms, no matter how minor, to the direct supervisor.
e. Report all unsafe ergonomic practices and unsafe ergonomic conditions to the direct supervisor.
f. Follow training recommendations; take responsibility for understanding the goals of the ergonomics process.
g. Comply with all ergonomic rules, procedures, or practices of the department in which he or she is working. Understand that violations of these procedures and practices may be addressed with

progressive disciplinary action up to and including termination.

For those members with on-site health care providers, they have the responsibility to:

- Evaluate employee medical complaints, offer the appropriate treatment, and/or refer to other medical providers.
- Evaluate injured employees' abilities to return to work following work-related injuries.
- Provide training that encourages early reporting of Musculoskeletal Disorder symptoms.
- Perform baseline symptoms surveys.
- Develop a return-to-work program with job descriptions that indicate the associated level(s) of stress and the body part(s) affected.
- Perform health surveillance.
- Maintain accurate recordkeeping.
- Provide periodic program evaluation.

For those Members with contracted health care providers, their responsibility is to:

- Work closely with their liaison within Harrisburg Township Park District.
- Participate in the training necessary to become familiar with the Harrisburg Township Park District's jobs and its existing medical management program/philosophy.
- Evaluate any employee medical complaints, offer the appropriate treatment, and/or refer to other medical providers.
- Evaluate injured employees' abilities to return to work following a work-related injury: to either their regular job or alternate job, whichever is appropriate.
- Identify restricted or alternate duty jobs.
- Provide training that encourages early reporting of Musculoskeletal Disorder symptoms; and
- Provide periodic program evaluation.

PROGRAM REVIEW AND EVALUATION

The ergonomic task force will review Harrisburg Township Park District's ergonomic program goals and efforts on at least a bi-annual basis. All improvements, as well as unsuccessful actions, should be clearly documented. This includes how the project, activity, or training affected ergonomic risk factors or awareness. Methods used to evaluate the ergonomic program include:

- Injury/illness rate trend analysis
- Employee surveys
- Before and after evaluations of worksites where changes have been made.
- Review records of job improvements that have been tried or implemented.
- Review results of evaluations.

A copy of the focus team's report is sent to the Ergonomics Committee, to keep them abreast of the program status. Management will also prepare a written progress report and program update which is shared with all responsible parties and communicated to employees. This report will also state any new or revised goals; identify any corrective actions taken, and any program deficiencies. In addition, meetings should be held (quarterly, at a minimum) with all program participants to discuss the progress of specific ergonomic program goals.

ERGONOMIC RISK FACTORS ASSESSMENT

The primary objective of the Ergonomic Risk Factors Assessment is to identify, evaluate and control factors that can contribute to ergonomic related injuries and illnesses. Ergonomic risk factors may also be referred to as ergonomic hazards, stressors, or exposures. These include:

- Awkward positions
- Force
- Repetition and/or inadequate rest
- Vibration
- Environmental factors.

The risk factors assessment includes:

1. Records analysis
2. Site walk-through inspections
3. Workplace risk factors analysis of individual jobs.

A. Records Analysis. A thorough review and analysis of all injury and illness records for at least a five-year period is the first step in the risk factors assessment. This is required to determine any incidence of musculoskeletal disorders and trends that may relate to particular jobs titles, specific job tasks or departments. The attendance records, injury, illness, and accident records, medical and first aid visits, insurance and workers' compensation records, and the OSHA 300 Log must be reviewed. After the record review, individual jobs which have been associated with these injuries should be analyzed in a systematic manner to identify and reduce excessive risk factors. Once the ergonomic program is established, reviewing injury and illness rates can also be used to evaluate program progress.

Certain records, however, are confidential and may be accessed by only qualified medical or legal personnel. All records should be properly maintained and current.

B. Site Walk-Through. Representatives from the ergonomics task force should conduct job task risk-factor assessment to identify job tasks "at-risk" for causing MSDs. The purpose of these walk-through inspections is similar to that of routine safety walk-through inspection that inspect for physical hazards. All assessments and recommendations and follow-up that result from these tours should be handled in a manner similar to safety walk-through inspections. The findings of these walk-through inspections will be documented in the ergonomic file.

C. Ergonomic Workplace Risk Factors Analysis. The jobs selected for risk factors analyses are determined by the results of any trend analyses, walk-through inspections, or employee complaints. A full ergonomic job analysis must be performed in a systematic method by qualified persons. This method will facilitate the identification of and determination of corrective actions/interventions to reduce ergonomic risk factors, as it:

- Identifies MSD risk factors (position, force, repetition, vibration, etc).
- (See Appendix for additional discussion of risk factors).
- Verifies low risk factors for light duty or restricted activity work positions.
- Determines if risk factors for a work position have been reduced or eliminated.

Information to complete the ergonomics job risk factors analysis can be obtained from:

- Use of ergonomic checklists while observing employees at work.
- Discussion with employees and supervisors.
- Video-analysis. Video analysis is very helpful as it allows the evaluation to be reviewed multiple times and can be shared with medical providers.

Worksite analyses are conducted as part of an annual facilities review; and for all planned, new, and modified facilities, processes, materials, and equipment.

PREVENTION AND CONTROL OF ERGONOMIC RISK FACTORS

The prevention and control of workplace ergonomic risk factors can involve engineering, work practices and/or administrative controls. Engineering controls are always preferred, to minimize current ergonomic exposures and avoid the future occurrence of ergonomic-related injuries or problems. However, work practices or administrative controls may be necessary where practical. There may be several alternatives to any one problem. Each solution is based upon the specifics of the individual workstation/worker fit.

1. **Engineering Controls.** The goal of engineering controls is to design or redesign the task, workstation, equipment, work methods or activities to reduce awkward postures, repetition, forceful exertions, and other environmental factors. Workstations should be designed to accommodate differences in employees' physical characteristics. Adjustability of the employee's work height, the work unit or surface, or the equipment used to complete the task is often indicated. (Examples of engineering controls are included in the Appendix).

   The ergonomics task force should review all new major equipment or furniture purchases for ergonomic criteria. This will help ensure that Harrisburg Township Park District selects the proper equipment from the onset. Ergonomics should also be considered by engineers in the initial design phase on any project: whenever there is a change in the production process, schedule, or speed; when product lines are re-vamped or new lines are introduced. Copies of all reviews should be maintained in the ergonomic file.

2. **Work Practices Control.** The development of employee work habits that reduce stress on the body is another element of Harrisburg Township Park District's total ergonomic program to prevent and control Musculoskeletal Disorders. Work practice control measures include employee methods and/or administrative policies, as indicated below:

   - Employee and supervisor training in preferred work methods, body positions and ergonomic risk factors.
   - Supervisory training that emphasizes the importance of reinforcing safe employee work practices which can help reduce employee exposure to musculoskeletal stress.
   - Employee training in the use of any special equipment required for a particular job.
   - New employee training that discusses work practice controls for ergonomic-related injuries.
   - Conditioning programs for new employees, for employees re-assigned to jobs identified with ergonomic hazards, and for employees with MSD who are returning to work.
   - Assuring that regular equipment and tool preventative maintenance schedules are met.

   Work practices must be monitored according to a regular schedule. This includes a review of:

   - Current techniques in use, and their effectiveness.
   - Whether the procedures in use are those specified.

Work practice controls should also be modified when there are changes in the workplace, e.g., staffing changes involving use of employees in previously sedentary positions, new tasks as a result of technological changes in the job, changes in the task itself including type, size, weight, or temperature of articles handled.

EXAMPLES: new computer software platforms (mouse-intensive keying requirements) in administrative office, new tools and equipment being instituted in a variety of work settings including but not limited to facilities upgrades at city maintenance depots, service vehicles (Fire and Maintenance departments) as well as patient handling equipment for emergency services agencies such as local fire and rescue and county hospitals.

3. Administrative Controls

- Administrative controls can reduce the duration, frequency and/or severity of exposure to ergonomic risk factors. These controls do not eliminate the risk factor itself. However, in conjunction with engineering and work practice controls, they contribute to reducing employees' exposure(s) to ergonomic risk factors and should be integrated into Harrisburg Township Park District's total ergonomic program. Examples of administrative controls include:
- Diversifying the job duties to include more varied motions and/or positions whenever possible (or avoiding overspecialization);
- Placing a restriction on the amount of overtime.
- Developing job rotation schemes whenever possible that allow employees to rotate to jobs which require different fundamental motions and/or positions.
    - *For rotation to be effective, the employee must rotate to a job which does not have similar ergonomic risk factors as the original job. Jobs intended for rotation schemes should be reviewed by a qualified person to ensure that the same muscle/tendon groups are not used.*

4. Personal Protective Equipment. There is currently no accepted personal protective equipment to prevent Musculoskeletal Disorders. Braces, splints, back belts, and similar equipment <u>are not</u> considered personal protective equipment (PPE). When PPE is selected as a safety requirement for many jobs, it must be chosen with consideration for reducing ergonomic stressors. This includes different sizes, proper fit, and protection against extreme temperatures.

TRAINING AND EDUCATION

Appropriate training and education is needed to ensure personnel are informed about the organization's ergonomic program, their role in the program and/or any ergonomic risk factors to which they may be exposed. Generic training topics for all groups include:

- Ergonomic and other hazards associated with a job task by department.
- The prevention and control of ergonomic hazards.
- The benefits of early reporting of Musculoskeletal Disorder signs and symptoms.
- The benefits of early Musculoskeletal Disorder treatment
- The prevention and reduction of ergonomic risk factors through job and workstation design.

The focus of each group's training program will vary based upon job position and ergonomic program responsibilities. Programs that focus on fundamental ergonomics, job specific applications, engineering design, medical management issues, employee awareness and actions for Musculoskeletal Disorders should be included to meet the needs of all facility personnel. A regular training schedule should be developed. On-going training is

necessary to follow-up on the initial training goals established for all groups. Each employee's participation in training should be recorded and maintained in Harrisburg Township Park District's ergonomic files and/or the employee's record. **MEDICAL MANAGEMENT**

An effective medical management program is critical to the success of the total ergonomic program. Medical advice to, or representation on the ergonomics task force is an integral part of our overall effort to contain, reduce and prevent further ergonomic-related injuries. All medical screening and/or evaluations must be performed by qualified and/or licensed health professionals (physicians, nurses, physical or occupational therapists).

The medical management program is under the supervision of a physician or an occupational health nurse. Health care providers must be available to treat employees, perform health surveillance activities and record information on all shifts. If on-site medical services are not available, the services of a local occupational health clinic that is familiar with Musculoskeletal Disorders should be utilized. The off-site health care professional should be familiar with the jobs performed at Harrisburg Township Park District.

The primary components of a medical management program include:

1. Systems for early detection or diagnosis, reporting and treatment of Musculoskeletal Disorders.
2. Health surveillance.
3. Restricted or alternate work programs.
4. Accurate recordkeeping and tracking of ergonomic-related injuries or illnesses.
5. Training.

A. Early Detection System. The OSHA 300 Log; medical claims, injury and illness records; and all medical visits should be reviewed to determine any Musculoskeletal Disorders trends or detect early and advanced stages of ergonomic-related injuries and illnesses. Observing employee behaviors, work methods and actual workstations should also be reviewed. The findings from any of these reviews should also be used to determine and prioritize jobs for ergonomic risk factors analysis and improvements.

B. Health Surveillance

- **Baseline Health Assessment**: Any employee, new or newly assigned to jobs which have been identified as having ergonomic-risk factors, should be evaluated to determine a baseline health status. These assessments establish a base against which any changes in health status can be compared and evaluated.

  ***Note**: In conjunction with the American with Disabilities Act, medical-related assessments cannot be performed prior to hiring new employees. They must be given post job offer and to all employees performing the job for which the applicant is applying.*

  All health-related assessments must be maintained in a confidential manner. Management must be informed of any employee who is suspected of showing signs and symptoms of MSD. This will enable the initiation of the appropriate steps to evaluate the intended or current job, and/or provide alternate placement jobs.

- **Post-Conditioning Health Assessment**: Any employee, new or newly assigned to jobs identified as having significant ergonomic risk factors should be re-evaluated after an appropriate break-in period (approximately 4 - 6 weeks). This will determine if any musculoskeletal symptoms exist, if these symptoms are consistent with normal adaptation to the job, or if these symptoms could indicate the onset of an MSD.

- **Periodic Health Assessment**: Employees in jobs identified as having significant ergonomic risk

factors should be re-evaluated on a periodic basis. The results should be compared to baseline findings, to ensure that no signs or symptoms suggestive of MSD have occurred.

C. Systematic Evaluation and Referral of Musculoskeletal Disorder. The early identification of Musculoskeletal Disorder symptoms and/or related behaviors can lead to early diagnosis of Musculoskeletal Disorders and treatment. The premise of early evaluation is to control Musculoskeletal Disorders while they are in an early stage, so that conservative treatment is possible. This helps to avoid more costly interventions. A medical protocol for evaluating Musculoskeletal Disorders should be established.

It is the responsibility of the treating health care provider to:

- Obtain information about what the employee was doing when he/she initially experienced or identified symptoms.
- Ask questions pertaining to aggravating factors at work and/or home.
- Ascertain any secondary causes of Musculoskeletal Disorders as part of a medical history.
- Identify and monitor physical signs and symptoms.
- Perform non-invasive diagnostic tests.

Based upon the initial medical screening, the physician or nurse can provide or recommend:

- Conservative treatment (as described in Section D that follows).
- The appropriate specialty referral for further diagnostic work-up.
- A modified work placement (as described in Section D that follows).
- A limitation on work activities (e.g., overtime, frequency of rest breaks).
- Ergonomic job analyses and intervention by the task force to identify any risk factors which may contribute to or aggravate an employee's condition.

D. Conservative Treatment of Musculoskeletal Disorders. Conservative treatment methods are effective in controlling Musculoskeletal Disorders when identified early in the process. This is the preferable form of treatment for Musculoskeletal Disorders and includes:

- Anti-Inflammatory or non-steroidal medications.
- Hot or cold modalities.
- Specific exercise.
- Splints, wraps, or supports.
- Occupational or physical therapy provided by qualified therapists.

In some cases, medical treatment may involve the temporary removal of symptomatic employees from their jobs if they are associated with ergonomic risk factors that could exacerbate their condition. If the use of splints is medically indicated, the employee's abilities to perform his/her job in a safe manner and without compensatory arm motions must be assessed and approved by a medically qualified professional prior to their use. Cooperation between the on-site (or contracted) medical care provider and the Personnel department is also necessary to enable any workstation or equipment modifications that may be indicated to facilitate employee positioning, comfort, and minimize exposure to job-related ergonomic risk factors.

E. Restricted Work or Light Duty. The establishment of a restricted work or light duty program is an important part of Harrisburg Township Park District's medical management program. This involves:

- Reviewing job physical demands and identification of any ergonomic-related injury factor.
- Development of a systematic listing of the ergonomic stress/risk factors associated with jobs throughout the affected department(s). Then, a list of selected jobs or component tasks can be

determined which would be appropriate for employees a with Musculoskeletal Disorder that require alternate work placements.

- Break-in periods for new and employees returning to work with MSD. Experienced job trainers should also be available during this period.

When a person with a Musculoskeletal Disorder returns to either a restricted duty or their regular job assignment, the medical care provider must:

- Re-evaluate the employee, prior to his/her return to a full duty assignment.
- Work closely with the employee's supervisor to monitor responses to the job demands.
- Document any symptom aggravation that occurs during the return-to-work period, contact the physician, and temporarily postpone the return to full duty.
- Re-evaluate the employee following a return to full duty.

F. Accurate Recordkeeping. All records must be maintained accurately and current, and in accordance with the Harrisburg Township Park District policies and legal requirements. Information contained in both the OSHA 300 log and injury/illness records can help to track Musculoskeletal Disorder trends.

On the OSHA 300 Log*:

- Most conditions classified as Musculoskeletal Disorders (MSDs) will be recorded as either an *injury or occupational illnesses,* under Section "M" of the OSHA 300 log.
- Back cases are recorded as *occupational injuries*, although some may be caused by repeated trauma and not one incident.

According to IL OSHA, not *only must lost time injuries be recorded, but also those that require medical treatment. This includes conditions that are "in an early stage of development." In defining work-related illnesses, IL OSHA considers that "the exposure at work either caused or "significantly" contributed to the onset of symptoms, or aggravated existing symptoms ..." IL OSHA clarifies this by stating "unless the illness was caused solely by a non-work-related event or exposure off-premises, the case is presumed to be work-related.*

* For more information, refer to the 29 CFR 1904 Recordkeeping standard which can be found at www.osha.gov.

G. Systematic Program Monitoring

- **Periodic Review**: The ergonomic task force and representatives from risk management, medical, personnel, and safety services should periodically review jobs to determine sources of potential ergonomic stress. This will provide medical personnel with information about the workplace and work practices that can be used to develop light or restricted job duty descriptions and placements.
- **Symptom Survey**: Periodic symptom surveys can help to identify potentially stressful jobs and/or the onset of MSD-related symptoms that employees have not yet reported. These surveys can be conducted in conjunction with any employee surveys/questionnaires or individual job risk factor analyses.

Appendix A – Overview of General Ergonomics

ERGONOMIC RISK FACTORS

1. **Awkward Positions**: Extreme or excessive body positions that deviate from neutral or least-stressful postures can contribute to joint or musculoskeletal stress. Common sources include:

   - Confined and/or awkward sitting postures.
   - Static or prolonged postures of the limbs or trunk.
   - Excessive bending of the wrist.
   - Repeated reaching above the shoulders, beyond the recommended work envelope, below the knees, or behind the body.
   - Height discrepancies between employees and their workstations.

2. **Force**: High levels of force can create muscle strain and excessive joint loading. Isolated pressure points from contact between a body part and work item can also stress underlying musculoskeletal structures and contribute to injury. Common sources include:

   - Repeated lifting and carrying of heavy loads.
   - Forceful exertions (with or without tools).
   - Pinch grips.
   - Improper tool usage.
   - Contact with sharp edges.
   - Prolonged standing on hard surfaces.

3. **Repetition/Inadequate rest**: Manually performing the same motion or task, at high frequency levels and/or over an extended period of time can contribute to Musculoskeletal Disorders, as muscle groups may lack sufficient time to relax after actively contracting or causing movement. Inadequate muscle recovery time makes muscles more susceptible to injury. Common sources include:

   - Highly repetitive tasks.
   - Machine-paced work.
   - Lack of rest breaks.

4. **Vibration**: The vibratory motion associated with certain hand tools, machinery or moving vehicles can cause damage to blood vessels and nerves.

5. **Environmental Factors**: Working in very cold environments can cause muscles to become tense and lose their flexibility. Working in very hot and/or humid conditions can place excessive demands on the body's metabolic system and drain the body of energy. Both conditions can make the body prone to injury. Inadequate lighting can contribute to eyestrain and postural neck strain in efforts to view visual cues. Excessive noise can be distracting and contribute to employee tendencies to tense muscles in efforts to concentrate on their job.

ENGINEERING CONTROL OF ERGONOMIC RISK FACTORS

The goal of engineering controls is to design or redesign the task, the workstation, equipment, work methods or

activities to reduce awkward postures, repetition, forceful exertions, and other environmental factors. Examples include, but are not limited to:

- Provision of adjustable work stands or surfaces.
- Job design that limits frequent horizontal reaches to 16 inches for seated jobs and 18 - 20 inches for standing jobs; distances for occasional reaches may be slightly greater. Reaches should be designed within the "work envelope" or semi-circle that surrounds each worker.
- Job design that limits frequent vertical reaches to within 10 inches of the work surface and occasional reaches within 20 inches.
- Provision of fixtures and jigs.
- Provision of tools in a variety of sizes and which are appropriate for specific tasks.
- Use of hand tools that avoid high contact forces, static loading, extreme or awkward joint positions, repetitive finger action or vibration.
- Use of tool balancers.
- Use of chairs with ergonomic features that meet ANSI standards.
- Use of footrests.
- Use of anti-fatigue floor matting.
- Padding of sharp or hard edges.
- Control of vibration from moving parts, motors, etc.
- Proper type and location of controls.
- Lifting and material handling tasks that can be performed primarily between knuckle and shoulder heights.
- Availability of material handling equipment.
- Full or partial task/process automation.

DISCUSSION OF BASELINE OFFICE ERGONOMIC EXPOSURES AND ISSUES

Repetitive Work. Repetitive hand/arm motions can inflame tendons and nerves and cause muscle fatigue. When repeated motions are combined with force or awkward hand/arm postures, exposure to musculoskeletal stress is increased. There are many ways to reduce the stress associated with repeated motions: reduce the required force and minimize static loading forces; diversify the required motions; design tasks to avoid extreme range of motion positions; avoid pressure on soft tissues; control for vibration; make any workstation or equipment modifications that foster "neutral" or non-stressful hand and wrist positions; provide additional rest breaks; or rotate workers to job tasks that require the use of different muscle groups. As a general rule it is recommended that workers who use a VDT four or more hours a day rotate to a total of 15 minutes non-VDT work every 2 hours. Upper extremity muscle strengthening, and flexibility exercises can also be beneficial.

Static Body Positions. Muscles held in one position (static) can fatigue easily. Blood flow to, and metabolic waste removal from, the area is impaired. This causes muscles to fatigue quickly and become injury prone.

- When inputting data for prolonged periods, workers should be encouraged to take periodic work breaks. This may include work activities, such as getting up to file and copy documents.
- Workers should be instructed in appropriate stretching exercises to increase blood flow to and from statically positioned muscles.
- Encourage workers to change position at the workstation. For example, adjust chair backrest slightly forward or back to change position.

Chair and Footrests. The body benefits from proper chair support. The use of improper chairs can create awkward and constrained seated postures. Muscles fatigue more quickly when they are not properly supported, and blood circulation can be reduced. Worker discomfort, because of inadequate chair support, has been associated with reduced worker productivity. To reduce stress, the body's weight should be evenly supported and distributed over large body areas, e.g., the buttocks and thighs. There should be space between the rounded front edge of the seat pan and the back of the worker's knee/lower leg. The chair backrest should provide support to the lower back or lumbar spine. This helps maintain the normal "S-shaped" spinal curve while sitting. There should also be a 2-inch clearance between the thighs and the bottom table edge. Knees should be unobstructed by workstation supports, guard panels, or storage. Chairs with easily adjustable features (seat and backrest heights, seat pan tilt and angle) are recommended to promote good working postures and to adjust to individual needs. Thighs should be parallel to the floor. Footrests should be appropriately used to augment the seating postures of shorter workers.

Lighting/Glare. Proper lighting is important for easing eyestrain and promoting viewing of the work item and/or persons within the work environment. It can also prevent postural strain if a worker must repeatedly lean forward or assumes awkward positions because of either too much or too little light, or glare. Recommended lighting levels are available for different types of work tasks through the latest versions of (ANSI/IE RP-7, American National Standards Practice for Industrial Lighting, and the Illuminating Engineering Society Lighting Handbook.) Excessive direct lighting can cause glare on VDT monitors. Insufficient lighting can make source documents difficult to read. Both can lead to eyestrain.

- For workers who sit next to windows, instruct them to adjust the window treatments (blinds, shades) to limit light shining through.
- Provide anti-glare screens or hoods for the VDT monitor.
- Adjust color/contrast of monitor to reduce glare.

- Reduce office lighting to approximately 20-50 footcandles (200-500 lux) (ANSI recommendations) and provide task lighting for visually demanding tasks. Approximately 50-100 footcandles (500-1000 lux) is generally recommended for task lighting.
- Position the VDT screens at a 90° angle to windows with ceiling light fixtures to the sides of the screen.
- Use non-reflective colors of equal brightness on furniture/wall/ceiling surfaces.

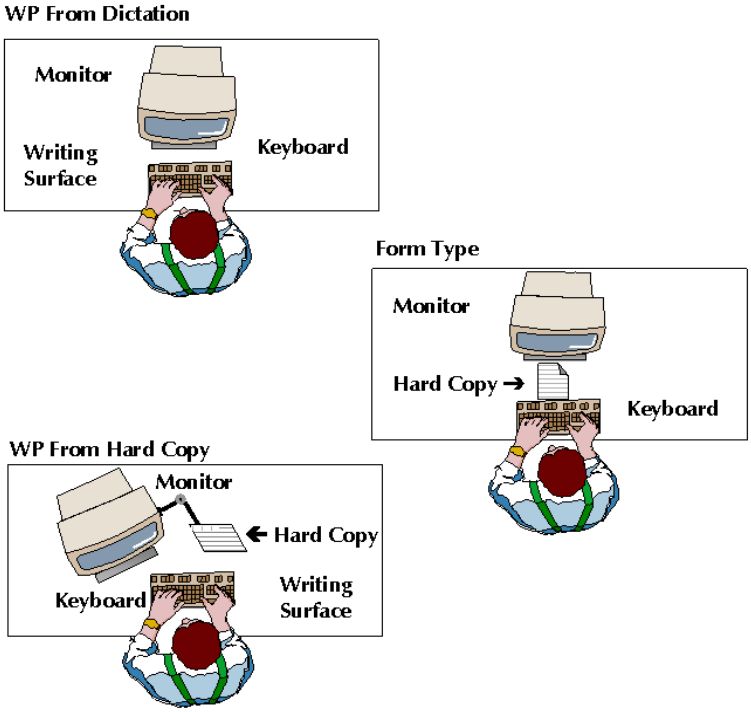
Worker Position

- Suggestions for proper positioning of the worker at the workstation include:
- Forearms should be parallel to the floor and wrists should be fairly straight when positioned at the keyboard. The upper arms should rest at the worker's sides.
- After adjusting for proper arm and wrist posture, thighs should be parallel to the floor and feet should be flat on the floor (note, a footrest may be needed if the feet do not reach the floor).
- The top of the VDT screen (or the portion being viewed) should be set at approximately eye level to allow the viewing angle to fall between 0-60 degrees.
- An adjustable height copyholder should be provided to allow the worker to position the copyholder next to and at the same height as the VDT screen.

Workstation Setup

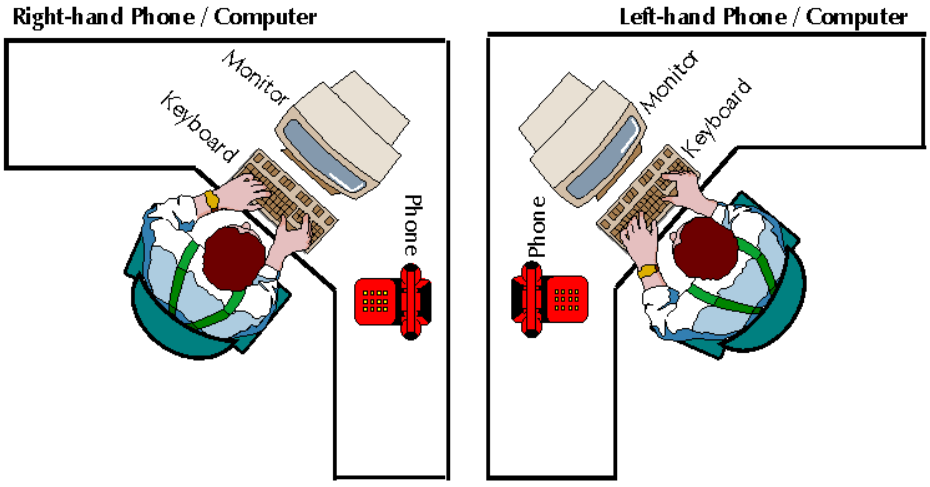
Workflow. When designing an ergonomic workstation, first identify the primary job functions of the worker. Place equipment accordingly.

- Workers who primarily enter data into the VDT without referring to the VDT screen should position the copyholder in front of themselves at eye level. The VDT screen should be placed adjacent to the copyholder.
- For workers who reference information on the VDT screens such as when completing forms or talking on the phone, position the VDT screen in front of the worker. An in-line copyholder may be most appropriate here.



When workers use two computers, identify which is the primary computer used. Ideally, all equipment is adjustable and positioned to limit ergonomic stressors. However, when this is not possible, at least the primary equipment should be placed in an ergonomically correct position. If both monitors are equally used, the user should try to center their position between both monitors, to allow for as much direct on viewing as possible, minimizing head and neck turning.

- If workers must use phones or write frequently while also using a VDT, position the desk to the worker's dominant side (i.e., the hand the worker writes with).



Working Heights and Reaches

Improper working heights at standing or sitting workstations can cause stress to muscles and joints of the back, shoulders, wrists, and hands. A workstation that is too high can cause stress as the worker elevates the arms to bring the hands into contact with the work surface. A workstation that is too low can cause the worker to bend forward and hold the back or neck in a static position.

Downward Reach

Excessive or repeated reaching below knee level or to distances less than 15 inches from the floor stresses the back. This can result in sprained or strained back muscles, spasms, micro-fractures, or herniation of the discs. To reduce back stress, forward bending of the torso on an occasional basis should be limited to less than 45°. The weight and size of the object being lifted may further reduce the acceptable amount of trunk bending. Correct body mechanics (bending the legs and not the back) should be practiced for tasks such as lifting, or when filing in lower file drawers.

Outward Reach

Extended and repeated outward reaches greater than 18 inches from the body or beyond 160° outward arc can stress the shoulder area and muscles of the upper arm. Musculoskeletal disorders associated with repeated outward reaching include rotator cuff or bicep tendinitis or bursitis. To reduce stress, the primary working area should be within 6-14 in front of the work surface. Maximum outward reaches should be limited to an occasional 15-18 inches in front of the workstation. This recommended distance might be further reduced by extenuating factors such as the weight and size of the object being handled, and by specific task demands.

Upward Reach

Repeated and/or excessive lifting and reaching of the hands above shoulder level can irritate, fatigue, and stress muscles, tendons, and nerves in the shoulder area. Occasional upward reaches should be limited to no higher than 20 inches above the work surface; frequent upward reaches should be no higher than 10 inches. These recommended distances may be further reduced as weight and size of object being handled is increased.

VDT TROUBLESHOOTING CHART*

SYMPTOM	POSSIBLE CAUSES	POSSIBLE RESULTANT CONDITIONS	POSSIBLE SOLUTIONS
Head and Neck Discomfort ▪ Point tenderness. ▪ Pain: localized or radiating down arm. ▪ Restricted motion.	▪ Poor posture habits. ▪ Prolonged screen viewing. ▪ Muscle tension. ▪ Incorrect chair height. ▪ Constrained head postures to view screen or source documents.	▪ Muscle strain. ▪ Muscle spasms. ▪ Headaches.	▪ Adjust chair correctly. ▪ Place screen so that top line of print is at or within 1-2 inches below eye level. ▪ Provide adjustable height/angle copyholder. ▪ Place frequently used items within near arm's reach. ▪ Provide headsets for frequent telephone users. ▪ Adjust lighting. ▪ Control glare. ▪ Periodic neck and shoulder stretching exercises. ▪ Alternate task breaks.
Backache/Pain ▪ Stiffness. ▪ Point tenderness. ▪ Pain: localized or radiating down leg. ▪ Restricted motion.	▪ Poor posture habits. ▪ Improper chair adjustments. ▪ Lack of lumbar support. ▪ Sitting at chair edge to view screen. ▪ Feet not touching the floor or dangling. ▪ Awkward reaches from chair. ▪ Twisting from chair; no use of swivel. ▪ Sitting without intermittent breaks.	▪ Back pain and strain. ▪ Disc problems.	▪ Train workers in proper chair/furniture adjustments. ▪ Provide chair with proper (lumbar) support. ▪ Properly adjust backrest or lumbar support. ▪ Add cushioned lumbar supports to chair, if appropriate. ▪ Provide a footrest if needed. ▪ Position screen so operator need not need lean forward for viewing. ▪ Train workers in preferred methods to retrieve, return and/or lift items at the workstation. ▪ Periodic back stretching exercises. ▪ Alternate non-sitting tasks; take short breaks or walks.

SYMPTOM	POSSIBLE CAUSES	POSSIBLE RESULTANT CONDITIONS	POSSIBLE SOLUTIONS
Hip and Leg Pain ▪ Shooting leg pains. ▪ Sore buttocks. ▪ Swollen legs/feet. ▪ Foot cramps.	▪ Incorrect chair height. ▪ Pressure behind knees from edge of seat. ▪ Sitting at chair edge. ▪ Feet not touching the floor or dangling. ▪ Shoes are too tight.	▪ Compression on legs. ▪ Sciatic nerve inflammation. ▪ Varicose veins.	▪ Adjust chair seat height. ▪ Check seat pan depth and angle. ▪ Provide a footrest if needed. ▪ Increase leg clearance under work surface. ▪ Take short walks to relieve pressure. ▪ Periodic leg and back stretching exercises. ▪ Wear shoes that fit and have appropriate heel heights.
Shoulder Discomfort ▪ Stiffness. ▪ Point tenderness. ▪ Pain: localized or radiating down arm. ▪ Restricted motion.	▪ Incorrect chair height. ▪ Work surface too high. ▪ Keyboard too high. ▪ Prolonged keying or screen viewing. ▪ Tensing of upper arm muscles. ▪ Prolonged static hand/arm positioning. ▪ Awkward reaches to accessory equipment, shelves, telephone, etc.	▪ Muscle strain. ▪ Tendinitis. ▪ Thoracic Outlet Syndrome. ▪ Muscle spasms.	▪ Adjust chair to correct height. ▪ Use adjustable or thinner keyboard. ▪ Position keyboard at near seated elbow height, 13-16" away from the body. ▪ Provide wrist rests, as appropriate. ▪ Modify work material arrangement. ▪ Improve workstation layout. ▪ Periodic neck/arm exercises or stretches. ▪ Alternate work tasks.

SYMPTOM	POSSIBLE CAUSES	POSSIBLE RESULTANT CONDITIONS	POSSIBLE SOLUTIONS
Arm, Hand, Wrist Discomfort ▪ Diffuse soreness. ▪ Pain. ▪ Swelling. ▪ Cramping. ▪ Finger locking. ▪ Numbness/tingling.	▪ Incorrect chair height. ▪ Keyboard too high or too low. ▪ Extreme wrist angles. ▪ Prolonged static hand/arm positioning. ▪ High volume keystroking. ▪ Poor work materials arrangement. ▪ Tensing finger muscles.	▪ Carpal Tunnel Syndrome. ▪ Ulnar Nerve Entrapment. ▪ Tendinitis. ▪ Tenosynovitis.	▪ Adjust chair height correctly. ▪ Position keyboard properly; elbow and wrist should align with home row of keyboard. ▪ Train workers in preferred hand positioning at the keyboard. ▪ Use pullout or articulating keyboards drawers to enable alternate keying positions. ▪ Minimize upward keyboard tilt, e.g., lower tilt legs. ▪ Use wrist rests, as appropriate. ▪ Periodic hand/arm exercises or stretches. ▪ Modify work materials arrangement. ▪ Alternate non-keying tasks throughout workday.
Eyestrain ▪ Fatigue. ▪ Blurred vision. ▪ Itching, irritated, or sore eyes.	▪ Glare/reflections on screen. ▪ Inadequate office lighting. ▪ Incorrect viewing distances. ▪ Prolonged screen viewing. ▪ Inadequate VDT screen contrast. ▪ Dirty screen. ▪ Need for eyeglass prescription ▪ Poor arrangement of work.	▪ Eye strain/fatigue. ▪ Headache. ▪ Upper back/neck muscle fatigue and tension.	▪ Reduce glare on screen: Window treatments. Anti-glare screen or VDT hoods. Proper overhead lighting. Task lighting for visually demanding tasks. ▪ Position screen 18-24" from workers' eyes. ▪ Periodic eye exercises. ▪ Alternate task breaks. ▪ Regular screen cleaning. ▪ Periodic eye examinations.

* References for this chart include: Rodgers, 1987; Rader-Smith, 1989; Primus Cohen, 1988; Kodak. Vol.1, American National Standards Institute, 1988.

TIPS FOR COMPUTER USERS

For people whose work is highly dependent on the computer, it is important to become more aware of how we sit and move during the day and arrange our workstations. These factors are important in the prevention of Musculoskeletal Disorders, or MSDs. In a checklist format, this handout reviews what you can do to help improve your comfort levels and reduce the effects of cumulative stress on the spine, arms, hands, and eyes.

Check those items which apply to your positioning, workstation set-up and work habits. When completed, review the areas not checked and see if you can utilize any of these suggestions to improve your comfort.

The attached picture demonstrates preferred positioning at the computer. This can help reduce the effects of cumulative stress/strain on the body. **Review your seating posture. Are your:**

- ☐ **Arms** resting comfortably at sides?
- ☐ **Elbows** at keyboard height, bent to an approximate 90° angle
- ☐ **Forearms** parallel to the floor?
- ☐ **Wrists** "almost straight"?
- ☐ **Fingers** resting comfortably at the keyboard?
- ☐ **Trunk and head** positioned vertically with the chin level?
- ☐ **Thighs** parallel to the floor?
- ☐ **Knees** bent to an approximate 90° angle?
- ☐ **Feet** flat on the floor or on a footrest?

There are many things you can do to help minimize the effects of back pain stress. Do you:

- ☐ Practice good posture?
- ☐ Sit with the body correctly aligned?
- ☐ Change sitting positions frequently?
- ☐ Adjust chairs to provide the proper lumbar support?
- ☐ Stand up and stretch, take a brief walk?
- ☐ Arrange workstation to avoid extended reaches?
- ☐ Keep under desk storage to a minimum?

Remember: No matter how comfortable the chair, there is no one sitting position that can be sustained for a prolonged period of time. It is important to periodically get up and stretch or perform an alternate work task that does not involve similar physical demands.

There are many things you can do to help minimize cumulative stress and/or fatigue on the arms and hands. Do you

- ☐ Position the wrist in the "natural" or straight position while keying? (Elbows, forearms, and wrist should form a nearly straight line with the home row of keys.)
- ☐ Avoid extreme hand reaches when keying (e.g., to function keys)?
- ☐ Move entire hand freely around the keyboard?
- ☐ Position mouse at same level as keyboard?
- ☐ Position arm at/near side when using the mouse (avoiding full arm reaches)?
- ☐ Avoid side to side wrist movements when mousing?
- ☐ Adjust keyboard or articulating drawer: height, distance from body and angle?
- ☐ Keep hands relaxed at the keyboard?
- ☐ Check and adjust chair heights?
- ☐ Take brief keying breaks?
- ☐ Stretch hands and arms periodically?
- ☐ Use a wrist rest to position the hands for keying?
- ☐ Avoid applying pressure on wrist rest?
- ☐ Use chair arm rests to rest hands and arms when not keying?
- ☐ Arrange total work area to reduce awkward or extended reaches?

The effects of prolonged screen viewing, and eyestrain can be minimized. Do you

- ☐ Avoid prolonged fixating on the screen?
- ☐ Position monitor: within an arm's reach (18–24-inch viewing distance) so that top line of print is at/near eye level?
- ☐ To avoid direct light or glare from overhead lights or windows?
- ☐ Keep screen clean?
- ☐ Adjust screen controls for brightness and contrast?
- ☐ Use a document holder to position source documents vertically? (It should be placed at approximately same height as monitor and at same distance from eyes.)
- ☐ Take periodic glances away from the screen?
- ☐ Focus at points at least 20 feet beyond the screen?
- ☐ Blink eyes frequently?
- ☐ Perform periodic eye relaxation exercises?

Many computer users have experienced various stress and strain injuries, referred to as Repetitive Strain Injuries (RSI). If you experience discomfort or notice any significant changes in your abilities to perform your work (either as easily or at the same pace), it is important to report any persistent symptoms or behavioral changes to your supervisor or human resources representative. The effective treatment of RSI depends on early recognition and treatment.

REMEMBER:

CHECK SITTING AND HAND POSTURES

CHANGE POSITIONS FREQUENTLY

TAKE STRETCHING BREAKS

ARRANGE YOUR WORK AREA WITH ERGONOMICS AND COMFORT IN MIND!

HTPD

VEHICLE GARAGE MAINTENANCE SAFETY INSPECTION CHECKLIST

Member Name		Facility Name	
Performed by		Date	

VEHICLE MAINTENANCE GARAGE	YES	NO	COMMENTS/LOCATION
Is the vehicle exhaust removal system being used while vehicles are under repair with the engine running?	☐	☐	
Floor free of water, oil, grease that might create a slip hazard.	☐	☐	
Cords and hoses stored in a manner not to create a tripping hazard.	☐	☐	
Automotive lifts have operable safety locks and are tested and serviced on a regular basis?	☐	☐	
Auxiliary support devices such as transmission stands are present within the facility?	☐	☐	
All cranes, hoists, chain falls, and winches have their rated capacity clearly identified and are inspected regularly.	☐	☐	
All chains, cables and slings inspected. Damaged units discarded.	☐	☐	
All portable powered or hand tools inspected. With damaged equipment taken out of service.	☐	☐	
All electrical equipment checked for continuity of ground, frayed cords, and exposed wiring. Those with defects removed from service.	☐	☐	
Eyewash and showers providing 15 minutes of continuous flush are available in areas where acids and bases are used?	☐	☐	
Is personal protective equipment available and being used?	☐	☐	
Is a tire cage available for tire repair?	☐	☐	
Long hair and loose clothing are secured to prevent entanglement with moving parts or equipment.	☐	☐	
All flammable/combustible liquids stored and/or handled in approved safety cans?	☐	☐	
All flammable/combustible liquids when not in use are properly stored in a fire safety cabinet.	☐	☐	
Flammable liquids are grounded and bonded during transfer?	☐	☐	
Metal containers with covers provided for oily rags and waste material. Containers emptied regularly.	☐	☐	
Fire extinguishers and emergency lighting is present, documentation of regular inspections exist?	☐	☐	
Machinery such as grinders and lathes are properly guarded?	☐	☐	
Fixed equipment is bolted into the floor?	☐	☐	
Compressed gas cylinders are secured in an upright position, with valve cap in place, when in storage?	☐	☐	
Welding, cutting, and brazing is performed only in designated areas?	☐	☐	

COMMENTS	

HTPD

SLIP, TRIP & FALL HAZARDS INSPECTION CHECKLIST

Member Name		**Facility Name**	
Performed by		**Date**	
Floor/Area		**Room #**	
Higher Risk Area?	☐ Yes ☐ No		

FLOOR CONDITIONS	YES	NO	N/A	COMMENTS/LOCATION
Floor is kept free from slip hazards such as food, liquid/grease, and other debris.	☐	☐	☐	
Walkway is kept free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.	☐	☐	☐	
Carpet/rugs are in good condition & secured to the floor.	☐	☐	☐	
Floors are properly designed to allow for good drainage.	☐	☐	☐	
Floors drains are not plugged and allow for adequate drainage.	☐	☐	☐	
Floor mats are in good condition, free of grease, and used appropriately (i.e., mat is not a trip hazard).	☐	☐	☐	
Floor mats have beveled edges, and where appropriate, are grease resistant and promote drainage.	☐	☐	☐	
OTHER	**YES**	**NO**	**N/A**	**COMMENTS/LOCATION**
Portable signs, and equipment are available for use and are used for spill cleanups.	☐	☐	☐	
Slip-resistant footwear is worn by employee.	☐	☐	☐	
Illumination is adequate.	☐	☐	☐	
Stepladders are in good condition and have non-skid feet.	☐	☐	☐	
BUILDING PERIMETER/STAIRWAYS/SPECIAL AREAS	**YES**	**NO**	**N/A**	**COMMENTS/LOCATION**
Sidewalks & ramps are free of defects (e.g., cracks, breaks, holes).	☐	☐	☐	
Sidewalks & ramps do not show signs of surface upheaval or unevenness.	☐	☐	☐	
Stairway's surface and nosing (leading edge of stair tread) are free of defects (e.g., broken steps, cracks).	☐	☐	☐	
Handrail is present and secured at stairways & ramps.	☐	☐	☐	
Guardrails are present and secured on working surfaces that are more than 30 inches above floor or other working areas (Exception: loading dock).	☐	☐	☐	
Restroom floors free from defects and properly maintained. No evidence of plumbing leaks.	☐	☐	☐	
Other	☐	☐	☐	

Comments/Notes:

HTPD

ROOT CAUSE ANALYSIS

Accident Date:	Department:
Brief description of accident:	
1. Name of person completing this section of report:	2. Position/Title:
3. Was equipment involved? (If no, skip to question 4)	3a.) Type of Equipment:
4. Have similar accidents/incidents occurred?	5. Did incident involve same individual?
6. Same location?	7. Was the scene visited during the investigation? (If no, skip to Question 7c.)
7a.) Date and Time:	7b.) Are pictures available?
7c.) If no, reason for not visiting:	

Unsafe Act (primary):

☐ Failure to comply with policy/procedures	☐ Failure to use appropriate equipment/technique
☐ Inattentiveness	☐ Incomplete or no policies/procedures
☐ Inadequate training on policies/procedures	☐ Electrical hazard

☐ Other (specify):

Detailed explanation of checked box:

Why was act committed:

Unsafe Condition (primary):

☐ Inappropriate equipment/tool	☐ Fire hazard	☐ Inadequate guard
☐ Wet surface	☐ Inadequate maintenance	☐ Inadequate training
☐ Broken equipment	☐ Worn/broken/defective building components	☐ Electrical hazard

☐ Other (specify):

Detailed explanation of checked box:

Why did condition exist:
Contributory factors (if any):
Immediate action taken to prevent recurrence:
Long range action to be taken:
What additional assistance is needed to prevent recurrence?

Basic Elements of Root Cause		
Materials • Defective raw material • Wrong type for job • Lack of raw material	**Machine/Equipment** • Incorrect tool selection • Poor maintenance or design • Poor equipment or tool placement • Defective equipment or tool	**Environment** • Orderly workplace • Job design or layout of work • Surfaces poorly maintained • Physical demands of the task • Forces of nature
Management • No or poor management involvement • Inattention to task • Task hazards not guarded properly • Other (horseplay, inattention, etc...) • Stress Demands • Lack of process	**Methods** • No or poor procedures • Practices are not the same as written procedure • Poor communication	**Management System** • Training or education lacking • poor employee involvement • Poor recognition of hazard • Previously identified hazards were not eliminated
Comments:		

Illinois OSHA Safety Regulations for Public/Governmental Entities

Provided below is a list of safety and health standards for public and governmental entities in the State of Illinois. These subjects are recommended to be covered in addition to the specific job functions of the employee. This list does not intend to cover all applicable regulatory standards, there may be further regulatory compliance necessary.

Topics are listed in alphabetical order and the accompanying link will direct you to the regulatory text associated with the standard found within the United States Department of Labor Occupational Safety and Health Administration (OSHA).

OSHA has two sets of standards that can be applied depending on the task that is being completed. For General Industry, the regulations are covered under 1910. The regulations for Construction and Demolition are covered under 1926.

If the topic has multiple standards that apply links to the Subpart are provided in lieu of a specific standard.

- Bloodborne Pathogens - 1910.1030 - Bloodborne pathogens.
- Concrete and Masonry Construction- 1926 Subpart Q- Concrete and Masonry
- Confined Space- 1910.146 - Permit-required confined spaces
- Emergency Action Plans - 1910.38 - Emergency action plans.
- Electrical Safety –1910 Subpart S - Electrical and 1926 Subpart K.
- Excavation/Trenching/Shoring - 1926 Subpart P - Excavations
- Fall Protection-1910 Subpart D, 1910 Subpart F, 1926 Subpart L, and 1926 Subpart M.
- Fire Extinguishers - 1910.157 - Portable fire extinguishers.
- Fire Prevention Plan - 1910.39 - Fire prevention plans.
- Hazard Communication - 1910.1200 - Hazard Communication.
- Hazardous Materials-1910.120 - Hazardous waste operations and emergency response.
- Ladder Safety - 1910.23 - Ladders.
- Lockout Tagout (LOTO) - 1910.147 - The control of hazardous energy (lockout/tagout).
- Machine Guarding Safety –1910 Subpart O - Machinery and Machine Guarding
- Noise - 1910.95 - Occupational noise exposure.
- OSHA Recordkeeping - 1904 - Table of Contents
- Personal Protective Equipment (PPE) - 1910 Subpart I Personal Protective Equipment.
- Portable Powered Tools - 1910.242 - Hand and portable powered tools and equipment
- Powered industrial truck - 1910.178 - Powered industrial trucks.
- Signs, Signals and Barricades- 1926 Subpart G Signs, Signals, Barricades
- Slings - 1910.184 - Slings.
- Storage of Flammable/Combustibles - 1910.106 - Flammable and combustible liquids.
- Welding/Cutting - 1910 Subpart Q - Welding, Cutting, and Brazing
- Work Zone Safety - https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm

HTPD

PPE HAZARD ASSESSMENT FORM

Member Name		**Department**	
Job Task			
Performed by		**Date**	

HEAD HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
				Critical	Marginal	Negligible
Chemical Splash Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Burn Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Electric Shock Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Impact Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Heat Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Particulate Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						

EYE HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
Chemical Splash Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Burn Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Electric Shock Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Impact Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Heat Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Dust Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Light Radiation Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐

EYE HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
				Critical	Marginal	Negligible
Flying Fragments Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Furnace Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Welding Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Brazing Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Mists Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Fumes Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						
BODY HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
Chemical Splash Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Burn Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Electric Shock Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Impact Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Sharp Objects Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						

FOOT HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
				Critical	Marginal	Negligible
Chemical Splash Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Burn Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Electric Shock Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Impact Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Sharp Objects Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Rolling Objects Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Compression Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						

RESPIRATORY HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
Chemical Splash Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Burn Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Welding Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Dipping Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Cutting Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						

HAND HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
				Critical	Marginal	Negligible
Chemical Splash Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Burn Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Electric Shock Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Impact Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Sharp Objects Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						
NOISE HAZARD	YES	NO	HAZARD PROBABILITY	HAZARD SEVERITY		
Noise 85-90 db Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Noise 90 db & Higher Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
No Hazard	☐	☐	A ☐ C ☐ B ☐ D ☐	☐	☐	☐
Description of Hazard						
PPE Required						
Comments:						

Hazard Index

HAZARD PROBABILITY	HAZARD SEVERITY		
Definition	**Critical**	**Marginal**	**Negligible**
A – Likely to occur immediately or withing a short period of time.	**1**	**1**	**2**
B – Probably will occur in time.	**1**	**2**	**2**
C – May occur in time.	**2**	**2**	**3**
D – Unlikely to occur**.**	**2**	**3**	**3**

DEFINITIONS

Hazard Severity

CRITICAL - May cause severe injury.
MARGINAL - May cause minor injury.
NEGLIGIBLE - Probably would not affect personnel or may cause first aid visit

Hazard Index

1 - PPE is required. Engineering modifications are strongly recommended where feasible.
2 - PPE is strongly recommended. Engineering modifications are strongly recommended where feasible.
3 - PPE may not be necessary.

HTPD

PARKS AND RECREATION
SAFETY INSPECTION CHECKLIST

Member Name		Facility Name	
Performed by		Date	

BUILDING EXTERIOR	YES	NO	COMMENTS/LOCATION
Are the parking lot, sidewalks, building entrances/exists, and street adequately illuminated?	☐	☐	
Are trees, shrubs, and other landscaping obstructing the view of vehicles/buses entering/exiting the building?	☐	☐	
Loose brickwork, stone sills or trim?	☐	☐	
Tripping hazards on sidewalks, stairs, or property?	☐	☐	
Smoking controls (signs posted, receptacle and rules enforced) in place?	☐	☐	
Are firearms prohibited and signs posted?	☐	☐	
Are other hazards present?	☐	☐	
INSIDE BUILDING	**YES**	**NO**	**COMMENTS/LOCATION**
Electrical outlets on ground fault circuit (where appropriate)?	☐	☐	
Vehicle exhaust removal system in working order?	☐	☐	
Hearing protection provided for noisy equipment and tools?	☐	☐	
Goggles and rubber gloves provided where necessary?	☐	☐	
Overhead doors operate properly?	☐	☐	
Floors dry and free from water and oil?	☐	☐	
All exits properly illuminated and unobstructed?	☐	☐	
Are eye wash stations present, tested, unobstructed, and in working order?	☐	☐	
Are fire extinguishers inspected monthly and certified annually?	☐	☐	
FLAMMABLE LIQUID STORAGE	**YES**	**NO**	**COMMENTS/LOCATION**
Flammable liquids are stored in a safe manner (i.e., flammable storage cabinet)	☐	☐	
All containers are properly labeled?	☐	☐	
FUEL PUMPING STATION	**YES**	**NO**	**COMMENTS/LOCATION**
Is the pump/tank properly marked?	☐	☐	
Is the automatic shut-off nozzle used?	☐	☐	
Is the fuel supply hose more than 16'?	☐	☐	
Any abrasions, rips, or tears on the fuel pump line?	☐	☐	
Is a remote emergency power cut-off switch provided?	☐	☐	
Are concrete posts installed to protect pumps from vehicles?	☐	☐	
Are non-smoking signs posted near fuel dispensing area?	☐	☐	
Are there open flames or other sources of ignition present in the fuel dispensing area?	☐	☐	

BUILDING SYSTEMS	YES	NO	COMMENTS/LOCATION
Are the systems properly maintained?	☐	☐	
Is clearance of combustibles maintained?	☐	☐	
Filter(s) cleaned or replaced as required?	☐	☐	
Are Lockout Tagout kits and procedures posted?	☐	☐	
Electrical outlets properly covered?	☐	☐	
Electrical panels labeled and free of openings?	☐	☐	
Electrical panels clear of storage for a minimum of 36"?	☐	☐	
Repair needed for damaged electrical wiring, outlets or receptacles?	☐	☐	
Grounding plugs utilized (no adapters or grounding prongs broken off)?	☐	☐	
Extension cords not used as permanent wiring?	☐	☐	
No overloading of circuits (i.e. plug extenders, equipment type)?	☐	☐	
No frayed or defective cords?	☐	☐	
Are GCFI's present near water sources?	☐	☐	
Do you contract the maintenance/testing and certification of all fire detection and suppression systems?	☐	☐	
Are inspection tags for fire detection and suppression systems present on equipment and up to date?	☐	☐	
Is fuel level in emergency generator full?	☐	☐	
Other hazards present?	☐	☐	
FALL PREVENTION	**YES**	**NO**	**COMMENTS/LOCATION**
Stepladders properly secured?	☐	☐	
Are mezzanines and other elevated areas properly guarded?	☐	☐	
Are portable ladders inspected?	☐	☐	
Deficient ladders are tagged and removed from service?	☐	☐	
MISCELLANEOUS	**YES**	**NO**	**COMMENTS/LOCATION**
Is all fitness equipment in good condition?	☐	☐	
Is there adequate free space in the fitness area?	☐	☐	
Are all machinery and equipment guards in place?	☐	☐	
Are CO monitors present in the facility?	☐	☐	
Kitchen stove and range free of grease?	☐	☐	
SDS sheets current and readily available?	☐	☐	
All cleaning bottles properly labeled?	☐	☐	
Tool guards/shields in place on all bench grinders?	☐	☐	
Are dolly's, carts, & lifting devices accessible and in working order?	☐	☐	
Are other hazards present?	☐	☐	
COMMENTS			

HTPD

OFFICE ERGONOMICS CHECKLIST

Employee Name		Facility Name	
Performed by		Date	

WORKING CONDITIONS	YES	NO
1. Head and neck are bent upright (not bent down/back)	☐	☐
2. Head, neck, and trunk face forward (not twisted).	☐	☐
3. Trunk to be about perpendicular to floor (not leaning forward/backward).	☐	☐
4. Shoulders and upper arms are perpendicular to floor, not stretched forward) and relaxed (not elevated).	☐	☐
5. Upper arms and elbows are close to body (not extended outward).	☐	☐
6. Forearms, wrists, and hands are straight and parallel to floor (not pointing up/down).	☐	☐
7. Wrists and hands are straight (not bent up/down or sideways toward little finger).	☐	☐
8. Thighs are parallel to floor and lower legs perpendicular to floor.	☐	☐
9. Feet rest flat on floor or are supported by stable footrest.	☐	☐
10. VDT tasks are organized in a way that allows the employee to vary VDT tasks with other work activities, or to take micro-breaks or recovery pauses while at the VDT workstation.	☐	☐
SEATING	**YES**	**NO**
1. Back rest provides support for employee's lower back (lumbar area).	☐	☐
2. Seat width and depth accommodate specific employee (seat pan not too big/small).	☐	☐
3. Seat front does not press against the back of employee's knees and lower legs (seat pan not too long).	☐	☐
4. Seat has cushioning and is rounded/has "waterfall" front (no sharp edge).	☐	☐
5. Armrests support both forearms while employee performs VDT tasks and do not interfere with movement.	☐	☐
KEYBOARD/INPUT DEVICE	**YES**	**NO**
1. Keyboard/input device platform(s) is stable and large enough to hold keyboard and input device.	☐	☐
2. Input device (mouse or trackball) is located right next to keyboard so it can be operated without reaching.	☐	☐
3. Input device is easy to activate and shape/size fits hand of specific employee (not too big/small).	☐	☐
4. Wrists and hands do not rest on sharp edge.	☐	☐
MONITOR	**YES**	**NO**
1. Top line of screen is at or below eye level, so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item.	☐	☐
2. Employee with bifocals/trifocals is able to read screen without bending head or neck backward.	☐	☐
3. Monitor(s) distance allows employee to read screen without leaning head, neck, or trunk forward/backward.	☐	☐
4. Monitor(s) position is directly in front of employee, so employee does not have to twist head or neck.	☐	☐
5. No glare (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.	☐	☐
WORK AREA	**YES**	**NO**
1. Thighs have clearance space between chair and VDT table/keyboard platform (thighs not trapped).	☐	☐
2. Legs and feet have clearance space under VDT table, so employee is able to get close enough to keyboard/input device.	☐	☐

ACCESSORIES	YES	NO
1. Document holder, if provided, is stable and large enough to hold documents that are used.	☐	☐
2. Document holder, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen.	☐	☐
3. Wrist rest, if provided, is padded and free of sharp and square edges.	☐	☐
4. Wrist rest, if provided, allows employee to keep forearms, wrists, and hands straight and parallel to ground when using keyboard/input device.	☐	☐
5. Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time.	☐	☐
GENERAL	**YES**	**NO**
1. Workstation and equipment have sufficient adjustability so that the employee is able to be in a safe working posture and to make occasional changes in posture while performing VDT tasks.	☐	☐
2. VDT Workstation, equipment, and accessories are maintained in serviceable condition and function properly.	☐	☐

Comments:

HTPD	NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST					
Employee Name		**Supervisor**				
Department		**Position**		**Hire Date**		

	YES	NO	N/A
Tour of department and facilities (Discuss Hazards)	☐	☐	☐
Discuss potential physical, atmospheric, and chemical hazards.	☐	☐	☐
Show location of any emergency equipment i.e., exits, first aid kits, emergency eyewash.	☐	☐	☐
Review emergency action plans and refuge locations.	☐	☐	☐
Review of the Job Safety Analysis(s) for position.	☐	☐	☐
Issue personal protective equipment, review usage.	☐	☐	☐
Describe how to report unsafe conditions.	☐	☐	☐
Describe how to report injuries and accidents.	☐	☐	☐
Where to keep personal belongings	☐	☐	☐
Specific safety rules in the department. Examples include: a. Housekeeping b. Horseplay c. Attire d. Drugs/Alcohol e. Clothing, hair, and grooming standards	☐	☐	☐
Illinois OSHA Regulatory Subjects (Identify which subjects are applicable to position, provide/ schedule training i.e., Hazard Communication, Fall Protection)	☐	☐	☐

Comments	

SAMPLE
LOCK OUT/TAGOUT
PERIODIC INSPECTION FORM

Date of Inspection:	
Inspector:	
Signature:	

Machine or Equipment on which lockout/tagout procedures were performed:

Employee(s) performing and/or affected by the lockout/tagout procedures:

Employee Name (Please Print)	Employee Signature

	Yes	No
Were all the lockout/tagout procedures performed correctly?	☐	☐

Comments on improper lockout/tagout procedures being used (ex: List of improper procedures being used which require retraining for the employee or modification of the procedures.

HTPD

LADDER INSPECTION CHECKLIST

Member Name		Facility Name	
Performed by		Date	

GENERAL ITEMS TO CHECK	REPAIR NEEDED Yes	REPAIR NEEDED No	COMMENTS/LOCATION
Loose steps or rungs (considered loose if moves with the hand)	☐	☐	
Loose nails, screws, bolts, or other metal parts	☐	☐	
Cracked, split, or broken uprights, braces, steps, or rungs	☐	☐	
Slivers on uprights, rungs, or steps	☐	☐	
Damaged or worn non-slip bases	☐	☐	
Rusted or corroded spots	☐	☐	
STEPLADDERS			**COMMENTS/LOCATION**
Wobbly (from side strain)	☐	☐	
Loose or bent hinge spreaders	☐	☐	
Stop on hinge spreaders broken	☐	☐	
Broken, split, or worn steps	☐	☐	
Loose Hinges	☐	☐	
EXTENSION LADDER			**COMMENTS/LOCATION**
Loose, broken, or missing extension locks	☐	☐	
Defective locks that do not seat properly when ladder is extended	☐	☐	
Rope deterioration from acid exposure or other destructive agents	☐	☐	
TROLLEY LADDERS			**COMMENTS/LOCATION**
Worn or missing tires	☐	☐	
Wheels that bind	☐	☐	
Four-wheel brackets broken or loose	☐	☐	
Floor wheels and brackets missing	☐	☐	
Ladders binding in guides	☐	☐	
Ladder and rail stops broken, loose, or missing	☐	☐	
Rail supports broken or section of rail missing	☐	☐	
Trolley wheels out of adjustment	☐	☐	
TRESTLE LADDERS			**COMMENTS/LOCATION**
Loose hinges	☐	☐	
Wobbly	☐	☐	
Loose or bent hinge spreaders	☐	☐	
Stop on hinge spreader broken	☐	☐	
Center section guide for extension out of alignment	☐	☐	
Defective locks for extension	☐	☐	
SECTIONAL LADDERS			**COMMENTS/LOCATION**
Worn or loose metal parts	☐	☐	
Wobbly	☐	☐	

Comments:

HTPD		HAZARD COMMUNICATION PROGRAM REQUIREMENTS CHECKLIST		
Member Name		**Department**		
Performed by		**Date**		
WRITTEN PROGRAM		**YES**	**NO**	**COMMENTS**
Have you prepared a written list of all the hazardous chemicals present in the workplace?		☐	☐	
Are you prepared to update your hazardous chemical list?		☐	☐	
Do you have up-to-date safety data sheets (SDS) for those materials on your hazardous chemical list?		☐	☐	
Have you developed a system to ensure that all incoming hazardous chemicals are received with proper labels and SDS Sheets?		☐	☐	
Do you have procedures in your workplace to ensure proper labeling or warning signs for bulk storage or secondary usage containers tha hold hazardous chemicals?		☐	☐	
Do you have a complete list of the chemical hazards and precautions that you can give to outside contractors?		☐	☐	
Do you have written procedures on how you will inform your employees of the chemical hazards associated with unlabeled pipes?		☐	☐	
Have your employees been informed of the hazards associated with performing non-routine tasks (i.e., confined space, repair, and maintenance operations)?		☐	☐	
Is your Hazard Communication Program in writing and available to your employees?		☐	☐	
TRAINING PROGRAM		**YES**	**NO**	**COMMENTS**
Does the training cover all types of harmful chemicals with which the employee may come into contact under normal usage and foreseeable emergency?		☐	☐	
Are your workers familiar with the different types of chemicals and the major hazards associated with them (i.e., solvents, corrosives)?		☐	☐	
Are your employees aware of the specific requirements in the Hazard Communication Program?		☐	☐	
Does your program train employees in: (a) Operations where hazardous chemicals are present; and (b) location and availability of your written hazard communication program including lists of chemicals and SDS's?		☐	☐	
Does your training program include the explanation of labels and warnings that have been established in their work areas?		☐	☐	
Do your employees understand methods to detect presence or release of chemicals in the workplace?		☐	☐	
Does your training program provide information on the appropriate first-aid procedures in the event of an emergency?		☐	☐	

TRAINING PROGRAM	YES	NO	COMMENTS
Are employees trained in the proper work practices and personal protective equipment in relation to the hazardous chemicals in the work area?	☐	☐	
Does the training include explanation of the labeling system and SDS's the employee can obtain and use?	☐	☐	
Have you worked out a system to ensure that new employees are trained?	☐	☐	
Have you developed a system with purchasing or other staff to make sure that additional training is provided if a new hazardous substance is introduced into the work area?	☐	☐	
Do you have a system to ensure that the current (up to date) SDS's are in work areas where the chemicals are used?	☐	☐	
As you become aware of new hazards relating to the chemicals in use, do you have a system for informing the employees?	☐	☐	
Do you have a system of storing SDS Sheets on chemicals no longer used in the place of employment? The SDS Sheets are to be stored 25 years after the chemicals are no longer used.	☐	☐	

COMMENTS

HTPD		HAND AND PORTABLE POWER TOOL SAFETY INSPECTION CHECKLIST	
Facility Name		**Department Name**	
Performed By		**Inspection Date**	
Tool Inspected			

HAND TOOLS	ACCEPTABLE YES	ACCEPTABLE NO	COMMENTS
The tool and handle have no visible cracks or defects?	☐	☐	
The tool heads are secure to tool (i.e., hammer, axe)?	☐	☐	
The handle on the hand tool is free from breaks, splinters, bends, sharp edges and makeshift repairs?	☐	☐	
The tool is free of any accumulation of foreign matter?	☐	☐	
The tips of screwdrivers, chisels and other similar tools are free of excessive wear?	☐	☐	
Tools such as chisels and punches do not have mushroomed heads?	☐	☐	
Are all socket wrenches and attachments free of cracks, worn attachment points, and/or worn gripping surfaces?	☐	☐	
Are any homemade tools present, that need removed from service?	☐	☐	
POWERED PORTABLE TOOLS	**YES**	**NO**	**COMMENTS**
All protective guards, shields and safety features are present and intact?	☐	☐	
Guards are not blocked or manipulated to prevent their function?	☐	☐	
Switches and controls are working as intended?	☐	☐	
The tool and its housing are not damaged?	☐	☐	
The outside of the tool is free of any accumulation of foreign matter?	☐	☐	
All electrical tools are grounded or double insulated?	☐	☐	
The power source shows no damage?	☐	☐	
Electrical cords are free of fraying and visual defects?	☐	☐	
Blades or bits are not damaged, cracked or excessively worn?	☐	☐	
Excessively worn grinding disks are discarded?	☐	☐	
Pneumatic tools are disconnected at the tool from the air supply when not in use?	☐	☐	

Comments:

HTPD

FORKLIFT OPERATOR CHECKLIST

Performed by:		Forklift #	
HR Mtr. Reading		Date	

Checklist	SATISFACTORY		COMMENTS/DESCRIPTION
	YES	NO	**Note:** Any unsatisfactory requires a description of the problem(s)/correction(s)
Engine Oil Level	☐	☐	
Water/Coolant Level	☐	☐	
Battery (Water)	☐	☐	
Clean Air Filters	☐	☐	
L.P. Gas Odor	☐	☐	
LPG Gas Cylinder Connections/Holding Bracket	☐	☐	
Tires	☐	☐	
Engine Oil Pressure	☐	☐	
Water/Coolant Temperature	☐	☐	
Ammeter	☐	☐	
Lights	☐	☐	
Horn	☐	☐	
Hoist Control	☐	☐	
Tilt Control	☐	☐	
Drive Control	☐	☐	
Steering	☐	☐	
Foot Brakes	☐	☐	
Parking Brakes	☐	☐	
Leaks	☐	☐	
Overhead Guard	☐	☐	
Load Backrest	☐	☐	
Attachments	☐	☐	
Seatbelt	☐	☐	
Backup Alarm/Warning Lights	☐	☐	
Mirrors	☐	☐	
Safety Seat Break	☐	☐	

Comments:

HTPD

FACILITY
SAFETY INSPECTION CHECKLIST

Member Name		Facility Name	
Performed by		Date	

FIRE SAFETY AND PREVENTION	YES	NO	COMMENTS/LOCATION
Exit lights – present and clearly illuminated	☐	☐	
Exit door, fire doors – not wedged open, close tightly, not blocked	☐	☐	
Emergency lighting – adequate, in working condition	☐	☐	
Fire extinguishers – checked monthly, serviced annually	☐	☐	
Sprinkler clearance – no storage is allowed within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)	☐	☐	
Exits - unobstructed and kept unlocked during normal business hours or special events	☐	☐	
Combustible materials – areas kept free of waste. Combustible and flammable materials properly stored.	☐	☐	
Fire systems – tested, inspected annually	☐	☐	
Storage – none beneath stairs	☐	☐	
Fire evacuation plans – implemented and communicated to staff	☐	☐	
PERSONAL PROTECTION	**YES**	**NO**	**COMMENTS/LOCATION**
Safety glasses/goggles – available where needed and clean	☐	☐	
Gloves – available	☐	☐	
Hearing protection – available where needed, signs posted	☐	☐	
HAZARDOUS MATERIALS	**YES**	**NO**	**COMMENTS/LOCATION**
Safety Data Sheets – readily available	☐	☐	
Compressed gas cylinders – properly stored and secured	☐	☐	
Visible signage at entrances where hazardous materials stored	☐	☐	
SHOP AREAS	**YES**	**NO**	**COMMENTS/LOCATION**
Machine Guards – in place	☐	☐	
Machinery anchored – secure to floor	☐	☐	
Compressed air nozzles – 30 psi or less	☐	☐	
Eyewash and shower - checked weekly, inspected annually; battery charging areas	☐	☐	
Warning signs posted – (i.e., eye protection, hearing protection)	☐	☐	

ELECTRICAL HAZARDS	YES	NO	COMMENTS/LOCATION
Extension cords – not used as permanent wiring.	☐	☐	
Extension cords – good condition, not frayed or taped.	☐	☐	
Extension cords and power strips – not plugged in to other extension cords or power strips.	☐	☐	
Power strips – UL listed and have circuit breakers.	☐	☐	
Plugs are in good condition – there are no exposed wires, and the ground is not removed from 3-way plugs	☐	☐	
Wall outlet and junction box covers – in place	☐	☐	
Electric circuit panels – kept clear (at least 36 inches open area.) Breakers labeled, no openings in panel.	☐	☐	
SLIP, TRIP, FALL EXPOSURES/WALKING SURFACES	**YES**	**NO**	**COMMENTS/LOCATION**
Floors/Walkways/aisles – Free of storage, tripping hazards.	☐	☐	
Carpet/rugs – No buckling, tears. Flush with other walking surfaces.	☐	☐	
Floors drains – Not plugged. Cover flush with floor. Cover not missing.	☐	☐	
Floor mats – Lay flat on floor, no buckling, no trip hazard.	☐	☐	
Lighting – Illumination is adequate. All bulbs are working. Bulbs are guarded.	☐	☐	
Sidewalks & ramps – Free of defects (e.g., cracks, breaks, holes).	☐	☐	
Stairway's surface – Nosing, riser, and tread free of defects (e.g., broken steps, cracks).	☐	☐	
Fall Protection – Handrail is present and secured at stairways & ramps.	☐	☐	
Guardrails – Secured, stable on working surfaces that are more than 30 inches above floor or other working areas.	☐	☐	
Restroom floors – No plumbing leaks, water on floor.	☐	☐	
OFFICE SAFETY	**YES**	**NO**	**COMMENTS/LOCATION**
File drawers – closed when not in use	☐	☐	
Wires or extension cords – do not run under carpets or rugs, through doorways, or placed in other traffic areas	☐	☐	

COMMENTS	

HTPD

ERGONOMICS CHAIR CHECKLIST

Chair Manufacturer		**Style Name & #**	
Reviewed by		**Date**	

A. GENERAL INFORMATION

Department		**Completed By**	
Job		**Date**	
Employee Using the Workstation			

B. JOB DUTIES

1.	**% Of Workday**	
2.	**% Of Workday**	
3.	**% Of Workday**	
4.	**% Of Workday**	

C. CHAIR	**YES**	**NO**
1. Can chair adjustments be made easily when the worker is sitting?	☐	☐
2. Is the seat height adjustable?	☐	☐
3. Is the lumbar support adjustable in angle? Does it lock?	☐	☐
4. Is the lumbar support adjustable in height? Does it lock?	☐	☐
5. Is the lumbar support at least 12" wide (measure across area of support) and 6" - 9" high (measure from top to bottom of backrest)? (ANSI)	☐	☐
6. Is the center of lumbar support between 6" - 10" above the seat pan? (ANSI - measure from the seat to center of the lumbar portion of backrest)	☐	☐
7. Does the front of the seat pan rounded ("waterfall design")?	☐	☐
8. Does the seat pan tilt? Does it lock?	☐	☐
9. Does the seat pan at least 18.2" wide? (ANSI - measure across seat at smallest/least wide part)	☐	☐
10. Does the seat pan depth between 15" - 17"? (ANSI - measure from front edge of seat to rear or seat)	☐	☐
11. Does the seat pan adjust in height between 16" - 20½"? (ANSI - measure from top of seat to floor)	☐	☐
12. Does the chair have 5 legs/swivel base?	☐	☐
13. Does the chair have casters?	☐	☐
14. Does the employee feel the chair is comfortable?	☐	☐
15. Is the chair padded?	☐	☐
16. Is there space between the edge of the seat pan and the back of the worker's knees?	☐	☐
17. Does the chair's backrest support the curve of the worker's low back?	☐	☐

D. ARMRESTS (if applicable)	**YES**	**NO**
1. Are the armrests heights adjustable?	☐	☐
2. Are the armrests widths adjustable?	☐	☐
3. Do the armrests allow the worker to sit close to the desk/work area?	☐	☐
4. Is the inside width between armrests at least 18.2" apart? (ANSI)	☐	☐
5. Are the armrests at least 2" wide?	☐	☐
6. Are they padded/contoured?	☐	☐

E. POSTURE (Examine employee's profile)	YES	NO
1. Are the ear, shoulder, elbow, and hip in a vertical line?	D	D
2. If armrests are used, are the shoulders still relaxed and elbows at \I\IOrker's sides?	D	D
3. Are the \I\IOrker's thighs parallel to the floor?	D	D
4. Are the knees bent to an approximate goa angle?	D	D
b. Are the feet flat on the floor or on a footrest? (Footrest should be height adjustable or fixed at least 2" in height- ANSI)	D	D
Comments:		

HTPD

DRIVER VEHICLE CONDITION CHECKLIST

Member Name		**Date**	
Department			
Vehicle Number		**Mileage**	

Inside Cab	**Yes/No**	**Repairs Needed**	**Date Completed**
Windows are free from defects?	☐ Yes ☐ No		
Horn working?	☐ Yes ☐ No		
Any warning lights on?	☐ Yes ☐ No		
Gauges working?	☐ Yes ☐ No		
Mirrors working and free from defects?	☐ Yes ☐ No		
Parking brake working?	☐ Yes ☐ No		
Brakes functioning?	☐ Yes ☐ No		
Windshield wipers working?	☐ Yes ☐ No		
Emergency Equipment	**Yes/No**	**Repairs Needed**	**Comments**
Fire extinguisher is present?	☐ Yes ☐ No		
First aid kit is present?	☐ Yes ☐ No		
Triage reflectors/flares are present?	☐ Yes ☐ No		
Battery jumper cables are present?	☐ Yes ☐ No		
Outside Vehicle	**Yes/No**	**Repairs Needed**	**Date Completed**
Lines, hoses, and connections are present?	☐ Yes ☐ No		
Brake fluid level to full mark?	☐ Yes ☐ No		
Cooling system fluid level to full mark?	☐ Yes ☐ No		
Oil level to full mark?	☐ Yes ☐ No		
Transmission fluid to full mark?	☐ Yes ☐ No		
Exhaust system free of defects?	☐ Yes ☐ No		
Fuel system caps and covers in place?	☐ Yes ☐ No		
Door/load secure?	☐ Yes ☐ No		
Tire pressure is set to recommended level	☐ Yes ☐ No		
Tires are free from defects	☐ Yes ☐ No		
Steering and alignment appear correct?	☐ Yes ☐ No		
Wheel chocks are available if needed?	☐ Yes ☐ No		
Any physical damage to vehicle?	☐ Yes ☐ No		
Lights & Reflection			**COMMENTS**
Headlights working?	☐ Yes ☐ No		
Brake lights working?	☐ Yes ☐ No		
Taillights working?	☐ Yes ☐ No		
Reflectors free of damage?	☐ Yes ☐ No		
Direction signals working?	☐ Yes ☐ No		
Hazard flasher lights working?	☐ Yes ☐ No		
Emergency lights working (if applicable)?	☐ Yes ☐ No		

Driver Signature		**Date**	
Mechanic Signature		**Date**	

HTPD

CONFINED SPACE ENTRY PERMIT

Confined Space Location/Description/ID Number			
Purpose of Entry			
Supervisor			
Person Requesting Permit		**Date**	
Time In		**Time Permit Canceled**	
Time Out		**Reason Permit Canceled**	

The following checklist is based on 29 CFR 1910.38. It covers the major aspects of the standard and good business practices. This document cannot be used to guarantee compliance with the standard. This checklist provides guidance only in program implementation.

HAZARD OF CONFINED SPACE	Yes	No	SPECIAL REQUIREMENTS	Yes	No
Oxygen deficiency	☐	☐	Hot Work Permit Required	☐	☐
Combustible gas/vapor	☐	☐	Lockout/Tagout	☐	☐
Combustible dust	☐	☐	Lines broken, capped, or blanked	☐	☐
Carbon Monoxide	☐	☐	Purge-flush and vent	☐	☐
Hydrogen Sulfide	☐	☐	Secure Area – Post and Flag	☐	☐
Toxic gas/vapor	☐	☐	Ventilation	☐	☐
Toxic fumes	☐	☐	Other – specify: _____	☐	☐
Skin-chemical hazard	☐	☐	**SPECIAL EQUIPMENT**		
Electrical hazard	☐	☐	Breathing apparatus-respirator	☐	☐
Mechanical hazard	☐	☐	Escape harness required	☐	☐
Engulfment hazard	☐	☐	Tripod emergency escape unit	☐	☐
Entrapment hazard	☐	☐	Lifelines	☐	☐
Thermal hazard	☐	☐	Lighting (explosive proof/low voltage)	☐	☐
Slip or fall hazard	☐	☐	PPE – googles, gloves, clothing, etc..	☐	☐
Other – specify: _____	☐	☐	Fire extinguisher	☐	☐

Communication Procedures:

DO NOT ENTER IF PERMISSIBLE ENTRY LEVELS ARE EXCEEDED TEST START AND STOP TIME			
	Permissible Entry Level	**Test Start**	**Test Stop**
% of Oxygen	19.5% to 23.5%		
% of LEL	Less than 10%		
Carbon Monoxide	35 PPM (8 hr)		
Hydrogen Sulfide	10 PPM (8 hr)		
Other: _____			

Names(s) of Person(s) Testing	
Test Instruments(s) Used Include Name, Model, Serial Number and Date Last Calibrated	

CFM Ventilation	**Size-Cubic Feet**	**Pre-Entry Time**	☐	Central Notified Before Entrance	**Time Notified**
			☐	Central Notified After Entrance	**Time Notified**

Authorized Entrants	**Authorized Attendants**

PERMIT AUTHORIZATION

I certify that all actions and conditions necessary for safe entry have been performed.

Name (print)	
Signature	
Date/Time	

Entry Procedure Checklist: Complete the following steps before, during, and after a confined space entry:

Step 1 Obtain a Permit-Confined Space Entry Form from Program Coordinator.

Step 2 Notify Supervisor before the Confined Space Entry

Step 3 Verify Confined Space Meter has been calibrated and is in working order

Step 4 Complete the top portion of the Permit-Confined Space Entry Form

Step 5 Ensure all rescue equipment (e.g., tripod, body-belt, lanyard) is in place prior to entry

Step 6 Monitor the confined space with the MSA 4-Gas Detector prior to entry. The entrant and attendant should sign the permit authorization section on the bottom of the permit to ensure all actions and conditions necessary for safe entry have been performed.

Step 7 Employee entering the confined space should wear the 4-Gas Detector after the pre-atmosphere test. The employee should also have a full body harness and lanyard attached to the rescue tripod. Employee shall have a radio and any other necessary personal protective equipment.

Step 8 Employee can enter the confined once Step 7 is completed. The entrant and attendant should complete the Hazards of Confined Spaces and Special Requirements Section of the Permit-Confined Space Entry Form once the employee is within the confined space. The entrant should also gather the % Oxygen, % Explosive Gases, Carbon Monoxide, and Hydrogen Sulfide readings and communicate them to the attendant to place on the Permit Form.

Step 9 The attendant should maintain constant communication with the entrant until the entrant has exited the confined space.

Step 10 The attendant should contact Supervisor once the entrant has exited the confined space.

Step 11 The Permit-Confined Space Entry Form should be given to program coordinator, to file in the Confined Space Records.

HTPD

ACCIDENT CAUSE ANALYSIS

Injured Person		Date	
Incident Details			

ACCIDENTS	
Accident Types	
☐	Struck by
☐	Struck against
☐	Contact with
☐	Caught on or between
☐	Fall – same level
☐	Fall-different level
☐	Exposure (heat, cold, chemicals, smoke, fumes)
☐	Overexertion
☐	Musculoskeletal disorder
☐	Motor vehicle accident
☐	Other

RESULTS	
Injury/Illness	
☐	Serious
☐	OSHA Recordable
☐	First Aid
☐	Near Miss
Injury/Illness Severity	
☐	None
☐	Minor
☐	Serious
☐	Major
☐	Catastrophic

IMMEDIATE CAUSES	
Accident Types	
☐	Operating without authority
☐	Failure to warn or secure
☐	Operating at unsafe speed
☐	Nullifying safety devices
☐	Using defective equipment
☐	Improper loading or placement
☐	Failure to use personal protective equipment
☐	Improper loading or placement
☐	Improper lifting
☐	Servicing equipment in motion
☐	Servicing hazardous equipment
☐	Horseplay
☐	Unsafe personal attire
☐	Poor housekeeping
☐	Not following job procedures
☐	Other
Unsafe Conditions	
☐	Inadequate guards or protection
☐	Defective equipment or material
☐	Congestion or inadequate workspace
☐	Fire & explosion hazards
☐	Unexpected movement hazards
☐	Project hazards
☐	Hazardous environmental conditions
☐	Hazardous equipment/storage
☐	Inadequate ventilation
☐	Inadequate illumination
☐	Emergency situation
☐	Poor housekeeping
☐	Other

BASIC CAUSES	
Personal Factors	
☐	Lack of knowledge or skill
Improper motivation – attempting to:	
☐	*Save time or effort*
☐	*Avoid discomfort*
☐	*Attract attention*
☐	*Assert independence*
☐	*Seek approval*
☐	*Express hostility*
☐	Physical or emotional issue
☐	Other

JOB FACTORS	
☐	Inadequate work standards
☐	Inadequate design
☐	Inadequate maintenance
☐	Inadequate purchasing standards
☐	Normal wear and tear
☐	Abnormal use and wear
☐	Productivity incentives
☐	Other

MANAGEMENT ISSUES	
☐	Inadequate program
☐	Inadequate standards/procedures
☐	Lack of enforcement of standards/procedures
☐	Inadequate equipment
☐	Inadequate assignment of accountability or responsibility
☐	Other