

### **Section 3.1**

### **Prevention & Reduction Program Overview**

Risk management is the identification, appraisal, and prevention or minimization of exposures to accidental loss for an organization or individual. Since risk offers not only the opportunity for growth but also for harm, risk managers must predict and prevent or control any potential harm. Risk management is essential for agencies to avoid costly mistakes and business losses. The practice of risk management utilizes many tools and techniques, including insurance, to manage a wide variety of risks facing any entity, from the largest corporation to the individual. The term "risk management" has usually referred to property and casualty exposures to loss but recently has come to include financial risk management.

Risk management is dedicated to provide participants, volunteers, staff, and visitors with a safe, healthy, and functional environment for living. The main goal is to provide and maintain an environment that will enhance and support the mission and goals of the District.

Exceptional service is an essential component and goal of all departmental undertakings.

## Section 3.2

## Basic Tools of Risk Management

There are four basic tools of risk management:

- Avoidance
- Retention
- Loss Prevention and Reduction
- Transfer (to another entity)

**Avoidance:** Many times it is not possible to completely avoid risk but the possibility should not be overlooked. For example, at the height of severe weather, park maintenance may not release vehicles for travel until the weather begins to clear, thus avoiding the risk of auto accidents.

**Retention:** It may be determined that it is more practical to retain a risk even though other methods of handling the risk are available. For example, a district retains the risk of loss to fences, signs, gates and light poles because of the difficulty of enumerating and evaluating all of these types of structures. When losses occur, the cost of repairs is absorbed by the district maintenance budget, except for those situations when collection from a negligent third party is possible.

**Loss Prevention and Reduction:** When risk cannot be avoided, the effect of loss can often be minimized in terms of frequency and severity. For example, a district may encourage the use of security devices to reduce the risk of theft or damage by vandalism.

**Transfer:** In some cases risk can be transferred to others, usually by contract or agreement. When outside organizations use district facilities for public events, we require that they provide evidence of insurance and name the district as an additional insured under their policy, thereby transferring the risk from the district to the user.

### Section 3.3

### Managing Loss Control

As one assesses each possible hazard consider the **Equipment, Material, and People** involved. Question how the equipment was selected, arranged, used, and maintained. Question how material was selected, placed, handled, and processed. If the problem involves an issue with people, review how each person was selected, placed, trained, and led. These questions will identify factors that need to be explored further.

**E/M/P** is a crucial starting point to focus on the elements of operational safety problems or issues. Since the objective of this entire process is to control safe operations, this understanding is an essential first step.

#### The Six Ws

The **E/M/P** process enables a supervisor to better understand a job by breaking it down into its components. But **E/M/P** is only the first stage of the investigation. To identify the responsible condition that gave rise to the operational safety problem or issues, the facts must first be obtained. Once one has gathered the facts, a supervisor can identify the responsible condition or conditions and turn to the important challenge of developing methods to eliminate and control hazards. The way the facts can be obtained is by asking specific questions.

<b>Why?</b>	Why is It Being Done? Is It Necessary?
<b>What?</b>	What Useful Purpose Does It Serve?
<b>Where?</b>	Where Should It Be Done?
<b>When?</b>	When Should It Be Done?
<b>Who?</b>	Who Is The Best Qualified Person To Do The Job?
<b>How?</b>	How Can It Be Done Better, Easier, Safer?

Begin with the **WHY** question. Why is it necessary to do whatever it is that is being done that has led to the possible safety hazard? If the answer turns out to be that it is, in fact, not necessary, then whatever is being done that led to the safety hazard can - and should - be eliminated. In that case, the questioning need go no further and a job safety hazard has been resolved.

The second question—closely related to the first—is the **WHAT** question. What useful purpose does this task or procedure serve? If it doesn't serve a useful purpose, then eliminate it and the potential hazard

**WHERE** should it be done safely? Should it be moved? Rearranged? Reorganized?

**WHEN** should it be done safely? Is it an issue of timing? Should it be rescheduled?

**WHO** is best qualified to do the job safely? Is the right person doing the job?

And finally, the last "W" (which actually ends in W) is the **HOW** question. How can it be done better, more easily, more safely?

These six W's are the nuts and bolts of the safety analysis process. These are the questions a supervisor must ask to ascertain the responsible condition for the job safety. **WHY** and **WHAT** help determine whether the condition is necessary, useful and safe. If it is not, it can be eliminated without further questioning. **WHERE**, **WHEN** and **WHO** help in combining and rearranging necessary details for safety, and **HOW** helps to simplify the job and determine the best way to do it.

## **Section 3.4**

### **Loss Prevention & Reduction Tools**

There are many tools that safety professionals use to minimize risk and hazards in the workplace environment; written safety programs, safety training, job hazard analysis, and others that are part of a successful safety program.

#### **Written Safety Programs**

Up-to-date procedures and policies are an integral part of making sure the agency is current with rules, regulations, and laws pertaining to safety and risk management. It is vitally important that management keeps employees informed of any changes.

#### **Safety Training**

Up-to-date safety procedures and training sessions are an integral part of our continuing training. These efforts help keep safety on the forefront of every project and ensure that each team member makes safety a conscious part of their everyday work routine.

#### **Hazard Analysis**

As a standard procedure in project management, we analyze each phase of the project to identify any possible safety issues. These issues, if any arise, are dealt with beforehand so as to not endanger the team or slow down the project.

#### **Equipment Inspections**

Close inspection of on-site equipment is a normal part of our workday. These inspections help detect any possible malfunctions in machinery, as well as ensure that all safety features are working properly.

#### **Signage**

Since eliminating the hazard is often not possible, the second best method is to place physical barriers between the public and the hazard, and to install effective safety signs to alert the public of the potential hazard.

## **Section 3.5**

### **Written Safety Programs**

Written programs are required for many major IDOL/OSHA regulations and other rules, regulations and laws. An effective written program ensures that a workplace-specific plan has been put together, and provides for the safety of employers, supervisors, and employees within safety and health programs. Written programs establish responsibility, and create basic procedures outlining the company's plan to comply with the regulation to which the written program applies.

It is important to remember that every activity or plan included in a written program is, in essence, a promise to be fulfilled. Therefore, for instance, if your written program states you will conduct training on an annual basis, and training is instead conducted every two years, your company could be open to a citation for having violated its own internal policies. Because of this, a general rule of thumb for written programs is to include only what must be included in order to achieve compliance, and avoid quantified or specific terms such as "yearly," instead using generalized terms such as "periodically." Under this plan, your district works to protect its workers, but is allowed a bit of flexibility.

The written program does not have to be lengthy or complicated, and many employers may be able to rely on existing written programs or the use of templates in order to create written plans.

It is essential that all staff be cognizant of and trained in district policies and procedures. Employees should sign off on receiving copies of all safety and personnel policies and updates, manuals and other information required to safely and properly perform their job.

## **Section 3.6**

### **Safety Training**

Providing training to your staff and employees is a crucial part of having an effective safety and health program. In fact it may be the most crucial element. After all, a well-trained employee can be a much safer and more productive employee.

Each agency and department must establish a training program for your employees. Items to train your employees on include, but are not limited to: your safety program, their rights and responsibilities, and mandatory training based on the OSHA regulations and State of Illinois statutes. The written safety program must include an explanation of your training policy and procedures, and should include who will do the training, when and how often training will be completed, a list of the training required for your activities, how the training lesson plan will be maintained, and how the training records will be maintained. All employees must be trained on the written workplace safety program and the rights and responsibilities pamphlet per Illinois law. Additionally, employees should be trained in the hazards of their operations and how to reduce the hazards. Training is to be conducted particularly in areas where there have been recurring injuries. All training programs, however, need to address the following basics:

- The specific policies and procedures contained in your written workplace safety program.
- The specific training requirements of any applicable regulation or statute.
- Frankfort Square Park District's general safety rules and Personnel Policy Manual.

Since training is based on the hazards of each operation, each department will have different requirements to address. Working with the Frankfort Square Park District Safety Coordinator or Risk Manager, and the Park District Risk Management Agency (PDRMA), may help identify specific training needs.

Training is a continuous process. Make sure that you develop procedures that address the various times and circumstances under which training is needed, including:

- Before initial assignment.
- Whenever processes, procedures, equipment, or materials are changed.
- Mandatory retraining which may differ for many regulations: annual, every three years, etc.
- When employee performance or behaviors indicate that additional training is needed.

Each agency and department will need to maintain documentation of the training that is conducted. The length of time that you will need to keep training records will vary depending upon the specific regulation that requires the records. However, the three-year retention period required by Illinois law must be adhered to as a minimum.

## **Section 3.7**

### **Hazard Recognition**

The Frankfort Square Park District realizes the potential severity of job tasks may contribute to loss and exposure. To reduce or eliminate these risks there are some procedures and policies that the District has adopted.

The recognition of hazards is one of many safety standards that can contribute to eliminating and/or avoiding personal injury to employees or patrons and property damage from occurring. Hazard recognition is a valuable loss prevention activity designed to minimize unsafe acts, contain risks, and control unsafe conditions. By recognizing hazards it is less likely that Park District employees will experience injury and/or work interruption or that the District will suffer property damage. Department heads and personnel at all levels of the District will take a part in identifying and addressing hazards as a means of loss prevention.

Hazards will generally fall into one of two categories, physical and behavioral. Physical hazards are risks that are visible and tangible and have the potential to cause injury to individuals or damage to District assets. For example, a hole that is discovered in a game field, a tree branch that is cracked and overhanging a playground, an object being placed in one's path or near a doorway, or a flammable product being left in the vicinity of a combustible source.

Behavioral hazards are acts or omissions by individuals that have the potential to cause injury to individuals or damage to District assets. For example, an employee neglecting to cordon off an area when performing tree-trimming work, or an employee being witnessed not properly using a power tool or an office employee who overloads an electrical outlet in order to provide additional temporary power to their workstation.

Whether a hazard is classified as physical or behavioral, they can typically be associated with work errors and/or misjudgments. Work errors and/or misjudgments can and do occur in each and every department work environment. Not all work errors and subsequent hazards result in injury, however, the potential will always be there unless the condition or accepted behavior is addressed and altered.

When an employee observes unsafe acts or conditions within all areas of the District, a Hazard Recognition form should be completed and turned into the employee's immediate supervisor. These forms, upon completion, are submitted to the Safety Committee for review and follow up should it be required. Finally, all Hazard Recognition forms will be filed for future reference.

### **HAZARD CONTROL METHODS**

Once hazards are identified, they must be controlled and or eliminated using various control methods. Exposure to hazards should be prevented or controlled by using engineering controls wherever feasible and appropriate. When engineering controls are not feasible or appropriate, administrative controls, work practice controls, and personal protective equipment must be used.

When new equipment or products are purchased, where safety and health issues are involved, the department supervisor should also consult with the safety committee to review applicable safety requirements and potential safety problems that could arise from a new process or piece of equipment. The department strives to work with supervisors and employees to provide appropriate equipment so the assigned tasks can be completed in the safest manner possible.

Input and suggestions are welcome from all employees.

### **Engineering Controls**

Engineering controls, if feasible, should be the first consideration for injury prevention.

The purpose of an engineering control is to eliminate and/or reduce hazards through job re-design. Many engineering controls increase productivity in addition to making the job easier. A few common examples of engineering controls include:

- Ventilation systems to eliminate or reduce atmospheric hazards.
- Machine guarding to prevent contact with dangerous machine parts.
- Ergonomic design controls to eliminate bending and lifting from repetitive job tasks.
- Material handling equipment to eliminate manual handling of awkward or heavy materials.
- Covering loud equipment with sound dampening material to reduce noise levels at the source.

### **Administrative Controls**

Administrative controls are management-dictated policies to reduce exposures to hazards.

Administrative controls are the second line of defense against hazards. Common examples of administrative controls include:

- Scheduling more frequent, shorter rest breaks for repetitive tasks.
- Rotating workers more frequently through physically tiring jobs.
- Broadening or varying work tasks to offset ergonomic risk factors.
- Rotating workers more frequently to reduce exposure time to noise.

### **Work Practice Controls**

Work practice controls reduce the likelihood of exposure to occupational hazards by altering the manner in which a task is performed.

Examples of work practice controls are hand washing immediately after wearing protective gloves or handling chemicals.

### **Personal Protective Equipment**

Management enforcement and training on proper use of Personal Protective Equipment (PPE) is extremely important in the risk management of various hazards. Examples of PPE include safety glasses, goggles, face shields or masks; aprons or gowns; gloves; hard hats; hearing protection; respirators and dust masks; and rubber boots. When selecting PPE, ANSI standards are used as acceptable performance guidelines. Personal protective equipment must be provided in the appropriate size and fit. Employees in the district and park areas are responsible to make sure that the equipment is properly inspected, maintained, repaired, cleaned, and replaced.

### **The CORE 6 Strategy**

The CORE 6 Strategy consists of basic safety concepts that can be used for work and home. Employees are encouraged to incorporate the concepts into daily routines to prevent injury and feel better at the end of the day.

Remember these concepts:

#### **EQUIPMENT**

- Do you have the correct equipment?
- Will additional equipment make the job safer?

#### **30 SECOND SITE SAFETY WALK THROUGH**

- Have you conducted the walk through?
- Have you removed or corrected any safety hazards?

#### **PERSONAL PROTECTIVE EQUIPMENT**

- Are you wearing the appropriate PPE?



### 3 POINTS OF CONTACT

- Are you using 3 points of contact when climbing on or off equipment?

### REVERSAL OF POSTURE / STRETCHING

- Have you conducted warm-up stretches and/or stretched during breaks?

### BEST PRACTICE LIFTING

Always remember to:

- Move straight up and down. Use your legs and limit bending your back.
- Keep your elbows close to your body. Try not to reach.
- Move your feet. Minimize twisting your body.

### **30-Second Site Safety Walk-Through Policy**

Every job site and job task has the potential for safety hazards. In addition, specific jobsite operations also provide unique challenges in preventing employee/volunteer injury. To reduce or eliminate the risk of injury, all employees shall conduct a 30-Second Site Safety Walk-Through prior to beginning a job task. To do this, employees and volunteers should pause for 30 seconds before starting a work task or activity and reflect upon the potential job safety hazards or concerns that relate to the job at hand. Due to the unique nature of each jobsite and task, an employee should consider hazards associated with their specific jobsite or task.

The purpose of this policy is to identify job tasks that require a 30-Second Site Safety Walk-Through and establish protocols for implementing the 30-Second Site Safety Walk-Through.

This policy applies to all full-time, part-time, volunteers, and seasonal employees in all departments. Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor, Safety Coordinator, or the Risk Manager for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and Executive Director.

#### **Before beginning a job:**

##### ***Pause before you approach:***

Ask yourself: "Are there any obvious potential safety hazards?" Generally, your first impression will be correct.

##### ***Observe your surroundings:***

What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?

##### ***Observe the traffic in or around the worksite:***

Will vehicle or pedestrian traffic cause a safety hazard or concern?

##### ***Protect yourself!***

Should you be wearing personal protective equipment? Are you wearing the appropriate footwear to safely perform the job?

##### ***Consider the unknown:***

What is unique about the site that may cause a safety concern? Will the equipment, materials or job task introduce safety concerns?

**Note:** Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through should be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task.

## **Develop an Effective Scanning Pattern**

Employees are encouraged to develop an effective scanning pattern when performing tasks. Coupled with performing a 30-Second Site Safety Survey, most potential incidents can be avoided.

A scan pattern is a means, or procedure, by which you observe everything you need to see by starting at one point, moving visually about the area, checking applicable items systematically, and completing the pattern at the starting point. A scan pattern may be started anywhere, but it must be complete and continuous. Initially, your scan pattern may feel uncomfortable and forced. As your proficiency increases, you will scan primarily from habit, adjusting your scanning rate and sequence to the demands of the situation or task. The entire scan pattern should take little time and no one item should fix your attention at the exclusion of another. It cannot be overemphasized that your level of training success will vary directly with your ability to develop and maintain a proficient, accurate, and expeditious scan pattern.

Effective scanning is vital in many jobs and tasks in a park district and recreation setting. Examples may include use of vehicles, equipment, and processes such as lifeguarding, day camp counseling, etc. Studies indicate that in most situations, a ‘new’ scan should be repeated every 15 minutes during a specific task.

## **360 Walk Around**

It’s an amazing fact, but many people do not take the time to even walk around and inspect their vehicles, equipment, or work area with a simple 360 walk around. Nothing takes the place of a full 360 inspection to get a full perspective on whether the equipment or work area is hazard free.

Conducting a 360 Safety Walk Around is vital in a park setting where children are always present and where conditions change fast. Motor vehicles are dangerous places for kids, even when vehicles are not on the road. Children are injured or killed in and around vehicles each year. In 2007, about 2,000 children were injured by vehicles that backed over them and 99 children died. Even with sensory systems such as rearview cameras or beeping object detection devices, researchers found half of drivers still hit objects behind them. Minivans, SUVs, and trucks can have the biggest blind zones behind them, with the longest at nearly 70 feet. Blind zones also exist in front of vehicles where drivers cannot see small children, and injuries and deaths happen from vehicles pulling forward and hitting children too. The number of instances when drivers are distracted also increases the odds of someone getting injured by a vehicle.

What should an inexperienced or experienced walk around inspector look for and examine? First of all, look for obvious damage to equipment, rust or deterioration, fluid leaks, missing hardware or components, etc. Then determine if there are any potential slips, trips, and fall hazards or areas where visibility could be a potential issue. What about any other health or safety hazards?

## **3-Points of Contact Policy**

Improperly entering and exiting (or mounting and dismounting) vehicles, trucks, tractors, buses, vans, trailers, ladders, stairs, or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the 3 Points of Contact for identified job tasks.

The 3 Points of Contact method is maintaining contact with **one hand and two feet or two hands and one foot at all times** when mounting or dismounting a vehicle or equipment. The 3 Points of Contact method forms a stabilizing triangle of contact.

**The purpose of this policy is to identify job tasks that require the use of a 3 Points of Contact Procedure and to establish protocols for carrying out a safe 3 Points of Contact method.**

This policy applies to all full-time, part-time, volunteers, and seasonal employees in all departments who enter and exit any vehicle, or mount and dismount any type of equipment.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and Executive Director.

### **Job Tasks Required to Use 3 Points of Contact**

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas: Administration, Recreation, Early Childhood, BAS, FAN, Golf Course, Maintenance, and Beautification and Natural Areas.

Entering/exiting and mounting/dismounting any equipment, including the following:

- Tractors, skid steers, trailers, pickup and dump trucks, mowers, golf carts, landscape utility vehicles and equipment, buses, and vans

Climbing up and down on any equipment, including the following:

- Ladders, stairs, playground equipment

This list is not all inclusive and will be updated as necessary. Employees are encouraged to use the 3 Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

## **Footwear Policy**

### **Introduction**

There are many injuries that can happen due to inappropriate footwear such as:

- Slips, trips, and falls.
- Inability to gain a stable base with your feet due to improper footwear.
- Inadequate traction due to icy, wet, worn, or slippery surfaces and equipment.

Even the simplest of tasks can cause injury if they are performed without appropriate footwear. This policy will minimize the risk of injury by defining appropriate footwear and identifying staff required to wear the appropriate footwear.

### **Footwear Policy**

The purpose of this policy is to identify job classifications and job tasks that require a shoe as footwear for staff.

This policy applies to all full-time, part-time, volunteer, and seasonal employees, as well as volunteers who work for the district where appropriate footwear is required.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. Any exceptions to this policy shall be in writing and approved by the executive director.

Employees are responsible for wearing footwear appropriate for the job and conditions.

## **Types of Footwear**

Definition: A “shoe” includes, but is not limited to the following:

- A shoe is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be “closed toe” and properly fitted. Bare feet, flip flops, clogs, sandals, and other similar open-toe footwear are not permitted. As defined by this policy, shoes are required in the course of your daily job duties as well as during training activities or drills. They should be considered part of your uniform requirement.

## ***Required Shoes as Footwear***

Areas where shoes will be required as footwear include the following job classifications and work areas:

- Administrative and Recreation Staff
- Recreation Program Instructors and Aides
- Camp Directors and Counselors\*
- Concession Stand Staff
- Facility and Hall Monitors
- Golf Course Staff
- A La Cart Staff
- Parks/Maintenance Staff\*\*

**Note:** Medical reasons to waive these requirements must be supported by a doctor’s certificate and presented to the Executive Director. A review of the doctor’s documentation and determination of potential alternatives will then be considered.

**\*Aquatic Exception** – while staff are working on the pad of the Splash Park and/or a swimming pool and wearing swimsuits or designated clothing with the intention of getting wet, alternative aquatic-appropriate footwear (e.g. sandals, aqua socks) is allowed. This exception does not extend to recreation staff while they travel to and from a swimming pool, play water games and activities, or monitor groups from the concrete area of the Splash Park.

## **\*\*Parks/Maintenance Staff Foot Wear Policy**

### **Foot Protection**

Employees are required to supply their own safe work shoe. All maintenance employees are required to wear appropriate work boots as determined by the department supervisor. Shoes other than work boots, such as sneakers/tennis shoes, will only be worn with the supervisor’s written approval. Employees shall not work barefooted or wear sandals.

**INSERT HAZARD RECOGNITION FORM HERE**



Frankfort Square Park District
Hazard Recognition Form

Park and/or Site: \_\_\_\_\_ Date: \_\_\_\_\_

Facility and/or Specific Area: \_\_\_\_\_ Time: \_\_\_\_\_

Observed By: \_\_\_\_\_ Title: \_\_\_\_\_

UNSAFE ACT Describe Observation (use reverse side if needed)
Personal Protection Equipment
Position of Person(s)
Reaction of Person(s)
Tools & Equipment
Procedures or Orderliness
UNSAFE CONDITION Describe Observation (use reverse side if needed)
Chemicals
Fire
First Aid equipment
Grounds
Housekeeping
Playgrounds
Courts
Fields
Roadways/Parking Lots
Paths/Sidewalks
Structures (walls, supports, etc)
Tools & Equipment
Vehicles

Safety Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to: \_\_\_\_\_ Date: \_\_\_\_\_

Table with 2 columns: ACTION TAKEN and Comments. Rows include: ( ) Per Your Request, ( ) Work Order, ( ) Employee Training, ( ) No Action (Reason)

Copies: Observer, Risk Manager, Follow-up Source

Adopted: \_\_\_\_\_

Updated: \_\_\_\_\_

## **Section 3.8**

### **Inspections**

One of the most important aspects of any effective safety program is the implementation of a comprehensive self-inspection program. Periodic and random inspections of buildings, grounds, and equipment help identify and correct hazards before an incident or injury occurs. In addition, documented self-inspection reports verify our commitment to the safety of program participants, volunteers, and employees. Substantial emphasis will continue to be placed on inspection categories to ensure that the basis for an effective loss control program will not be lost. However, more focus will be placed on individual goals than in the past. In other words, now that a strong loss control foundation has been built, it is appropriate to begin focusing on other portions of the program. A good self-inspection program is essential to an ongoing loss prevention program.

## **Section 3.9 Signage**

Safety signs must be more than just legible. According to ANSI® standard Z535, safety signs must effectively get the public's attention, identify the hazard and the severity of the hazard, inform the public of what actions are necessary to avoid the hazard, and inform the public of the probable consequences of not avoiding the hazard. If eliminating the hazard is not possible, the second best method is to place physical barriers between the public and the hazard and to install effective safety signs to alert the public of the hazard.

### **Temporary Signs**

Certain operations may require the use of temporary visual warning. One of the most familiar is the "wet floor" sign placed by custodians. OSHA requires that if work exposes energized or moving parts that are normally protected, danger signs must be displayed and barricades erected, to warn other people in the area.

### **Employee protection in public work areas**

Before work is begun in the vicinity of vehicular or pedestrian traffic which may endanger employees, warning signs and/or flags or other traffic control devices must be placed conspicuously to alert and channel approaching traffic. At night, warning lights must be prominently displayed.

Signs are there to serve as a reminder or a warning to keep public alert and employees safe. Signs guide us on things that we should avoid so we can be vigilant about the possible dangers that we might have in our way. It is important that we make use of signs to be seen by anyone, and these signs have to be recognizable shape, size, and color. Signs should have the ability to speak to all walks of life because, we may not be aware but signs save lives every day.

## **Section 4.1 Purpose**

No one wants to have accidents. However, when one occurs we must learn why so that we may prevent recurrence. The idea is to find the root cause of the accident and implement corrective action so that the accident will not happen again.

### **1. Accident Reporting**

In order to be able to investigate an accident you must first know that one has occurred. Thus, the first step must be to ensure that you have an efficient and clear accident reporting procedure. Be sure to explain who must do what and by when. Include both internal and external notification and reporting procedures.

### **2. Accident Investigation**

You will need to explain your accident investigation procedures:

- Who will conduct the accident investigation?
- How will the information be collected? (Specify forms, etc.)
- What happens to the investigation report?

To investigate an accident properly, the following information must be obtained:

- Who was injured?
- Where or when did the injury occur?
- What was the injury?
- What part of the body was affected by the injury?
- What object, substance, exposure or bodily motion inflicted or contributed to the injury?
- How did the injured person come in contact with the source of injury?
- What hazardous condition or circumstance caused or permitted the occurrence?
- Where was the hazard?
- What unsafe act, if any, caused or permitted the occurrence of the event?

Generally, you will find direct, indirect, and root causes to any accident. The direct cause is the actual event or “unplanned release of energy or hazardous material.” The indirect causes may be the unsafe act, unsafe condition or a combination of the two that can tie back to training, supervision or disciplinary action. The root cause is usually related to poor implementation of management policies, procedure, or decisions or it could be from personal or environmental factors.

### **3. Corrective Action**

After an accident has occurred, you will want to do everything within your power to see that it doesn't reoccur. You will need to develop procedures to promptly correct deficiencies and act on recommendations resulting from your accident investigations. Your accident investigation form should include not only suggested corrective action, but also what action was taken when.



## **Section 4.2 Goals & Objectives**

Each agency and department is obligated to ensure that all accidents and near misses are reported promptly and concisely. Strategies to identify causative factors of accidents occurring within the district shall be established. Objectives of this program will be to:

Establish loss control analysis procedures for the identification of accidents occurring on Park District properties.

Establish procedures for the accurate investigation and reporting of all types of accidents involving employees and volunteers.

Establish procedures for the accurate investigation and reporting of all types of accidents involving participants and visitors while on park district premises.

Conduct appropriate analysis of accident data to enable the development of effective corrective measures or recommendations.

### **Section 4.3 Accident/Incident Reporting Procedure**

Accident/incident reporting including the following but not limited to:

- Injuries (not involving an employee)
  - Lost or stolen items
  - Patron misconduct including, but not limited to: fighting, biting, hitting, behavior policy misconduct
- a. Staff is directed to use their best judgment at all times when making decisions regarding accidents. Staff, not the injured party, must decide when to call 9-1-1 for assistance and fill out the appropriate form(s). Do not hesitate to call 9-1-1 if your gut tells you to.
  - b. Accident/Incident Report forms are available at all facilities and should be completed for accidents and incidents involving participants. Accident/Incident Reports must be completed immediately following the accident/incident or as soon as possible thereafter, ideally within 24 hours.
  - c. Accident/Incident Reports must be filled out in their entirety and signed by the staff member who completed the form. The form is then routed as follows:
    - Supervisor
    - Safety Coordinator or Risk Manager
    - Safety CommitteeAny life threatening injury or injury requiring admittance to a hospital should be reported to the Executive Director immediately.
  - d. Staff is not to discuss any aspect of the accident/incident with any member of the public. Any questions regarding the accident/incident should be directed to the Executive Director.

Any injury to an employee while on duty no matter how small or severe must fill out a form 04 within 24 hours and be reported to your direct supervisor immediately. PDRMA must be notified within 24 hours of accident.

**Accident/Incident Reports Forms are not to be shared with the public. These are internal forms and are attorney client privileged documents. These forms are not to be copied for the patron.**

### **Section 4.3 Accident/Incident Reporting Procedure**

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  - Patron misconduct including, but not limited to: fighting, biting, hitting, behavior policy misconduct
- a. Staff is directed to use their best judgment at all times when making decisions regarding accidents. Staff, not the injured party, must decide when to call 9-1-1 for assistance and fill out the appropriate form(s). Do not hesitate to call 9-1-1 if your gut tells you to.
  - b. Accident/Incident Report forms are available at all facilities and should be completed for accidents and incidents involving participants. Accident/Incident Reports must be completed immediately following the accident/incident or as soon as possible thereafter, ideally within 24 hours.
  - c. Accident/Incident Reports must be filled out in their entirety and signed by the staff member who completed the form. The form is then routed as follows:
    - Supervisor
    - Safety Coordinator or Risk Manager
    - Safety CommitteeAny life threatening injury or injury requiring admittance to a hospital should be reported to the Executive Director immediately.
  - d. Staff is not to discuss any aspect of the accident/incident with any member of the public. Any questions regarding the accident/incident should be directed to the Executive Director.

Any injury to an employee while on duty no matter how small or severe must fill out a form 04 within 24 hours and be reported to your direct supervisor immediately. PDRMA must be notified within 24 hours of accident.

**Accident/Incident Reports Forms are not to be shared with the public. These are internal forms and are attorney client privileged documents. These forms are not to be copied for the patron.**

#### **Section 4.4 Property Damage Reporting Procedure**

Accident reports for Frankfort Square Park District owned property damage should be routed and reviewed in the same manner as personal injury reports. Police must be called immediately for any vehicle accident with the exception of a Park District vehicle damaging district property; in that case, the Executive Director must be notified immediately. Procedures to be followed in the event of an accident will be placed in the glove compartment of each vehicle.

Property Damage reports must be submitted to the Executive Director for all property damage. If a vehicle accident results in personal injury, the police must be notified. Any serious/costly damage should be reported immediately to the Executive Director and pictures taken before any repairs are done. All major claims must be submitted to the Park District Risk Management Agency (PDRMA) promptly.

## **Section 4.5 Vehicle Accident Reporting Procedure**

Procedure is documented in the Vehicle Accident Worksheet available in park district vehicles.

1. Stop vehicle in a safe place and shut off the engine. Turn on hazard flashers.
2. If safe, extinguish small fires. Do not allow smoking in the area.
3. Get assistance quickly and warn oncoming traffic with reflectors, flags, cones, flashlights, warning flashers, etc.
4. Administer emergency care to the injured (within the limitations of your training).
5. Call 911, and then call your supervisor. Supervisor will contact Executive Director.
6. Identify witnesses. Record their names, addresses, and telephone numbers.
7. Be courteous. Willingly show your driver's license and proof of insurance to police and other drivers.

## **Section 4.6 First Aid Treatment**

Documentation should be filled out whenever first aid is administered by staff. Employees are to notify their immediate supervisors of what first aid supplies were used so containers and kits can be replenished on a regular basis. Depending on the type of first aid treatment administered, please fill out appropriate first aid logs or Accident/Incident Report forms.

## Section 4.7 Frankfort Square Park District Medicine Distribution Policy

The Frankfort Square Park District recognizes that there may be times when the Park District may have to dispense medication during Park District programming. The following medication dispensing guidelines shall be followed by staff and patrons in order to dispense medication in a safe and efficient manner. For purposes of this Policy, the term "medication" shall refer to both prescription and/or over-the-counter medicine.

However, in order to minimize the administration of a medication during Park District programming, parents or guardians should first be asked if the person can be medicated prior to entering the program. This policy should only be utilized when it is absolutely necessary to administer medication to a child or patron during program hours and not as a convenience offered to patrons.

### Procedures

#### I. Parental Procedures and Responsibilities

The parent/guardian **must**:

1. Complete the *Permission to Dispense Medication/Waiver and Release of All Claims* form;
2. Complete and sign the *Medication Dispensing Information* form;
3. Deliver all medication to the agency office in the original prescription bottle contained in a separate, clearly marked container which includes the person's name, medication, dosage, and time of day medication is to be given, along with any other necessary instructions;
4. In addition to the foregoing, the parent or guardian must verbally communicate with agency staff regarding specific instructions for medication.

#### II. Staff Medication Dispensing Procedures

Agency program staff **must**:

1. Ensure that the Permission and Waiver to Dispense Medication Form and Medication and Dispensing Information Form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication;
2. Ensure that only authorized staff accept medication which may include the Executive Director, Director, Director of Early Childhood Programming, Recreation or Athletic Supervisor, Lead Teacher, Day Camp Director, or other designated staff;
3. Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of unauthorized staff, other patrons, and children.**
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
5. Program staff responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.
7. Agency staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the agency's office and kept in a permanent file for at least three years at the conclusion of the program.

**FRANKFORT SQUARE PARK DISTRICT  
PERMISSION TO DISPENSE MEDICATION FORM**

Child's Name:

Doctor's Name:

Office Phone:

Medication Name	Dose	Time of Day	Reason

How is the medication taken? (please check all that apply):

whole    chewed    crushed    with water    without water    mixed with food    after eating

other explain: \_\_\_\_\_

Dispensing and Storage Instructions:

Possible Side Effects:

**Waiver & Release of All Claims**

I give my permission to the staff of the Frankfort Square Park District to administer the medication listed above to my child.

I understand that it is my responsibility to give the medication directly to the program staff, in the original container(s), clearly labeled with the following information: pharmacy's name, doctor's name, patient's name, medication name, strength, and dosage instructions.

In all cases, the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Frankfort Square Park District to secure from any licensed hospital physician, and/or medical personnel, any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

In consideration of the Frankfort Square Park District administering medication to my minor child, I do hereby fully and forever release and discharge the Frankfort Square Park District and its officers, agents, servants, and employees from any and all claims I may have as a result of the Frankfort Square Park District staff assisting in the administering of medication to my minor child.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Frankfort Square Park District administering medication to my minor child, I do hereby fully release or discharge the Frankfort Square Park District, and its officer, agents, volunteers, and employees from any and all claims from injuries, damages, and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication form* and *Waiver & Release of All Claims*.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Parent/Guardian Signature:

Date:





## Section 4.8 Accident/Incident Investigation Procedure

The following steps should be taken when investigating an accident:

Respond promptly - take control and administer first aid or call for help. Provide control to prevent secondary accidents from occurring. Identify sources of evidence and preserve the evidence. Determine the loss potential and notify the appropriate personnel.

2. Collect information. Follow the five P's:

<u>Position</u> -	Notice where everything was before, during and after the accident.
<u>People</u> -	Find witnesses. Involve supervisors and co-workers. Identify any trainers or technical experts that may aid the investigation.
<u>Parts</u> -	Get the physical evidence. Look for property damage, previous damage, labels, safeguards, signs, markings.
<u>Paper</u> -	If necessary, gather training records, maintenance logs, work schedules, inspection schedules, task procedures, inspection reports.
<u>Photos</u> -	If necessary, take photos of accident scene as soon as possible.

Analyze the cause - use cause and effect sequence, make a causal factor outline, examine the immediate causes, examine the underlying causes.

Develop and take action - for immediate causes fix immediately. For underlying causes redesign the process, revise training procedures, get different materials, and/or purchase protective equipment.

5. Report findings - report in writing to the proper department heads and the Executive Director. Do not give information to anyone else except the police.
6. Follow through - retrain employees, provide purchasing controls, have general inspections, prepare job analysis and procedures.
7. If staff is asked questions regarding an accident, refer all questions to the Executive Director or designated staff.

### Remember:

- Almost all accidents are avoidable and will have: immediate causes - usually due to the acts or omissions of individuals; and underlying causes - usually a failure of management. Both are important and must be investigated. **Never waste an accident - the next one could be much worse.**
- The difficulty in achieving objectivity and accuracy without bias;
- That the investigator's behavior and questions will determine the availability and quality of evidence and influence the outcome of the investigation;
- The need for varying levels of detail and accuracy depending on circumstances;
- Personal limitations on expertise and the need for appropriate technical assistance in certain circumstances;
- The need to record information and evidence in an appropriate manner;
- Documents vary in their relevance, usefulness and reliability;
- That different people will give different versions of the same events;
- The need to distinguish fact from opinion and point of view;
- That personal accounts may differ from what is known to have happened; and
- That attitude and circumstances may influence individual interpretation of events.

# Accident Incident Investigation Report

Person Completing the Report: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

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

## SUPERVISOR'S INVESTIGATION AND RECOMMENDATIONS:

1. In your opinion, what action on the part of the injured party contributed to this accident?

2. In your opinion, did an unsafe act, condition or work procedure contribute to this accident?

Yes  No If yes, what was it?

3. State corrective action(s) taken to prevent a repeat accident:

4. Has the injured person or their parent request the District to pay medical bills?  Yes  No  
Are bills attached?  Yes  No

5. Do you expect this person or their parent to submit a claim?  Yes  No

6. Please attach: \_\_\_\_\_ Pictures\* \_\_\_\_\_ Written statements

\*Be sure to write the date(s) the photos were taken along with the name of the photographer on the back.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Safety Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Executive Director

\_\_\_\_\_  
Date

## Section 4.9

## Employee Incident

### Employee Injury Report

Staff is directed to use their best judgment at all times when making decisions regarding accidents. Staff, not the injured party, must decide when to call 9-1-1 for assistance and fill out the appropriate form(s). Do not hesitate to call 9-1-1 if your gut tells you too.

Employee Injury Form 04 is available at all facilities and must be completed for all accidents and incidents involving employees. Employee Injury Forms must be completed immediately following the accident/incident or as soon as possible thereafter, but in all cases within 24 hours by the direct supervisor of the injured employee.

An injury to an employee while on duty must be reported to direct supervisor immediately and form 04 completed within 24 hours. PDRMA must be notified within 24 hours of injury.

Employee Injury Forms must be filled out in their entirety and signed by the direct supervisor of employee. The form is then routed as follows:

- Supervisor
- Safety Coordinator
- Executive Director
- Safety Committee
- PDRMA (ASAP)

Any life threatening injury or injury requiring admittance to a hospital should be reported to the Executive Director immediately.

Staff is not to discuss any aspect of the accident/incident with any employee or member of the public. Any questions regarding the accident/incident should be directed to the Executive Director.

If the injury is serious, the supervisor shall contact the emergency medical services immediately and accompany the employee to the hospital.

For less serious injuries, the injured employee may go to a physician of their own choosing. However, the employee must inform their supervisor of the injury and obtain authorization before they seek medical attention.

The employee shall provide the supervisor with the name and location of the medical assistance they will be using. The Park District has a working relationship with the following occupational medicine clinic. Employees are encouraged to use this clinic:

Ingalls  
6701 W. 159<sup>th</sup> Street  
Tinley Park, IL 60477  
Clinic Phone 708-915-7569  
24/7 Urgent Aid Phone 708-429-3300

Any employee who seeks medical attention for a work injury must submit a return to work notice from the physician.

Handbook on Workers' Compensation and Occupational Diseases is available for employees seeking medical attention as a result of a work injury

**Section 4.10****Modified Duty**

The Park District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Park District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the Park District ("work-related injury").

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the Park District. These factors include, but are not limited to, the attitude and aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Park District to provide accommodation. Modified duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers compensation benefits and result in possible disciplinary action, up to and including dismissal.

## **Section 4.11**

### **Return to Work Policy**

To ensure that employees are returned safely to work after a work related injury, the "Return to Work Policy" shall be implemented. The policy establishes communication lines between the injured employee, the attending physician, the employee's supervisor and the Park District. The Park District will strive to return employees safely to work as quickly as is reasonably possible.

1. The employee shall provide the supervisor with the name and location of the medical assistance they received.
2. Based upon the evaluation of the injury, the physician shall determine the physical restrictions or limitations of the employee.
3. Based upon the physician's determination, the department head shall modify the employee's job tasks to ensure that the employee is well within the medical restrictions.
4. Specific attention shall be paid to the physician's prescribed length of time for modified work or restriction.
5. All medical records and reports shall be submitted to the Executive Director and kept on file.
6. Under the Illinois Workers' Compensation Act, the Park District may ask for a follow-up evaluation by a doctor of its choice.

**Section 4.12            Record Keeping**

Any reports you produce, or records you maintain, including all emails, are important to the administration of the Park District and they must be accurate and complete. All reports are property of the Park District and shall not be altered or discarded without authorization from the Executive Director.