FRANKFORT SQUARE PARK DISTRICT

IDOL/OSHA Compliance Manual

Approved by Park Board of Commissioners: Date TBA

Table of Contents

Section 1 IDOL (ILLINOIS DEPARTMENT OF LABOR)

REPORTING FATALITIES AND HOSPITALIZATION INCIDENTS TO IDOL FOR PUBLIC SECTOR EMPLOYEES

Consistent with the Illinois Department of Labor requirements, the District must orally report the following:

- All work-related fatalities within eight (8) hours.
- All work-related in-patient hospitalization of one (1) or more employees, all amputations or losses of an eye within 24 hours by telephone 24/7 Notification – (800) 782-7860

Oral reports are made by telephone (24/7) to (800) 782-7860. The reporter must give the following information for each fatality or hospitalization incident:

A. Establishment name;
B. Location of the incident;
C. Time of the incident;
D. Number of fatalities or hospitalized employees;
E. Names of any injured employees;
F. Reporter's contact person and his or her phone number; and
G. Brief description of the incident.

RECORDING WORK-RELATED INJURIES AND ILLNESSES

A Log of Work-Related Injuries and Illnesses (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. District employees, former employees, and their representatives are entitled to access to the Log of Work-Related Injuries and Illnesses (Form 300). The log is maintained electronically by Assistant to the Executive Director. All employee requests to review the OSHA 300 should be directed to Assistant to the Executive Director. When an incident occurs, specific details are logged to detail the incident and how it occurred. Work-related injuries and illnesses that result in the following are recorded:

A. Death;
B. Loss of consciousness;
C. Days away from work;
D. Restricted work activity or job transfer; or
E. Medical treatment beyond first aid.

Additional criteria and for inclusion and exclusion of reportable incidents is available through your employer or online at www.osha.gov.

A separate form, Summary of Work-Related Injuries and Illnesses (300A) is completed at the end of the calendar year, reflecting the totals for the year in each category. On February 1 through April 30, the District will post the summary of the Summary of Work-Related Injuries and Illnesses (300A) by the time clocks located in the Community Center and at the golf course, ensuring employees are aware of injuries and illnesses occurring in their workplace.

SECTION 1.1 IDOL INSPECTIONS

Illinois OSHA has adopted all OSHA standards in 29 CFR Parts 1910 (general industry, 1915 (shipyards), and 1926 (construction). As a general rule, Part 1910- General Industry is most applicable to the District except in some operations where Part 1926- Construction standards may be more applicable.
Illinois OSHA protects the health and safety of public employees through the inspection, investigation and evaluation of public facilities and working conditions to ensure compliance with occupational safety and health

standards and conducts educational and advisory activities to assure safe and healthy working conditions (Illinois Safety Inspection and Education Act- 820 ILCS 219).

Illinois OSHA (under the Illinois Department of Labor/IDOL) is responsible for the enforcement of occupational safety and health standards and its compliance officers inspect workplaces. The District may be inspected by Illinois OSHA/IDOL as a result of regular scheduling, imminent danger reports, fatalities, worker complaints, or referrals.

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

SECTION 1.2 IDOL INSPECTION PROCEDURE

1. The Illinois Department of Labor inspector(s) may or may not call to schedule an appointment. He/she may likely arrive unannounced.

- The Executive Director or a trained designee is the person designated to meet with the IDOL inspector(s). The Safety Coordinator or other designated staff may also be directly involved.

2. In all probability the inspector(s) will not reschedule the visit and has the complete authority to conduct the inspection regardless if Park District staff is available or not.

- A chain of personnel designated to meet the inspector(s) shall be as follows: Executive Director, Safety Coordinator, and Superintendent of Parks.

3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.

- Front desk and office personnel shall be instructed as to who the inspector(s) is to meet with. Credentials should be checked immediately verifying the authenticity of the inspector(s). If the inspector(s) refuses to show his/her credentials, take the necessary security precautions dictated by agency policy. The inspector(s) should abide by the same policies and procedures as any visitor.

4. The opening conference will most likely include a reason for the visit, a check-list and the inspector(s) will outline what records will be reviewed. A copy of the complaint is given if one is involved. Handouts of OSHA pamphlets are usually made available by the inspector(s).

   A listing of where the records listed below will be kept because these documents must be made available to the inspector(s). Records may include:

   a) Safety training program/hazard communication program
   b) Current OSHA 300 log, Form 301 and Form 45's (PDRMA Form #4)
   c) Prior IDOL inspection reports
   d) Illinois OSHA written compliance programs
   e) Safety programs will be checked to see if they are being observed
   f) Equipment safety inspections
   g) Employee safety training records
   h) Emergency and fire evacuation procedures

It is advisable that staff create a cooperative environment and not one that is adversarial.

5. The inspection will then begin.

- The District's designated staff person(s) shall accompany the inspector(s) and be present at all times. The route and duration of the inspection will usually be determined by the inspector(s) providing it does not interfere with programs or processes. Stay in control, coordinate, and facilitate the actual inspection.

The inspector(s) may take photographs/material samples and the District's designated staff person(s) should do the same for District records.

- The most common OSHA topics addressed during inspections are in response to specific worker complaints, following a serious worker injury/fatality, high-hazard exposures, hazard communication, slip, trip and fall protection and general housekeeping. However, all OSHA standards may apply to the inspection.

6. The inspector(s) may solicit employee input at any time during the inspection and this may be done in private.

- Employees are encouraged to participate when requested and should not "volunteer" information. Never give estimates if you do not have accurate information. You may be providing false information which is a criminal offense. What you say can and will be held against you.

7. Minor violations shall be corrected if possible during the course of the inspection (housekeeping) etc.

8. A closing conference will then be held to review any violations or conditions noted by the inspector. This is an opportunity for the designated staff person(s) to obtain further information and to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations.

- The District's view of the situation and an abatement period should be thoroughly discussed.

9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. A procedure and timeline to correct noted violations will be established. Violations may be classified as an Other Than Serious Citation, Serious Violation, Willful Violation, and a Repeat Violation.

- An "Other than Serious Citation" is for violations that are not a threat to cause death or serious harm.

- A "Serious Violation" is when death or a serious physical harm could result, and the District knew or should have known about the hazard.

- A "Willful Violation" is when the agency intentionally or knowingly commits a violation.

- A "Repeat Violation" is where a previous violation citation has not been corrected.

SECTION 1.3 STATE OF ILLINOIS REQUIRED POSTINGS

The following is a listing of required safety postings.

Employee Classification Act of 2008

Provides that individuals performing services for construction contractors on or after January 1, 2008, are presumed to be employees of the contractor unless they meet certain criteria. This notice, in English and Spanish, must be posted in a conspicuous place on each job site where those individuals perform services and in each of its offices.

This poster is available on the Illinois Department of Labor website or by contacting the agency at:

Illinois Department of Labor
Conciliation and Mediation Division
900 South Spring Street
Springfield, IL 62701
217-782-1710
www.illinois.gov

Occupational Safety & Health Act

This law provides workplace safety and health protections for public employees through enforcement of occupational safety and health standards and education about safe working conditions and occupational hazards.

This poster is available on the Illinois Department of Labor website or by contacting the agency at:

Illinois Department of Labor
Division of Occupational Safety and Health
900 South Spring Street
Springfield, IL 62701
217-782-1710
www.illinois.gov

Day and Temporary Labor Service Act

The Day and Temporary Labor Services Act provides for the regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law, and requires third party clients that contract with day or temporary labor agencies to verify that they are registered with the Department of Labor or face monetary penalties. Agencies must post this notice, in English or any other language generally understood in the locale of the agency, in the public access area of each work location or branch office.

This poster is available on the Illinois Department of Labor website or by contacting the agency at:

Illinois Department of Labor
Fair Labor Standards Division
160 N. LaSalle Street, Suite C-1300
Chicago, IL 60601
887-314-7052
www.illinois.gov

Pregnancy Rights Notice

Public Act 98-1050 requires all employers in Illinois to post in a conspicuous location on the premises of the employer, where notices to employees are customarily posted, a notice prepared by the Department of Human Rights regarding an employee's rights regarding pregnancy in the workplace and an employer's obligation to accommodate pregnancy.

The poster is available on the Illinois Department of Labor website www.illinois.gov

Workers' Compensation Notice

Illinois law requires all employers to post this notice in a prominent place in each workplace. This one-page poster briefly explains employees' rights and responsibilities if there is a work-related injury. It also has a place to list the employer's insurance carrier or the person who administers workers' compensation claims.

This poster is available on the Illinois Department of Labor website or by contacting the agency at:

Illinois Workers' Compensation Commission
100 W. Randolph Street Suite 8-200
Chicago, IL 60601
312-814-6611
Toll-free 866/352-3033
www.iwcc.il.gov/icpnFORM.pdf

Unemployment Insurance Benefits Notice

This poster explains how to file a claim, benefit amounts, and taxation on benefits. It is required of all Illinois employers.

This poster is available on the Illinois Department of Labor website or by contacting the agency at:

Illinois Department of Employment Security
33 South State Street
Chicago, IL 60603
312-793-4880 or 800-247-4984
www.ides.illinois.gov/IDES%20Forms%20and%20Publications/Notice.pdf

Emergency Care for Choking

The poster explains emergency care for conscious and unconscious choking victims. It has a place to list an emergency phone number. While it must be posted in every food service facility, it could help if your employees eat on the premises.

This poster is available on the Illinois Department of Public Health website or by contacting the agency at:

Illinois Department of Public Health
Division of Emergency Medical Services and Highway Safety
525 West Jefferson Street
Springfield, IL 62761
217-785-2080
www.idph.state.il.us/

Smoke Free Illinois Act

Examples of signage that meets the requirements of the Smoke Free Illinois Act are available on the Illinois Department of Public Health website or by contacting the agency at:

Illinois Department of Public Health
Division of Emergency Medical Services and Highway Safety
525 West Jefferson Street
Springfield, IL 62761
217-785-2080
www.idph.state.il.us/

Federal Posters

All Wage and Hour Division (WHD) Workplace Posters

- Equal Employment Opportunity
- Minimum Wage – Overtime-Child Labor (WH1088)
- Employee Polygraph Protection Act (WH 1462)
- Family Medical Leave Act (WH 1420)
- Federal Government Contracts (WH1313)
- Federally Financed Construction (WH1321**)**

The five United States Department of Labor posters are available from www.illinois.gov or:

United States Department of Labor
Wage and Hour Division
230 S. Dearborn Street, Room 412
Chicago, IL 60604
312-596-7230
www.dol.gov

Occupational Safety & Health Act (OSHA 2203)

The OSHA poster explains the requirements of the Act. It is required of all employers covered by the federal OSHA law (private sector employees). There is no state plan poster (public sector employees) in Illinois.

The poster is available from www.illinois.gov or:

OSHA Publications
230 South Dearborn, Room 3244
Chicago, IL 60604
312-353-2220

Veterans' Employment and Training Service (VETS)

The VETS poster explains the requirements of the Act, and is available from www.illinois.gov or:

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210
1-866-4-USA-DOL

Section 2 HAZARD COMMUNICATION PROGRAM

SECTION 2.1 INTRODUCTION

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

The Hazard Communication Standard requires the District to train staff about the health and safety hazards of the chemicals in the workplace. A "hazardous chemical" is any chemical that is classified as a physical or health hazard. A few examples of "hazardous chemicals" used in the District's operations include custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

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

- Written Hazcom program
- Inventory of hazardous chemical products
- Inventory of Safety Data Sheets
- Labeling procedure for hazardous material containers
- Hazcom employee training program

It is the Frankfort Square Park District's policy to provide staff a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all staff must include Hazcom compliance as an essential consideration in all phases of their work. This HazCom program is a cooperative effort amongst all staff.

SECTION 2.2 ROLES AND RESPONSIBILITIES

Executive Director

- Designates a Hazcom coordinator for Frankfort Square Park District operations
- Approves the written Hazcom program
- Ensures workplace compliance with the written Hazcom program

Superintendent of Parks or designee

(Assigned Hazcom Program Coordinator)

- Maintains an inventory of all hazardous substances used or stored in the workplace.
- Maintains an SDS file/binder for inventoried hazardous substances.
- Trains new employees on specific hazards and safety precautions for hazardous substances.
- Trains all employees on hazards of newly introduced chemical products. Examples of this specific training include:
    - Personal protective equipment to be worn.
    - Health and physical hazards of each chemical products
    - Review of the Frankfort Square Park District written Hazcom program.
- Maintains Hazcom training documentation.
- Ensures that all chemical containers have proper labeling.

Employees

- Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from supervisor.
- Report to supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical

safety suggestions to management are encouraged.

Hazcom Program Coordinator (Superintendent of Parks)

- Coordinates Hazcom Standard compliance activities.
- Maintains an up-to-date hazardous substance inventory for all departments.
- Requests current SDS directly from chemical manufacturers and suppliers.
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.
- Ensures that supervisors are aware of their Hazcom program functional responsibilities.
- Ensures that supervisors are aware of hazardous chemical container labeling requirements.
- Maintains a copy of the OSHA Hazard Communication Standard.

The following sections briefly highlight the policies and regulatory compliance program of the Frankfort Square Park District concerning hazardous chemicals in the workplace.

SECTION 2.3 PROGRAM DETAILS

Labeling

The Frankfort Square Park District is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. The Hazcom program coordinator will receive and verify that all containers received for use will be clearly labeled in accord with the requirements including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's contact information (name and address). The Parks staff (ex. Custodians and herbicide/pesticide Applicators in each work area will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. This means labels must be maintained on chemicals in a manner that continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (i.e., fade, get washed off) or removed in any way. The Frankfort Square Park District will re-label containers if labels are removed or defaced. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see Appendix A for further information on labeling requirements.

Safety Data Sheets (SDS)

Employees have the right to obtain SDS for each hazardous material in the work place. SDSs will be readily available to all workers in each work area during each work shift. If an SDS is not available, contact the Hazcom Program Coordinator. When revised SDSs are received from suppliers/manufacturers, the Hazcom Program Coordinator will review SDSs received for safety and health implications, and initiating any needed changes in workplace practices. The old SDS must be kept available to employees and former employees for at least 30 years after the material is no longer used, produced, or stored on the work site. Old SDSs are kept by the Hazcom Coordinator in the Superintendent of Parks' Office in either paper or electronic format.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed are kept by the front desk (master list), garage and pole barn. All employees should be trained on what an SDS is and where they are located. Employees are free to access SDSs in the course of their work activities and especially in response to a chemical exposure. Employees should also notify their supervisor that exposure concerns can be discussed and appropriate precautions implemented. Any SDS that is removed should be immediately replaced once finished using.

Please see Appendix B for further information on how to read and understand a SDS.

Chemical Inventories

An inventory of chemical products used or stored is maintained by each supervisor and posted in each work area. The Hazcom Coordinator maintains a master inventory of all chemical products used or stored within the facility. All inventories are updated as new chemicals are introduced or old chemicals phased-out. Updated inventories are posted and copies are provided to the Hazcom Coordinator noting new chemical additions. When new chemicals are received, this list is updated immediately upon introduction into the workplace.

Employee Information and Training

Employees are trained during orientation and annually thereafter. Employees are also trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The Frankfort Square Park District training focuses on the following subjects:

- Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Safety Data Sheets.

The training format can include varies modes, such as tailgate talks, audiovisuals, interactive computer programs, classroom instruction, etc.)

Documentation: Training records for all employees trained will be retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

Non-routine Tasks and Emergencies: Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. This information will include specific chemical hazards, protective and safety measures the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures. Records will document this training. Some examples of non-routine tasks include engine work and stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

Notification and Information

On-Site Contractors

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at the Frankfort Square Park District. The Hazcom Coordinator has the responsibility for making available to contractors and their subcontractors information (i.e. SDS or other precautionary measures)

normally available to Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

Agency Employee Information

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Frankfort Square Park District Hazcom Coordinator.

APPENDIX A LABELING REQUIREMENTS

It is the policy of the Frankfort Square Park District that no container of hazardous chemicals be released for use without the following label information:

- Product identifier – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
- Signal word – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." Danger is used for the more severe hazards, while warning is used for the less severe.
- Pictogram – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazcom standard for application to a hazard category.
- Hazard statement – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- Precautionary statement(s) – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- Name, address, and phone number of the chemical manufacturer, distributor, or importer.

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	**Flame**  ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	**Exclamation Mark**  ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  ▪ Gases Under Pressure	**Corrosion**  ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	**Exploding Bomb**  ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle  ▪ Oxidizers	**Environment** (Non-Mandatory)  ▪ Aquatic Toxicity	**Skull and Crossbones**  ▪ Acute Toxicity (fatal or toxic)

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE _____
Product Name _____

SUPPLIER IDENTIFICATION

Company Name_____
Street Address _____
City _____ State
_____
Postal Code _____ Country
_____
Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS

SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

_____
_____
_____

Fill weight: _____ Lot Number
_____
Gross weight: _____ Fill Date:
_____
Expiration Date: _____

The Superintendent of Parks has this responsibility. If at any time the hazardous material was not received with the above information, or the hazardous material is transferred to another carton/container/drum, the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer's label or a generic label. If you use a generic label, the label should contain all graphic and information elements required by the Hazcom standard.

SECTION 3 CONFINED SPACE PROGRAM

SECTION 3.1 INTRODUCTION

The following guidelines have been approved by the Frankfort Square Park District and are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

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

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

Section 3.2 Definitions

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

Alternate Entry Confined Space means a confined space that has the only hazards reasonable or actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

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

Authorized Entrant means a trained employee who is authorized by the employer to enter an alternate entry and/or permit-required confined space.

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

Confined Space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work?; and

2. Has limited or restricted means for entry or exit?; and

3. Is not designed for continuous human occupancy?

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

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

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

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

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

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

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

Hot Work Permit means the employer's written authorization to perform operations capable of providing a source of ignition. (District employees will not be conducting hot work in confined spaces.)

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

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

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

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

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

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

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

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

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

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

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

Rescue Service means the personnel designated to rescue employees from alternate entry and/or permit-required confined spaces.

Retrieval System means the equipment used for non-entry rescue of persons from alternate entry and/or permit-required confined spaces.

Testing means the process by which the hazards that may confront entrants of an alternate entry and/or permit-required space are identified and evaluated. Testing includes specifying the tests that are to be performed prior to entry into the confined space, but also during entry in the space (i.e., atmospheric monitoring.)

SECTION 3.3 CONFINED SPACE IDENTIFICATION INFORMATION

At each facility and work area, involving employees of the Frankfort Square Park District, the assigned supervisor shall perform a survey for the purpose of identifying and classifying confined spaces. On August 29, 2016, The Start Group conducted an onsite survey of known confined spaces at District facilities. The results of the survey are found in Work Space Profile-Attachment A) and Confined Space Inventory-Attachment B. It is the responsibility of the Superintendent of Parks to update and maintain a listing of known confined spaces through creation of Work Space Profiles and the Confined Space Inventory and to notify affected employees of any change in status of a confined space. The completed Work Space Profiles and Confined Space Inventory provide employees with pertinent information relative to safe entry into that particular confined space located within the District.

Hazard Control

1. The confined space survey revealed that the District has both alternate entry and/or permit-required confined spaces located within District jurisdiction. Each confined space is signed accordingly with danger signs "DANGER—PERMIT-REQUIRED CONFINED SPACE. DO NOT ENTER.", or specifically classified and communicated to employees as such, of the existence and location of and the danger posed by the permit spaces.

2. **It is the policy and practice of the District that no permit-required confined space will be entered into by District staff.** Permit-required confined spaces will only by accessed by authorized contractors of the District. Before any confined space entry, it must be determined by the Executive Director or designee as a necessary entry. If at all possible, the needed work will be completed without entry.

3. The District shall provide training so that all employees associated with working in or around alternate entry and/or permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.

4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:

    a. Testing and monitoring equipment needed to comply with the standard;
    b. Ventilating equipment needed to obtain acceptable entry conditions;
    c. Communication equipment necessary for compliance;
    d. Personal protective equipment insofar as feasible; engineering and work practice controls that adequately protect employees;
    e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
    f. Barriers and shields needed to protect the entrants from overhead hazards;
    g. Equipment such as ladders for safe ingress and egress by authorized entrants;
    h. Rescue and emergency equipment needed to comply with the standard; and
    i. Any other equipment necessary for safe entry into and rescue from permit spaces.

Compliance Categories

The Work Space Profile Sheets and Confined Space Inventory identify the known confined spaces for the District and they have been classified into the following categories:

- No Entry

No Confined Spaces Identified

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

- Use of Outside Contractor

1) Space Number: FSPD- 2
   Location: Golf Course- Irrigation Building
   Description: Irrigation Pump Water Tank

2) Space Number: FSPD- 3
   Location: Community Center- Maintenance Yard
   Description: Septic Field Access

3) Space Number: FSPD- 4
   Location: Exterior- Throughout the District
   Description: Storm Sewers and Catch Basins

4) Space Number: FSPD- 5
   Location Exterior- Throughout the District
   Description: Sanitary Sewers

The District will use an outside contractor to conduct the confined space work. The Executive Director or designee will apprise the contractor of the hazards, history, and precautions of the confined space as identified by the Work Space Profile Sheets and Confined Space Inventory Sheets. In addition, the Executive Director or designee shall:

1. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
2. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required.
5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.

In addition, conducted confined space work shall:
1. Obtain any available information regarding permit space hazards and entry operations from the host employer.
2. Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required.
3. Inform the division manager of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

Alternate Confined Space Entry (minimum of two workers)

1) Space Number: FSPD- 1
   Location: Exterior- Community Center-Main Building- Splash pad
   Description: Splash Pad Vault (approximately (2-3' depth)

The confined space identified above has been designated as a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the Work Profile Sheets and Confined Space Inventory. The space may be entered following alternative entry procedures.

Staff enters the space once per year to turn on the water valves to engage the spray pad. Water flows are set for the season. Two staff will be present during this operation. One will act as an attendant. Any other entry is conducted by outside contractors under the District's direction.

1. Prior to an entry, complete the alternate entry permit and post outside at the entry point to the space.
2. Prior to entry, complete the following activities:
   a. Safely open the hatchway, access door, or access cover to the space.
   b. Place a barricade, open hatch cover, or a warning device with appropriate signs at the point of entry.
   c. Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxic that may be reasonably found in the space).
   d. Vertical spaces must be tested at 4 foot increments, along with top and bottom measurements.
   e. Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

Oxygen Concentration at > 19.5% and < 23.5 %

Combustibility

1) < 10% of LEL
2) > 5' of obscured vision due to dust

Toxicity

1) Hydrogen Sulfide < 10ppm
2) Carbon Monoxide < 35ppm

   a. Ventilate the confined space (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Air quality will be sampled at the point of air intake for the ventilator (whenever possible). The air quality will be sampled for oxygen concentration, combustibility, and toxicity (carbon monoxide and hydrogen sulfide).
   b. Assure that all personnel entering the space wear protective clothing (at least: a helmet, gloves, and ankle protection).

3. During the entire duration of the entry, complete the following activities:

   a. Complete continuous atmospheric monitoring using a device that warns the entrant whenever the air quality deteriorates within the space.
   b. Complete continuous ventilation of the space.

4. Once the entry has been completed, return the completed permit to the entry supervisor or administration.

Permit-Required Space Entry (DISTRICT STAFF WILL NOT BE CONDUCTING. MUST BE COMPLETED BY AUTHORIZED CONTRACTOR)

General Training Requirements

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

Duties of Authorized Entrants

1. The District shall ensure that all employees whose job task includes entering an Alternate entry permit-space:
    a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
    b. Properly use equipment as required.
    c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
    d. Alert the attendant whenever:
        i. The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or
        ii. The entrant detects a prohibited condition.
    e. Exit from the permit space as quickly as possible whenever:
        i. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
        ii. The entrant detects a prohibited condition.

Duties of the Attendant

1. The District shall ensure that each attendant:
    a. Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure;
    b. Maintain an accurate count of all authorized entrants.
    c. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.
    d. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.
    e. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
        i. Detects a prohibited condition.
        ii. Detects the behavioral effects of hazard exposure in an entrant.
        iii. Detects a situation outside the permit space that could endanger entrants in the space.
        iv. Cannot effectively and safely perform all the duties required under the standard.
    f. Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.
    g. Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
        i. Warn unauthorized persons to stay away from the permit space.
        ii. Advise unauthorized persons to exit immediately if they have entered the permit space.
        iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

Must be able to perform non-entry rescue as indicated by the District's rescue procedure. If rescue requirements of the District's permit program include appropriate procedures for attendant entry, attendants may enter a permit space to attempt a rescue. However, this is allowed only with adequate rescue training, equipment, and is properly relieved by another trained attendant. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Duties of the Entry Supervisor

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

Rescue & Emergency Services

1. The following requirements apply if the District will have employees enter permit spaces to perform rescue services:
    a. The District shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
    b. Each member of the District rescue team shall be trained to perform the assigned rescue duties. Each team member must also receive the training required of authorized entrants.
    c. Each member of the rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit space or from a representative space. Representative spaces shall simulate the types of permit spaces from which rescue is to be performed.
    d. Each member of the rescue team shall be trained in basic first-aid and CPR.
    e. All selected rescue services shall be evaluated in performance and capabilities areas in accordance with Appendix F of the 1998 revisions of OSHA 1910.146.
    f. For all non-IDLH entries, the selected rescue team (properly trained and equipped) shall be capable of responding to the confined space emergencies within 8 to 12 minutes.

Outside Rescue Services

1. If the District arranges to have persons other than the District's employees perform rescue operations. The District shall:
    a. Contract the rescue service prior to entry into the permit required confined space.
    b. Inform the rescue service of the hazards they may encounter when called on to perform rescue at the District.
    c. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

Retrieval Systems (Non-Entry Rescue)

1. To facilitate non-entry rescue, the District will use retrieval systems or other methods whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:
    a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
    b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

Safety Data Sheets (SDS)

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

Outside Contractors

Outside contractors hired by the District to perform work in permit-required spaces must have their own Confined Space Program that meets or exceeds OSHA 1910.146. The District will coordinate the actions of the

District's employees, prevent unauthorized entry and debrief the contractor at the conclusion of the designated work.

Specialized Equipment

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

1. Testing and monitoring equipment needed to comply with the standard;
2. Ventilating equipment needed to obtain acceptable entry conditions;
3. Communication equipment necessary for compliance;
4. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
5. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
6. Barriers and shields needed to protect the entrants from overhead hazards;
7. Equipment such as ladders for safe ingress and egress by authorized entrants;
8. Rescue and emergency equipment needed to comply with the standard; and
9. Any other equipment necessary for safe entry into and non-entry rescue from alternate entry and permit-required spaces.

Testing and Monitoring

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

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

Program Review

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

Confined Space Attachments

A- Sample Work Space Profile

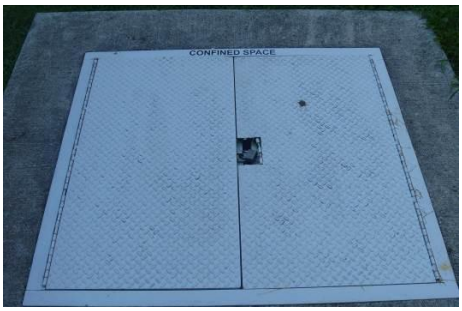
B- Confined Space Inventory

C- Alternate Entry Permit

D- Confined Space Protection Program Reviews

Attachment A - Work Space Profile

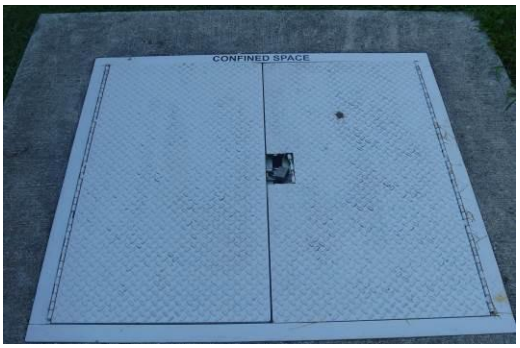
Location (facility/address): Community Center- Splash Park (FSPD- 1)		
General Description: Splash Park- Valve Vault		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION ☐Non-Permit X Alternate Entry ☐Permit Required		
Entrance/Exits – Type/Location: Double-door, Hatch door		
Confined space related hazards: 1) Potential for poor air quality		
Additional potential hazards: 1) Potential fall hazard while climbing in/out of space.		
Confined Space Equipment needed: Alternate-entry permit, lockout/tagout equipment (if possible), atmospheric monitor full body harness with rope, and ventilator		
Additional equipment needed:		
Personal protective equipment needed to enter space: Eye protection and head protection		
Warning signs posted? X Yes ☐No ☐No action required		
Is space sealed/locked? X Yes ☐No ☐ No action required		
Is it anticipated that employees will be working in this space at any time? X Yes ☐No		
Other pertinent information: Space is approximately 2-3 feet deep with minimal exposure to poor air quality. Hatch doors open widely so that falling objects (i.e. door) are not possible.		



Attachment B Confined Space Inventory

Frankfort Square Park District
Confined Space Inventory

Revised 8/29/16



Complex*:*	Frankfort Square Park District
Building:	Community Center
Location:	Splash Park
Space Number:	FSPD-1
Type/ Description:	Valve Vault
Access:	Vertical
Hazards:	Air Quality
Classification:	Alternate Entry (Level 1)
Special Comments:	

Complex*:*	Frankfort Square Park District
Building:	Golf Course
Location:	Irrigation Building
Space Number:	FSPD-2
Type/ Description:	Irrigation Pump Water Tank
Access:	Vertical
Hazards:	Air Quality, Isolation, and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	Contractor Entry Only

Complex*:*	Frankfort Square Park District
Building:	Community Center
Location:	Maintenance Yard
Space Number:	FSPD-3
Type/ Description:	Septic Field Access
Access:	Vertical
Hazards:	Air Quality and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	Contractor Entry Only

Complex*:*	Frankfort Square Park District
Building:	Exterior
Location:	Throughout
Space Number:	FSPD-4
Type/ Description:	Storm Sewers and Catch Basins
Access:	Vertical
Hazards:	Air Quality and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	Contractor Entry Only

Complex*:*	Frankfort Square Park District
Building:	Exterior
Location:	Throughout
Space Number:	FSPD-5
Type/ Description:	Sanitary Sewers
Access:	Vertical
Hazards:	Air Quality and Engulfment
Classification:	Permit-Required (Level 2)
Special Comments:	Contractor Entry Only

FRANKFORT SQUARE PARK DISTRICT
ALTERNATE ENTRY/CERTIFICATE PERMIT

GENERAL INFORMATION | Permit No.

Space to be Entered: | Purpose of Entry:

Location/Building: | Authorized Duration of Permit: Date: to Time: to

PERMIT SPACE HAZARDS (Indicate specific hazards with initials)

✓ Oxygen deficiency (less than 19.5)

Oxygen enrichment (greater than 23.5%)

✓ Flammable gases or vapors (greater than 10% of LFL)

✓ Toxic gases or vapors (greater than PEL)

Other:

EQUIPMENT REQUIRED FOR ENTRY AND WORK
Specify as required:

Personal Protective Equipment:

Respiratory Protection:

Atmospheric Testing/Monitoring:

Communication:

Ventilation Equipment:

Rescue Equipment:

Other:

PREPARATION FOR ENTRY (Check after steps are completed)

- ☐ Remove unsafe conditions to remove/open entrance cover.
- ☐ Guard opening with railing or barrier to prevent accidental fall.
- ☐ Test atmosphere prior to entry.
- ☐ Use continuous forced air ventilation during entire entry.
- ☐ Continuously monitor atmosphere during entire entry.

EMERGENCY SERVICE
Name of Service Phone Number Method of Contact

AUTHORIZED ENTRANTS List by name or attach roster

TESTING RECORD

Time	Acceptable Conditions	Result Top	Result 4’	Result 8’	Result 12’	Result 16’	Result 20’	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H_2S	<10 ppm							
CO	<35 ppm							
Cl_2								
Toxic (specify)								
Heat								
Other								
T								

AUTHORIZATION BY ENTRY SUPERVISORS
I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE ☐ GOOD ONLY ON INDICATED DATE

"CONFINED SPACE PROTECTION PROGRAM" REVIEWS

In order to keep our "Confined Space Protection Program" current, and make sure it protects our employees from Confined Space hazards, the Safety Committee of the Frankfort Square Park District along with the Safety Coordinator shall review the program on no less than an annual basis. This includes review of all "Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

REVIEW DATE	SIGNATURE OF PERSON VERIFYING REVIEW

Section 4 FALL PROTECTION PROGRAM

SECTION 4.1 INTRODUCTION

Many people think that falls primarily occur in the construction industry, where workers fall from roofs or scaffolds. The truth is that most falls can, and do occur throughout all job occupations and in the home. Parks and recreation employees, in particular, are exposed to slips and falls in a variety of environments, such as: stepping off lawn mowers, climbing up/down ladders, using a powered lift, getting in/out/off of vehicles and truck beds, walking on uneven surfaces, tripping on slippery surfaces, climbing on/off equipment or simply falling off their chair or tripping over boxes.

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

The District recognizes the fall exposure to its employees and has a responsibility to prevent these accidents from happening, or at least reducing, fall hazards from the work site or work area.
As a minimum, the OSHA Safety Standard establishes uniform requirements to make sure that the hazards from elevated falls in U.S. workplaces are evaluated, and that hazard information to educate workers is provided to all affected workers. The purpose of this program is to:

- Identify where and when fall protection is required.
- Select the appropriate fall protection systems for tasks.
- Proper installation and use of safety systems.
- Proper supervision of employees.
- Implementation of safe work procedures.
- Proper training in the selection, use, and maintenance of fall protection systems.

SECTION 4.2 FALL PROTECTION WRITTEN PROGRAM

A. General:

The Frankfort Square Park District will ensure that the hazards of all elevated **falls over 4 feet**, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees. This policy is intended to address the issues of evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

B. Responsibility:

The Superintendent of Parks and/or other designated trained fall protection personnel are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All District employees are responsible for safety at all times. This District has expressly authorized these individuals to halt any District operation where there is danger of serious personal injury due to falls.

C. Written Program:

The Frankfort Square Park District will review and evaluate this Fall Protection Program:

- On an annual basis.
- When changes occur to the OSHA fall protection standards.
- When facility operational changes occur that require a revision of this document.
- When there is an accident or close-call that relates to this area of safety.
- When fall protection procedures fail/near-miss incidents.

Effective implementation of this program requires support from all levels of management within the District. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

D. Fall Protection Assessment:

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. This agency will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A fall hazard assessment sheet will be used to document fall hazard assessments. A complete list of fall hazard locations and protective measures procedures will be maintained by the Superintendent of Parks or designee (see Appendix A).

E. Training:

1. Training Program

A training program will be provided for all employees who will be exposed to fall hazards in the work area, and will be conducted by competent personnel. The program will include but will not be limited to:

- A description of fall hazards in the work area
- Procedures for using fall prevention and protection systems
- Equipment limitations
- The elements encompassed in total fall distance
- Prevention, control, and fall arrest systems
- Inspection and storage procedures for the equipment

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control, and fall arrest systems. It is required that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

2. Initial Training

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

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

3. Certification

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

4. Refresher Training

This policy will be provided to, and read by all employees receiving refresher training. The training content will be comparable to initial training. Refresher training will be conducted every two years basis or when the following conditions are met, whichever event occurs sooner:

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.

Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this agency has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures. Whenever a fall protection procedure fails. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

F. Fall Protection Procedures:

Once a facility or specific job task evaluation has been accomplished, the District will develop, document and utilize procedures for the control of potential fall hazards. Fall prevention plans will be designed by Superintendent of Parks other competent District personnel. District personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. Fall protection design will be implemented for any operation from an elevated height of 4 feet or greater. Safety during access and egress from elevated work sites (4 feet or greater) will also be implemented. The following guidelines will be used when planning work at elevated heights:

- Involve the Superintendent of Parks, Safety Coordinator, and other staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
- Involve maintenance staff when anchorage points must be installed.
- The District will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.
- Include your fall protection equipment vendor during training programs and during the fall protection selection process prior to a job task.

G. Protective Materials and Hardware:

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

1. *Selection Criteria:*

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

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

2. Standardization within District facilities:

Fall protection devices will be standardized whenever possible.

H. Fall Protection Systems:

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

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

I. Inspection and Maintenance:

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

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

J. Contractor Responsibilities:

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

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

APPENDIX A FALL PROTECTION HAZARD ASSESSMENT AND ANALYSIS

Agency: Frankfort Square Park District **Location: _____**

Completed by: _____ Date: _____

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

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

The District will use the Fall Protection assessment form to evaluate each job task and what forms of fall protection you can use. Once the job task has been evaluated, the Fall Protection Summary sheet will be used to record all the individual job tasks and fall protection measures that should be followed.

Fall Protection Assessment Guide Form

Job Task requires the use of:	Does the District have job tasks requiring use?	Fall Protection Measure
Portable ladders: Either metal or fiberglass. Either step or extension ladder.	Yes	Train staff to properly select the type of ladder to match the job for which it will be used. Also provide training on inspection, care, maintenance, use and set up. Document all training and inspections.
Fixed ladder	No	If District identifies or installs a fixed ladder, it will need to meet the requirements under 1910.27 (d) and/or be equipped with a personal fall arrest system (harness and lanyard), capable of limiting the free fall distance to 6 feet or less.
Scaffolding: Either job built or portable.	Yes	The District does not own scaffolding but may rent from time-to-time. If rented, all scaffolding must be provided with a guardrail (36-42 inches high), a mid-rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard)
Man-lift or Scissors lift (New Holland Front End Loader with cage lift attachment)	Yes	The District uses the large New Holland frontend loader to lift staff on occasion. The loader is equipped with a “cage” platform. The District has harness and lanyards when staff are using the apparatus. A lanyard hook needs to be welded to the cage. A tow board should also be installed.
Work on roofs	Yes	Staff inspect and maintain the ThorGuard system located at Community Center, Square Links Golf Course, Champions Park Concession Stand, Union Creek Park Concession Stand, Lincoln-Way North High School, Summit Hill Junior High, and SSSRA. Additionally, staff will also clean roof gutters on the sloped roofs. Staff also attend to the “Green” roofs (Island Prairie Park Nature Center, picnic shelters at Brookside Bayou and Lighthouse Pointe Parks. If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof less than 50 feet in width can use safety monitor system 1926.502(h). If there are skylights must

		have guardrail around or skylight screen over skylight. 1910.23(a)(4)
Bucket truck lifts (Tree trimming, etc.)	No	The District does not own a bucket truck and does not intend to rent. If this were to change, the District would employ appropriate outrigger systems and use of personal fall arrest system (harness and lanyard).

Fall Protection Hazard Assessment Summary Sheet

Agency: Frankfort Square Park District **Completed by: _____**

Date_____

Job Task/Activity	Performed by	Fall Hazard	Fall Protection Measure to be Used

Comments

I certify that I personally performed the above Hazard Assessment on the date indicated.
***This document is a Certification of the Hazard Assessment*.**

Signed by: _____Date: _____

Section 5 PERSONAL PROTECTIVE EQUIPMENT PROGRAM

SECTION 5.1 INTRODUCTION

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

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

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

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

It is the responsibility of this District to develop a comprehensive PPE program that includes the mandatory documentation for PPE assessment and training.

SECTION 5.2 MANDATORY WRITTEN REQUIREMENTS OF THE PPE STANDARD

A. Written Hazard Assessment

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

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

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

Appendix A includes a hazard assessment form that can be used to identify areas that may require the use of personal protective equipment. **Hazard assessment is a continuous process and one that is conducted as conditions, work tasks, work processes and hazards change.**

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

However, employees with knowledge of work hazards and equipment owners' manuals that clearly outline the necessary personal protective equipment are also good sources for when completing hazard assessments.

B. Training Requirements

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

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

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

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

SECTION 5.3 SPECIFIC PPE CONSIDERATIONS

A. Head Protection

Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects.

1. Selection of Hard Hats

Each type and class of head protector is intended to provide protection against specific hazardous conditions. The District will assess the conditions that employees will be working under and select the proper hard hat for the hazards present.

Where hard hats are needed, the District staff will utilize Class G and Class C hard hats. Class G hard hats are general service hard hats that provide impact and penetration resistance, along with limited voltage protection. Class C hard hats do not provide any conductive protection. The District should not be engaged in work tasks that would require Class E hard hats working in electrical environments. If a work task assessment indicates otherwise, this must be approved by the Superintendent of Parks.

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

2. Inspection and Maintenance of Hard Hats

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

Hard hats with any of the following defects should be removed from service and replaced: perforation, cracking, or deformity of the brim or shell; or an indication of exposure of the brim or shell to heat, chemicals or ultraviolet light and other radiation (in addition to a loss of surface gloss, such signs include chalking or flaking). Always replace a hard hat if it sustains an impact, even if damage is not noticeable. Suspension systems are offered as replacement parts and should be replaced when damaged or when excessive wear is noticed. It is not necessary to replace the entire hard hat when deterioration or tears of the suspension systems are noticed.

For golf course operations, bump hats are not ANSI approved and not considered by OSHA to be acceptable hard hats against falling or flying objects, only head bumps and lacerations. Employees are required to wear ANSI approved Class G or C hard hats when work cannot be performed when the golf course is not open.

B. Eye and Face Protection

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

Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious

light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

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

Emergency eye washes be placed in all hazardous locations such as chemical rooms, battery charging areas, etc.

1. Selection of Eye Protection

Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the agency should consider the type of hazard and degree of hazard and select the protector accordingly.

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

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

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

When selecting eye protection, the District will closely evaluate what specific type of eye protection is needed depending on the task being performed. For instance, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

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

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

The District offers many types and styles of eye protection. Specific requests for eye protection should be brought to the attention of the Superintendent of Parks to determine whether the glass meet the above cited standards.

C. Ear Protection

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

When employees are exposed to noise levels in excess of 85dba over an 8 hour time weighted average (TWA), OSHA regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at the District who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment.

1. Selection of Hearing Protection

The District will use two of the most common types of ear protection: moldable earplugs and earmuffs.

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

D. Respiratory Protection

Respirators shall be provided by the District when such equipment is necessary to protect the health of the employee as part of the Voluntary Respirator Use Program (See Respirator Use Program). Respirators provided by the District should be suitable for the hazards identified in your assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals; dusts, etc. are safety data sheets. SDS help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect your employees.

It should be noted that respiratory protection is not specifically covered in the PPE Standard. However, it is recommended by PDRMA that respiratory protection be included in the District's hazard assessment to identify the jobs and tasks performed by employees that need respiratory protection.

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

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

provider in such emergencies.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals

E. Torso Protection

Park and recreation employees are exposed to torso injury in a variety of situations. Examples include liquid chemical handling or use of chainsaws. Forms of torso protection include, but are not limited to welding aprons, special protective coveralls for applying pesticides, and chaps for chainsaw use.

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

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

F. Arm and Hand Protection

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

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

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

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

G. Foot and Leg Protection

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

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

When the District determines that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect against puncture wounds when hazards relating to stepping on sharp objects exist.

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

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

H. Personal Protective Equipment for Working Near Water

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

When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

I. Traffic Control and Night Maintenance

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

SECTION 5.4. COST ASSUMPTION FOR PERSONAL PROTECTIVE EQUIPMENT

The District will provide and pay for personal protective equipment required by the agency for the worker to do their job in a safe manner and in compliance with OSHA standards. However, where equipment is personal in nature and useable by workers off of the job, such as protective foot wear and prescription safety glasses, the employer is not required to pay.

SECTION 5.5 CONCLUSION

For your personal protective equipment program to be effective, it should be coordinated by your Superintendent of Parks or other responsible manager.

First-line supervisors and employees must be educated as to when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, supervisors need to be held responsible for insuring their employees wear personal protective equipment when necessary. Employees who do not comply with the District's safety policies will be given verbal reprimand, written warning, or dismissal of position depending on severity.

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

APPENDIX A CERTIFICATION OF HAZARD ASSESSMENT

Personal Protective Equipment (PPE)
Hazard Assessment Survey and Analysis

Agency _____ Location: _____

Job Classification: _____ Operation/Task: _____

Completed by: _____ Date:_____

OSHA requires employers to complete assessments of all work places to determine the need for Personal Protective
Equipment and to help in selecting the proper PPE for each job task performed.

The District will use this PPE assessment form for each job task.. By evaluating potential exposures to individual parts of the body, by job task, the District will determine what appropriate protection (PPE) is required for staff to wear when performing that job.

Once the assessment form is completed for each job task, the findings should be transferred to the PPE Hazard Assessment summary sheet. This is a condensed form on containing a list all job tasks and the PPE that is required, for each job performed at the District.

APPENDIX B PPE ASSESSMENT FORM FOR JOB TASK:

Part of Body	Hazard	Required PPE	Notes or Comments
Hands	Penetration-sharp or rough objects or Animal bites Chemicals Extreme Cold Extreme Heat Blood contact Electrical shock Vibration- power tools Other	Leather, cut resistant or general purpose work gloves Chemical resistant gloves Insulated gloves Heat resistant gloves Latex gloves Insulated rubber gloves Cotton, leather or anti vibration gloves Other	
Eyes and Face	Impact-flying objects, chips, sand or dirt Nuisance dust UV light- welding, cutting, soldering Chemical mist or splashing Hot sparks-grinding Glare from high intensity lights Other	Safety glasses with side shields, goggles with face shield Safety goggles Welding helmet, shield with safety glasses and side shield Chemical goggles, face shield Glasses goggles with face shield Shaded safety glasses Other	
Ears	Exposure to sound levels (> 85 dBA 8-hour TWA) Exposure to sparks Other	Ear muffs, ear plugs or ear caps Leather welding hood Other	
Lungs, respiratory System	Nuisance dusts or mists Welding fumes Pesticides Paint spray Organic vapors Acid gases Oxygen deficient toxic or IDLH atmosphere Other	Disposable dust or mist mask Welding respirator Respirator w/pesticide cartridge Respirator w/Paint spray cartridge Respirator w/organics cartridge Respirator with organic acids cartridge SCBA or Type C airline respirator Other	
Feet	Impact heavy objects Slippery or wet surfaces Penetration with sharp objects Chemical splash Extreme cold Other	Steel toe safety shoes, metatarsal guards Slip resistant soles Puncture resistant soles Chemical resistant boots Insulated boots or shoes Other	
Head	Struck by falling object or against fixed object Other	Hard Hat Class C Class G Other	
Body	Impact flying objects Moving vehicles Penetration sharp objects Hot metal or sparks Chemical Extreme cold Unprotected elevated walking or working surface Other	Long sleeves, apron, coat Traffic vest Cut resistant sleeves wristlets Flame resistant jacket and pants Apron Insulated jacket and hood Body harness and lanyard Other	

I certify that I personally performed the above Hazard Assessment on the date indicated. ***This document is a Certification of the Hazard Assessment.***

Signed by: _____ Date: _____

APPENDIX C PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT SUMMARY SHEET

Agency: _____ Completed by: _____ Date:_____

Job/Task Description	Source of Exposure(s)	Type(s) of Hazard(s)	Protection Type(s) of PPE Required

Comments

Signed by: _____ Date: _____

Section 6 VOLUNTARY RESPIRATOR PROTECTION PROGRAM

SECTION 6.1 INTRODUCTION

OSHA's Respiratory Protection Standard is referenced in the Code of Federal Regulations (CFR) part 1910.134 as published in the Federal Register.

The Frankfort Square Park District has determined through evaluation of work tasks and SDS review that workers are not exposed to hazardous atmospheric thresholds beyond the permissible exposure limits prescribed by OSHA that warrant mandatory respirator use. However, District staff may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. Examples could include, but are not limited to employees may be irritated by the presence of non-hazardous air contaminants (such as nuisance dust, paint and herbicide sprays, chemical irritants, pollen or animal dander). The District recognizes that staff may want to voluntarily wear a respirator in certain circumstances while performing certain tasks in certain environments. Also, respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged at the District, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers.

The respirator protection program at the District is intended to protect employees against recognized health hazards. When use of a respirator will help to alleviate irritation and when the respirator itself is judged to pose no additional risk to the wearer, District employees will be allowed to voluntarily use respirators for comfort reasons. This supplement describes responsibilities and procedures for obtaining approval and medical clearance for voluntary respirator use

SECTION 6.2 VOLUNTARY RESPIRATOR PROGRAM

The voluntary respirator program only applies to filtering facepiece respirator. Parks maintenance managers and supervisors will often be responsible for carrying out and coordinating the District's respiratory protection program. Supervisory level staff at each location must also be knowledgeable and trained in respiratory procedures to manage use at their facility.

The District will continuously monitor hazardous or potential hazardous atmospheric exposure limits to staff through review of work tasks and chemicals used in the workplace. This policy could change if exposure limits were ever found to be higher that OSHA's prescribed permissible exposure limits.

GENERAL

In their jobs at the District, some staff may perform tasks which cause respiratory discomfort but which do not pose a health risk. In these cases, the District will not require that respiratory protection be worn, but staff may request that their departments provide respirators or they may purchase their own respirators if this is approved by the District. Staff who choose to use respiratory protection for comfort reasons (such as allergy prevention) must obtain permission from the District. Departments which provide comfort respirators for their employees must furnish to the Superintendent of Parks information about the types of respirators being used, the tasks being performed while respirators are worn, and the names of employees wearing the respirators.

ENGINEERING AND WORK CONTROLS

The District will continue to consider two types of controls to reduce the need for respiratory use in addition to the voluntary respirator program. These are **Engineering** and **Administrative Controls.**

Engineering Controls include enclosure or confinement of the operation, increased ventilation, or substitution of a less toxic material. These are physical controls put into place to control or reduce the threat of occupational injury or illness caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

Administrative Controls that can be used include rotating the employees trained to use respirators or scheduling the use of chemicals in a way to control or reduce their adverse effects.

HEALTH EVALUATION

The use of some respirators may impose an additional stress on the worker. Voluntary use of respirators (except filtering facepiece respirators) requires medical clearance. The District may require an employee to show evidence from his/her physician whether or not the employee is physically able to perform assigned tasks while wearing the respirator.

RESPIRATOR SELECTION

All respirators will be provided to employees by the District. Comfort respirators will be approved only when they are appropriate for protection against the irritating substance and when they pose no health risk to the wearer. The District will make alternate recommendations if the selected respirator is inappropriate for the proposed use.

FIT TESTING

Fit-testing is not required for voluntary respirator wearers.

MAINTENANCE

Each respirator user will have the responsibility for maintaining his/her own respirator. Parts should be replaced when needed by the District.

INSPECTION All respirators will be inspected before and after each day's use by the respirator wearer.

CLEANING, DISINFECTION AND STORAGE
After inspection, cleaning, and necessary repair, respiratory protection equipment should be carefully stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position, without being damaged.It is not acceptable to hang a respirator by its straps.

REPAIR
Respirators needing repair will be repaired by the competent designated person using approved replacement parts only.

TRAINING
Employees who choose to use respiratory protection must be familiar with the information contained in Appendix A.
For safe use of any respirator, it is essential that employees be properly trained in the selection, use, and maintenance of the respirator. Both supervisors and employees wearing the respirator should be trained by the agency. Training will provide employees the opportunity to handle the respirator, have it properly fitted, test its face-piece seal, wear it in normal air for a long familiarity period and finally, to wear it in a test atmosphere. Proper training may be available from a manufacturer's representative or sales representative from a local safety supplier.

Every employee wearing a respirator should receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to decide if it fits properly.

APPENDIX A
(Pursuant to Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will

tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

APPENDIX B COLOR CODES FOR CARTRIDGES/CANISTERS

Atmospheric Contaminants	Colors Assigned
Acid gases	White
Hydrocyanic acid gas	White with 1/2 inch green stripe completely around the canister near the bottom.
Chlorine gas	White with 1/2 inch yellow stripe completely around the canister near the bottom.
Organic vapors	Black
Ammonia gas	Green
Acid gases and ammonia gas	Green with 1/2 inch white stripe completely around the canister near the bottom.
Carbon monoxide	Blue
Acid gases and organic vapors	Yellow
Hydrocyanic acid gas and chloropicrin vapor	Yellow with 1/2 inch blue strip completely around the canister near the bottom.
Acid gases, organic vapors, and ammonia gases	Brown
Radioactive materials, excepting tritium and noble gases	Purple (Magenta)
Particulate (dusts, fumes, mists, fogs, or smokes) in combination with any of the gases or vapors	Canister colors are no longer used for particulate matter. The new method deals with oils. **N** - Not resistant to oils; **R** - Resistant to oils; **P** - Oil proof
All of the above atmospheric contaminants	Red with 1/2 inch gray stripe completely around the canister near the top.

Note: Gray is not assigned as the main color for a canister designed to remove acids or vapors.

Note: Orange is used as a complete body, or stripe color to represent gases not included in this table. The user will need to refer to the canister label to determine the degree of protection the canister will afford.

Note: Canisters for particulate matter deals with resistance to oil. These types of canisters are tested by NIOSH.

APPENDIX C RESPIRATOR TYPE SELECTION

A. Disposable Respirators (Voluntary Use)

The disposable respirator is the most basic type of air filtration system. The disposable respirator is often mistaken for the "dust mask" although the disposable respirator does filter out mists and vapors where the dust mask does not filter these contaminants out. The disposable respirator is intended for limited use and not intended for use in oxygen deficient atmospheres.

B. Half Mask Respirators (Voluntary Use)

Half mask respirators utilize filters and cartridges and are the most common for parks and recreation applications. Employees are permitted to wear their eyeglasses with this type of respirator but should not wear contact lenses in contaminated environments. These masks cover the mouth and nose but do not provide protection of the eyes. This is a concern if the chemical, mist, vapor, etc., causes eye irritation. If there is a concern of splashing or contact with the eyes, a half mask may be used with eye protection. The half mask respirators are not intended to be used in oxygen deficient atmospheres.

C. Full Mask Respirators (Not part of voluntary program)

Full mask respirators are necessary when there is a concern of absorption into the eye or other irritation of the eye. Full mask respirators may not be worn with prescription eyeglasses; however, there is the option of optical inserts. Full mask respirators use the filter and cartridges in order to filter out hazardous contaminants. The full mask respirators are not intended to be used in oxygen deficient atmospheres.

D. Supplied Air Respirators & SCBA (Not part of voluntary program)

The supplied air respirator or SCBA is used most commonly in oxygen deficient atmospheres. These respiratory devices should always be used in conjunction with another employee present in case of an emergency. Each type of SCBA or supplied air system has requirements regarding corrective eyewear, for this reason the manufacturer's recommendation should be followed.

Section 7 HEARING CONSERVATION PROGRAM

SECTION 7.1 INTRODUCTION

The purpose of this document is to outline a method for the Frankfort Square Park District to follow when beginning the process of complying with the OSHA Hearing Conservation Amendment. As with all things, this District must complete an assessment of their facilities and operations to determine if there are any activities for which their employees are exposed to high noise levels.

OSHA's Occupational Noise Exposure standard is referenced in the Code of Federal Regulations (CFR), part 1910.95 as published in the Federal Register. The Occupational Noise Exposure standard will affect any employees who are exposed to continuous noise levels in excess of 85 dBA.

SECTION 7.2 NOISE ASSESSMENT

The District conducts periodic noise assessments of equipment and operations. The last comprehensive assessment was conducted in 2016. Since the time of the initial assessment, the District has significantly modified its operations through use of private independent contractors. Specifically, almost all of the mowing activities performed by District staff is now being performed by outside (non-District) contractors. As a result, the number of employees performing mowing activities that breached OSHA's permissible 8hr TWA exposure to noise decreased significantly. Currently, the only following positions are required to participate in the District Hearing Conservation Program:

- Seasonal labor position (2 employees) where primary responsibility is mowing.

What constitutes a high noise level?

The noise standard is based on 2 sound levels, which direct the employer to act. The first of these is the action level of 85 decibels for an 8 hour TWA (Time Weighted Average). If at or above this level, you need to include the affected employee in a hearing conservation program. The second is 90 decibels for an 8 hour TWA. At or above this level, hearing protection is required. For the purpose of this document we will focus on the 85 decibel level. It is at or above this level that you must comply with all the necessary elements of the Hearing Conservation amendment to the Noise Standard.

1. Assessment Phase:
Start the process by talking to your employees and observing their activities to determine what activities and operations you need to evaluate for high noise levels.

Next, obtain a sound level meter (available from PDRMA) and begin the process of sound level measurement.

The results obtained from your sound level measurement would then dictate what further action is needed.

2. The Measurement Phase:
When using the sound level meter, the settings on the unit, per the standard, need to be on the A scale and slow response.

Hold or place the microphone portion of the sound level meter in the hearing zone of the employee. This would generally be just off the end of the shoulder at ear level. Observe the meter and record the reading. Do this off both shoulders, as the individuals head may act as a barrier between the source of the noise being measured and the sound level meter.

Keep a record of each reading for each piece of equipment or operation. Ask the employee how many hours, or fraction of hours, per day on average they would be using this equipment or be exposed to this operation. Record this time estimate with the sound level reading. Use Appendix A to record these results.

3. Calculating Phase:
From the readings you obtained, you must now determine if you are at or in excess of the 85 dBA 8 hour time weighted average level.

If none of your recordings are at or in excess of 85 decibels, you are below the action level. The only requirement at this point would be to record your sound level reading results, state that no Hearing Conservation Program is required, and should operations or conditions change you will reassess and resample.

If your readings are at or over 85 decibels, we now need to interpret what the exposure is to your employee for an 8 hour TWA. The shorthand method of doing this involves using this chart. Take your sound meter reading and look at the reference time. This is the maximum amount of time you can be exposed at the sound level reading taken to be under the 85 decibels for an 8 hour TWA. If your employee is exposed to this level of noise for a period greater than the reference time, their exposure is over the 85dBA for an 8hr. TWA, and they must be included in a hearing conservation program.

A-weighted Sound Level (dBA)	**Reference Time (hours)**	**A-weighted sound level (dBA)**	**Reference Time (hours)**
85	8	101	.9
86	7	102	.75
87	6.1	103	.7
88	5.3	104	.6
89	4.6	105	.5
90	4	106	.44
91	3.5	107	.38
92	3.1	108	.33
93	2.7	109	.29
94	2.3	110	.25
95	2	111	.22
96	1.8	112	.19
97	1.5	113	.17
98	1.3	114	.15
99	1.2	115	.13
100	1		

Control Measures:
As can be seen the individual employee exposure to noise is a factor of exposure dose (sound level) and time. Control measures involve reducing the sound level or the exposure time.

Control measures for reducing sound levels include:

*** Engineering** - Through the use of engineering methods reduce the sound level at its source.

Changes in machinery and equipment:
- Enclosing cabs of exceptionally noisy equipment
- Providing improved exhaust mufflers for equipment
- Changing to more quiet fans and placing mufflers in the ducts of ventilation systems
- Purchasing new equipment (mowers, tractors, etc.) that operate at less than 85dBA.

Maintenance of equipment:
- Lubricating equipment (i.e., mower decks, tractors, chippers) at regular intervals as recommended by the manufacturer
- Replacing defective (i.e., worn-out, broken, or excessively noisy) equipment
- Repairing loose and vibrating parts

*** Elimination** - Remove the sound producing equipment or job from the tasks of the employee.

*** Isolation -** Isolate the employees hearing from the sound source. This can be accomplished by distance, barriers, or the use of personal hearing protection.

*** Administrative Controls –**

- Rearranging work schedules to minimize employee exposure. For example, do not have employees operate the mower or string trimmer all day, or have the staff rotate between jobs that have an excessive noise exposure and those that does not have a noise exposure.

- Noisy equipment that is used less than full time could be arranged to run only portions of a day, rather than all day. If the chipper is currently only used one day per week, to reduce the noise exposure, the chipper could be used 4 hours a day for two days.

NOTE: The referenced standard says that the employer must first examine and implement engineering controls where feasible. When not feasible, then the employer can implement the use of personal hearing protection as a control measure.

SECTION 7.3 HEARING PROTECTIVE DEVICES

When engineering and administrative controls have been evaluated and determined to be impractical, employees should be provided with hearing protective devices. Properly fitted protectors can be worn continuously by most people and will provide adequate protection for most industrial noise exposure. The four common types of protectors are:

Muff-type protectors:
These cover the external ear to provide an acoustic barrier. The effectiveness of each varies depending on size, shape, seal material, shell mass, and type of suspension. Muffs are not a good choice for employees wearing glasses.

Preformed insert-type protectors:
Preformed inserts are available in different sizes, and must be fitted to each individual wearer. These are reusable, and have to be cleaned frequently.

Formable insert-type protectors:
These come in one size and, when inserted in the ear, conform to the shape of the wearer's ear, thereby, creating an effective noise barrier. These types are commonly used and usually disposable.

Semi-aural protectors:
These consist of plug type devices on the tips of a flexible headband. They typically provide less protection than other plugs. They are better suited for intermittent exposures because when used over longer time periods, they can become uncomfortable.

Each type of protector has a rating called NRR (noise reduction rating). This is a number which indicates how many decibels the noise will be reduced when the protector is worn properly.

SECTION 7.4 HEARING CONSERVATION PROGRAM REQUIREMENTS

For all employees found to be exposed to an 8 hour time weighted average sound level at or in excess of 85dBA, the employer shall administer a continuing, effective hearing conservation program. The elements of this program include:

- A written hearing conservation program
- Sound level monitoring
- Audiometric testing
- Hearing protection
- Employee training
- Recordkeeping

Monitoring
Noise monitoring should be conducted at least annually or more frequently to determine if changes in the workplace noise levels have taken place. Use Appendix A to record sound level readings. Examples of changes might be:

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

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

Hearing Protection
The use of hearing protective devices should be required for employees exposed to noise levels greater than or equal to 85 dBA Time-Weighted Average. Hearing protection is required for employees demonstrating a threshold hearing shift from audiometric testing. Employees may balk at wearing plugs or muffs because of concerns of discomfort, ear infections or not being able to hear their equipment operating. Proper education of employees and providing them a selection of several types will help gain acceptance of their use. Most vendors of hearing protection devices will be able to provide a wide selection suitable for various situations. However, because the use of hearing protective devices is so important, supervisors will need to enforce the use of them as they would any other work rules.

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

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

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

Record Keeping

Records regarding individual's noise exposure and any audiograms should be kept indefinitely. Since noise exposure and audiogram results must be provided to employees and former employees at their request, it is suggested that these records remain separate from employee personnel records. Audiometric test records should also be kept in the same fashion. They must include the following:

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

APPENDIX A SOUND LEVEL METER RECORDING FORM

Completed by: _____ Date: _____

Equipment, Activity, Or Operation	**dBA reading Sound Level Meter Left ear / Right ear**	**Reference Time Average Hours of exposure/day**
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	

These readings were obtained using a Min-Max Type 2 (840014) Sound Level Meter, set on the A-scale slow response. The frequency range is 31.5Hz~8KHz. The measuring level range is 32~130dB.

Section 8 BLOODBORNE PATHOGENS & INFECTIOUS DISEASE PROGRAM

SECTION 8.1 INTRODUCTION

The Frankfort Square Park District recognizes the possibility of some employees working in environments that may pose significant risks from infection and that the development of the infectious disease program is reasonably necessary to protect affected employees from those risks.

In response to the above hazard recognition, the Frankfort Square Park District has adopted an Infectious Disease Program.

The following guidelines are intended to assist the Frankfort Square Park District in maintaining a safe working environment for those employees whose job tasks require working in or around infectious diseases and bloodborne pathogens. These guidelines are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.1030-Bloodborne Pathogens standard for General Industry. These guidelines may be revised from time to time, as additional information becomes available.

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

SECTION 8.2 PARTICIPATION IN PROGRAMS BY INFECTED PERSONS

General

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

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

2. Decisions regarding participation shall be made by the Executive Director and the Superintendent of Recreation. In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed.

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

4. If the Executive Director determines that no change is warranted in the person's participation, he/she may continue in that program. The Executive Director may re-evaluate the person's participation at any time.

Children/Mentally Challenged

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

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

SECTION 8.3 PRIVACY CONSIDERATIONS

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

Frankfort Square Park District staff are to provide no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, family members, or agency personnel other than personnel specifically designated by the Executive Director. The legal ramifications to both the employee involved and the agency of a breach of confidentiality are at risk.

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

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

C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in agency programs should be directed to the Executive Director of the agency. Confidentiality must be maintained.

SECTION 8.4 EXPOSURE CONTROL PLAN

Section 8.4.1 Scope

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

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

Section 8.4.2 Policy and Procedure

The Frankfort Square Park District is committed to providing a safe and healthful work environment for their entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with the OSHA standard, 29 CFR 1910.1030.

Employee Exposure Determination

The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). An occupational exposure is defined in CFR 1910.1030(b) as a "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

The following is a listing, of job classifications where some employees may have occupational exposure.

Job Classification	**Task/Procedure**
Early Childhood/Preschool Teachers/Aides	Handling bodily waste materials (vomiting, accidental soiling oneself) Minimal First Aid
BAS Teacher/Aides	Minimal First Aid
Custodians/Parks Department Employees	Handling bodily waste materials Minimal First Aid
Day Camp Directors/Counselors	Minimal First Aid
Splash Park Supervisors	Minimal First Aid
F.A.N. Staff	Handling bodily waste materials Minimal First Aid

Section 8.4.3 Methods of Implementation and Control

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

Engineering and Work Practice Controls:
Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. At the District the following engineering controls will be employed:

- First-Aid Kits.
- Wearing of disposable gloves and (facial mask if needed).
- Using the body fluid pick-up kit.
- Disinfecting the area with appropriate cleaners.
- Triple bagging the waste materials and cleaning materials.
- Using sharps containers, when appropriate

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

Hand Washing

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. (If hand-washing facilities are not feasible, the District will provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.) When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. The antiseptic cleansers will be maintained to ensure that they are readily accessible.

The employee's immediate supervisor shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

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

Contaminated Equipment/Area

The employee's immediate supervisor is responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

The employee's immediate supervisor is responsible for ensuring that the following provisions are met.

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

Disposable Gloves

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

Section 8.4.4 Post-Exposure Evaluation and Follow-up

A. PRESENCE OF BLOOD OR POTENTIALLY INFECTIOUS MATERIALS

If PPE (i.e. gloves) are used and blood or potentially infectious materials are not touched, no exposure occurred. *Steps F should be completed.*

Intact skin is an effective barrier against bloodborne pathogens. If blood or other potentially infectious materials was touched with intact skin, the contaminated intact skin should be immediately washed with soap and water. Generally, under this circumstance, no exposure occurred and *Step F should be completed.* However, the supervisor can make a determination as to whether or not the incident constitutes an exposure incident and follow *Steps B through F*.

If gloves are *not* used and a true exposure incident occurred (blood or other potentially infectious materials gets inside the body by means such as blood touching broken skin such as skin with dermatitis hangnails, cuts, abrasions, chapping, chafing, open rashes, acne, or a puncture wound by a sharp object that has blood on it), immediately wash the affected area with soap and water. Then complete an incident report and *Steps B through F should be followed.*

If blood or other potentially infectious material contacts with the eyes, nose, or mouth, flush the area with clean water, saline, or sterile irrigants. Then complete an incident report and *Steps B through F should be followed*.

B. CONTACT WITH BROKEN SKIN OR MUCOUS MEMBRANES

If it is determined that contact with blood or other potentially infectious materials, on broken skin (see above) or on their mucous membranes (in the eye, mouth or nose), has occurred, *immediate* medical evaluation and treatment will be provided, at no cost to the employee by Ingalls Occupational Medical Center (6701 W. 159th Street, Tinley Park; 708-915-7569).

The Superintendent of Recreation will see that the following elements are performed:

Documentation of the exposure situation including route of exposure and a description of how the exposure occurred.

Identification of the source individual (person whose blood or body fluid to which an employee was exposed).

Documentation of request for consent to test source individual for HIV, hepatitis B antibody, and HCV testing as soon as possible.

Documentation of whether or not the employee received a free medical exam, any required follow-up, and that the employee was offered the hepatitis B vaccination if s/he has not had the series.

If source does not give consent, ***document*** that consent could not be obtained. The employee may petition the local health officer to require HIV testing.

Appropriate medical services must be available to employees during work hours.

C. SOURCE TESTING

Source testing will be done by Ingalls Occupational Medical Center (6701 W. 159th Street, Tinley Park; 708-915-7569).

- Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
- If a source individual is already known to be infected with HBV or HIV, testing for the source

individual's known HBV or HIV status need not be repeated.

- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV infectivity. If consent is not obtained, the Executive Director shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

D. INFORMATION TO MEDICAL PROVIDER

- The Superintendents of Parks, Recreation and/or the Claims Contact will ensure that the medical provider is given the following information:
    - A description of the employee's job duties relevant to the exposure incident
    - Route and circumstances of the exposure
    - If possible, the results of the source antibody testing
    - Relevant employee medical records, including hepatitis B vaccination status

E. INFORMATION FROM THE MEDICAL PROVIDER

- The medical provider will be requested to provide the facility with the following:
    - Whether hepatitis B vaccine is indicated and if employee has received the vaccine
    - A statement that the employee has been informed of the results of medical evaluation and whether or not there is any medical condition that may require further evaluation and treatment
    - All other findings or diagnosis shall remain confidential and shall not be included in the written report

F. Documentation and evaluation of incident

- The Superintendents of Parks, Recreation and/or Claims will document and review the circumstances of all exposure incidents to determine:
    - Description of the event
    - What work practices were being followed
    - What housekeeping practices were being followed
    - Personal protective equipment (PPE) used at the time of exposure incident
    - Location of incident

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-ups will be performed by Ingalls.

Information Provided to the Health Care Professional(s)

The agency shall obtain and provide its employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

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

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

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

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report. All exposure incidents shall be investigated and documented. All staff should do the following after initial first-aid is given:

Section 8.4.5 Hepatitis B Post-Exposure Evaluation and Follow-up

General

The District shall ensure that all medical evaluations and procedures including the Hepatitis B post-exposure follow-up, including prophylaxis, are:

- Made available at no cost to the employee;
- Made available to the employee at a reasonable time and place;
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- Conducted at the District's occupational medical facility---Ingalls Occupational Medical Center (6701 W. 159th Street, Tinley Park; 708-915-7569).

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

Information and Training

Designated agency trainers are to ensure training upon initial assignment to tasks where occupational exposure may occur, and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

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

- Information on the evaluation and follow-up required after an employee exposure incident.

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

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

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

Recordkeeping

Medical Records

The employee's immediate supervisor is responsible for maintaining medical records (indicated below). These records will be kept in the employee's medical file.

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

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

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

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

Training Records

The Safety Coordinator or designee is responsible for maintaining the following training records. These records will be kept in the area designated by the Safety Coordinator and/or Executive Director.

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

- The dates of the training sessions
- An outline describing the material presented
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Availability

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

Dates

All provisions required by this standard will be implemented by July 1, 2017.

Outside Contractors

This written exposure control plan does not address information obtained from and provided to outside contractors. Standard operating procedures for these situations may be evaluated and addressed on a case-by-case basis.

APPENDIX A HEPATITIS B VACCINATION DECLINATION FORM

Frankfort Square Park District

HEPATITIS B PRE-EXPOSURE VACCINATION DECLINATION FORM

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

_____

Employee's Signature

_____

Print Name

_____

Date

_____

Guardian's Signature (If Employee is under 18 years of age)

_____

Print Guardian's Name

_____

Date

Section 9 LOCKOUT/TAGOUT PROGRAM

SECTION 9.1 INTRODUCTION

OSHA's **Control of Hazardous Energy Standard** is referenced in the Code of Federal Regulations (CFR) in part 1910.147 as published in the Federal Register. This standard is commonly called lockout/tagout. The following guidelines may be revised from time to time, if deemed appropriate, as additional information becomes available.

The Frankfort Square Park District recognizes that Hazardous Energy pose significant risks and that the development of the Lockout/Tagout program is reasonably necessary to protect affected employees from those risks. Common energy sources that can cause injury if not controlled include, but are not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

The following guidelines are intended to assist the Frankfort Square Park District in maintaining a safe working environment for those employees whose job tasks require working with or on energized equipment. Each employee who performs maintenance activities on machinery that requires lockout/tag out procedures must be trained in these procedures and guidelines.

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

SECTION 9.2 COMPLIANCE WITH THIS PROGRAM

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

It is the District's responsibility to ensure that all machinery needing lockout/tag out procedures to control hazardous energy release are identified at each facility. Maintenance and repair work requiring the shutdown of hazardous energy sources (i.e. electrical or mechanical) is not performed on a regular basis by staff. Additionally, any complex shutdowns are generally performed by an outside contractor. Simple maintenance tasks requiring lockout/tagout may include, installation of a lighting ballast, installation of an electrical outlet or switch, minor automotive repairs or hydraulic valve repairs on equipment. Plumbing and heating, ventilating and air conditioning work is contractor to third party contractors. The District will keep a comprehensive listing of tasks (Appendix A) requiring lockout/tagout procedures and develop procedures and training conducted for employees to minimize the potential for employees to be injured when performing maintenance tasks.

Facility/Department Evaluation

Machinery that could retain energy sources or move while being serviced must be de-energized to prevent employee injury during maintenance tasks. The lockout/tagout program requires that an evaluation on equipment is performed to decide which maintenance tasks require isolation and what type of lockout/tagout devices will be needed.

Definitions

An **energy isolating device** is a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

- A manually locked electrical circuit breaker.
- Disconnection or on/off switches.
- A line valve; a block; and any similar device used to block or isolate energy.

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

Lockout is the placement of a lockout device such as a key lock on an energy isolating device ensuring that the equipment being serviced cannot be operated until the lockout is removed.

Tagout is the use of a prominent warning device such as a tag that can be securely fastened to the energy isolating device.

The term **authorized employees** in this lockout/tag out guide refers to employees who actually lock out or tag out equipment to do maintenance.

An **affected employee** is a person whose job normally requires them to use equipment that may be maintained under lockout or tagout conditions. An affected employee may also be one whose job requires them to work in an area in which the maintenance is being done. Affected employees are not always maintenance staff and may be recreation staff, administrative personnel or even volunteers. Proper lockout or tagout devices and procedures should ensure that affected employees are warned not to use or cannot use equipment during maintenance.

General Requirements

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment identified in Appendix A. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance With This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment. Group lockout/tagout will not be performed.

Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

(2) The authorized employee shall refer to the District procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy. If the above cannot be determined, the work will be contraction to an outside competent party.

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

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

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

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

(8) The machine or equipment is now locked out.

Restoring Equipment to Service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

(1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral.

(4) Remove the lockout devices and reenergize the machine or equipment.

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

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

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

(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Energy Control Procedure Exceptions

Procedures do <u>not</u> need to be developed when the following conditions exist:

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

Training Requirements

All employees using lockout/tag out devices should receive training prior to using energy isolating devices. Affected employees should also receive general training on the purpose of lockout/tagout procedures.

Lockout/Tagout Materials and Hardware

The District will provide appropriate lockout devices such as locks, tags, chains, wedges, self-locking fasteners, or other hardware needed for isolating or securing of machines or equipment from energy sources.

Hardware Selection Criteria

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

- Lockout/tagout devices will be used for controlling energy and will not be used for other purposes.
- Selected lockout and tag out devices must withstand the environment to which they are exposed for the maximum time that exposure is expected.
- Lockout and tagout devices should be standardized within the facility in color, shape or size. Additionally, for tagout devices, print and format should be standardized for ease of understanding.
- The removal requirements for lockout/tag out devices must meet the following criteria:
    - Lockout devices must be strong enough to prevent removal without the use of unusual techniques or excessive force, such as the use of bolt cutters or other cutting tools.
    - Tagout devices, including their fasteners, will be strong enough to prevent inadvertent or accidental removal. Tagout fasteners will be of a single use type, self-locking and having the general design of at least equivalent to a one-piece, environment-resistant nylon cable tie.
- Lockout/tagout devices will show the identity of the employee applying the device(s). Locks may have initials engraved or taped; tags should have the employees' name printed on them. All tagout devices should warn against hazardous conditions if the machine is started and will include wording such as the following: Do Not Start, Do Not Open, Do Not Close, Do Not Operate, etc.
- The District will not use a tagout only system. Both locks and tags will be utilized.

Training

Agency personnel who will be responsible for implementing the agency's lockout/tagout program by conducting the equipment evaluation, writing lockout/tagout procedures, training employees, etc. need to be trained first. It is strongly recommended that trained personnel review and understand this document and review it on a regular basis. Training will be given by the Superintendent of Parks, or any other authorized designated person and will authorize employees to conduct lockout/tagout procedures.

1. **Initial Training**

The District will provide documented training to ensure that the purpose and function of the District's lockout/tag out program are understood by employees. Additionally, training should ensure that the knowledge and skills required for the safe application, usage, and removal of the lockout/tag out procedures are understood by employees. In addition, the designated trainer must also discuss the specific aspects of the District's lockout/tag out program including written procedures, equipment procedures, limitations of tags, etc.

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

When a tag out system is used, employees should also be trained in the limitations of tags.

2. **Refresher Training**

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

APPENDIX A LOCKOUT TAGOUT (LOTO) HAZARD ASSESSMENT AND ANALYSIS

Agency: _____ Location: _____

Specific Machine Evaluated: _____

Completed by: _____ Date: _____

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

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

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

FRANKFORT SQUARE PARK DISTRICT LOTO ASSESSMENT FORM

Energy Form	Energy Source	Lockout Guideline	Notes
Electricity	Machine power cords Motors Solenoids Capacitors Generators Batteries	Shut off power at switch and then at main disconnect switch- lock and tag or remove fuses from box- lock and tag.	
Hydraulics	Hydraulic systems, hoses, rams, cylinders	Shut off, lock and tag valves. Bleed off fluid and blank lines as necessary	
Pneumatics	Pneumatic systems, air lines, pressure reservoirs, rams, cylinders.	Shut off, lock and tag valves. Bleed off excess air. If pressure cannot be relieved, block any possible movement of machinery.	
Kinetic Energy (energy of a moving object or materials- moving object may be powered or coasting)	Blades Flywheels	Stop and block machine parts, and ensure they do not recycle.	
Potential Energy	Springs Actuators Counterweights Raised loads	Lower all suspended parts and loads to the lowest position. Block parts that might move due to gravity. Release or block stored spring energy.	
Pressurized liquids and gases	Supply lines Storage tanks	Shut off, lock out and tag valves. Bleed off excess liquids or gases. Blank lines as necessary.	

I certify that I personally performed the above Hazard Assessment on the date indicated. ***This document is a Certification of the Hazard Assessment*****.**

Signed by: _____ Date: _____

FRANKFORT SQUARE PARK DISTRICT
Lockout/Tagout (LOTO) Hazard Assessment Summary Sheet

Agency: _____ Completed by: _____

Date: _____

Machine/Equipment Description	Energy Source	Type(s) of Hazard(s)	Action Needed to Lockout or Secure Energy Source
Comments:			

APPENDIX B PERIODIC INSPECTION FORM

Periodic Inspection Form

Name of authorized employee(s): _________________________ Date: ___________________

Name of affected employee(s): ______________________________

Machine ID or Type: _____________________________ Department: ____________________

Understanding of procedures by authorized employee(s): None Partial Full
Understanding of procedures by affected employee(s): None Partial Full

Name of Inspector: __________________________ Signature: ______________________________

Periodic Inspection Form

Name of authorized employee(s): _________________________ Date: ___________________

Name of affected employee(s): ______________________________

Machine ID or Type: _____________________________ Department: ____________________

Understanding of procedures by authorized employee(s): None Partial Full
Understanding of procedures by affected employee(s): None Partial Full

Name of Inspector: __________________________ Signature: ______________________________

Periodic Inspection Form

Name of authorized employee(s): _________________________ Date: __________________

Name of affected employee(s): ___________________________

Machine ID or Type: _____________________________ Department: ____________________

Understanding of procedures by authorized employee(s): None Partial Full
Understanding of procedures by affected employee(s): None Partial Full

Name of Inspector: __________________________ Signature: ____________________________

Section 10 POWERED INDUSTRIAL TRUCK PROGRAM

SECTION 10.1 INTRODUCTION

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

Powered Industrial Trucks are any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in the definition. Several different pieces of equipment are considered powered industrial trucks including: fork trucks, tractors, platform lift trucks, and motorized hand trucks. Not included is equipment with detachable forks such as, end loaders, bobcats, and backhoes. However, for the purposes of good risk management practices similar operational protocols and training be completed for operators of this type of equipment. The main aspect of the Powered Industrial Truck Standard is properly training employees in the use of the equipment. Training will include inspection and operation of the PIT. The PIT standard will affect any employees who use a PIT which will primarily be maintenance departments. Training should be repeated as frequently as necessary to ensure the employees retain the information.

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

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

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

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

Section10.3 part C covers the operational safety issues and can be used as a training tool. Appendix A can also be used as a training tool.

SECTION 10.2 POWERED INDUSTRIAL TRUCK POLICY

SUBJECT: Powered Industrial Trucks Program

REGULATORY STATUTE: OSHA - 29 CFR 1910.178

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

GENERAL:
The Frankfort Square Park District will ensure that the requirements of the Standard for Powered Industrial Trucks will be adhered to. This program addresses the issues of; employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks and motorized hand trucks. Also this program addresses the District's use of other specialized industrial trucks or equipment, including end loaders, bobcats and skid steers equipped or not equipped with forks. The following District equipment is included under this program:

Truck/Equipment Name	Manufacturer & Model Number	Fuel Source (LPG, CNG, Gasoline, Diesel, Electric	OSHA Classification (I, II, III, IV, V, VI, VII or Other)
Yale	**Type D Industrial Truck 195 A GDP050TFNUAE084**	**Diesel**	**Class IV internal combustion engine with solid tires**

RESPONSIBILITY:
The Superintendent of Parks and/or other designated trained PIT personnel are responsible for all facets of this program and have full authority to make necessary decisions to ensure success of the program.

SECTION 10.3 POWERED INDUSTRIAL TRUCKS PROGRAM

A. Written Program

This compliance program will be maintained in accordance with 29 CFR 1910.178 and updated as required. Updates will be made when required by OSHA mandate or when operational characteristics change that would cause a need for procedural or training modification (i.e. purchase of new equipment, work practice modification). Effective implementation of this program requires support from all levels of management within this agency. This written program will be communicated to all personnel that are affected by it. It is designed to establish clear goals and objectives.

B. Training Program

Only trained and authorized operators shall be permitted to operate a powered industrial truck. Employees will be trained in accordance with the following guidelines.

- The Executive Director, Superintendent of Parks, individual supervisor, or select trainers, will have the authority to provide training on the operation of powered industrial trucks. All training and evaluation will be conducted by persons with the necessary knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
- Employees of the Frankfort Square Park District will not operate a powered industrial truck (PIT) unless they have received training in accordance with this program.
- Personnel transferred within the agency will have their training verified prior to being allowed to operate a PIT.
- Employee training records will be kept with the date, title, and topic of training. Appendix A is a sample assessment and training documentation form.
- Any employee who refuses or has not completed such training will not be permitted to operate a PIT.

The use of PITs is subject to certain hazards that cannot be completely eliminated, but exercising intelligence, care, and common sense can minimize the risks. It is therefore essential to have competent and careful operators, physically and mentally fit, and thoroughly trained in the safe operation of the equipment and the handling of the loads. Operator training is site-specific as well as PIT specific.

Trained and authorized operators must demonstrate his or her knowledge of general forklift safety information as well as District-specific information that is contained in this written PIT program. Operators can become permitted to use PIT following a two-step process: (1) completion of a classroom session and (2) demonstration of operational proficiency. The employee's supervisor will perform the function of authorized evaluator for the demonstration of operational efficiency, since it is the supervisor who is most familiar with the employee's work area and functional job assignments.

The classroom portion of PIT operator training may be delivered using several different modes and media, including: lecture, video, written text, and interactive computer learning. Training topics should include, but not be limited to the following: operating instructions, warnings, and precautions (PIT-type specific); PIT controls and instrumentation: where they're located; what they do; how they work; engine or motor operation; steering and maneuvering; visibility; forks and other load engaging attachments: use limitations; PIT capacity and stability; operator-performed vehicle inspection and maintenance; procedure for initiating repairs when PIT defects are found; refueling and/or battery handling/charging; general PIT loading practices; traveling speeds; cornering speeds; pedestrian safety; truck and load clearances; backing procedures; mandatory use of seat belts and/or personal fall arrest system; determining whether a load is safe to handle; correct piling/stacking of materials; procedure to follow when leaving a PIT unattended; working in hazardous environments or with hazardous materials; specific hazards of the PIT operators' prospective tasks.

The District will use a qualified trainer (in most cases, his supervisor) to deliver the PIT training. The trainer's qualifications, according to 29 CFR 1910.178(l)(2)(iii), are as follows: knowledge of the subject matter; training on the subject matter; and experience with PIT.

The District will use the following criteria when determining operator refresher training is mandatory:

- once every three (3) years at a minimum;
- when unsafe operation is observed;
- when a near-miss or accident occurs;
- when an evaluation reveals unsafe operation;
- when assigned to a new type of PIT;
- when site conditions change.

There are many training resources available to the District. PDRMA, truck manufacturers, local safety and health safety organizations, such as the National Safety Council local chapters, private consultants with expertise in powered industrial trucks, local trade and vocational schools are some available resources.

Various Internet sites are devoted to forklift safety. Private companies who provide forklift safety training services, including videos and written programs, can be located on various Internet websites. Most videos can be either leased or purchased. While use of videos can be used to provide supplemental educational information, site specific information will also be conveyed as well as a method to evaluate the employee's acquired knowledge subsequent to the training.

C. Operational Requirements

1. General Requirements

- Trucks shall not be driven up to anyone standing in front of a fixed object
- No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty
- Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
- Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck
- When a powered industrial truck is left unattended, forks or platform lift shall be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline. Unattended means the following:
  - A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view or whenever the operator leaves the vehicle and it is not in his view.
  - When the operator is dismounted and within 25 feet of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.
  - A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.
- Brakes will be set and wheel blocks in place to prevent movement of trucks, or trailers, while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.
- The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the vehicle in these areas.
- An overhead guard will be used as protection against falling objects. It should be noted that an overhead

guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a heavy falling load.

- A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
-
- Employees are to be elevated only with the following precautions:
  - Use of a safety platform with guardrails and mid-rails firmly secured to the lifting carriage and/or forks.
  - Means shall be provided so employees on the platform can shut off power to the truck.
  - Such protection from falling objects as indicated necessary by the operating conditions will be provided.
- Fire aisles, access to stairways, and fire equipment will be not be obstructed at any time.

2. Operator Requirements

- Will obey agency set speeds and other traffic regulations at all times
- Will operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back
- Will not raise or lower loads while moving
- Will not carry anything on the overhead guard
- Will use all site observation mirrors (if available)
- Will ensure vehicle sound/illuminated warning devices are operational
- Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes
- Will drive cautiously on uneven or slippery surfaces
- Will ensure the load is pointed uphill where the gradient is greater than 10 percent
- Will ensure a fire extinguisher is carried with the vehicle and is in proper working order

3. Pre-start Requirements

Operators:

- Will verify that all brakes, controls, gauges, lights seat belts, and routine operational features are in proper working order. They shall be examined before and after each use. Defects when found shall be immediately reported and corrected.
- Will remove the truck from service any time it is found to be in need of repair, defective, or in any way unsafe
- Will check for leaks and perform necessary operator maintenance before starting vehicle
- Will report deficiencies to maintenance
- Will ensure they know the load capacity and stay within it
- Will be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems
- Will wear the same level of personal protective equipment as the personnel with which they are directly working
- Will not engage in stunt driving or horseplay
- Will slow down for wet and slippery floors
- Will properly secure dock board or bridge plates before they are driven over. Dock board or bridge plates will be driven over carefully and slowly and their rated capacity never exceeded.
- Running over loose objects on the roadway surface shall be avoided
- While negotiating turns, speed shall be reduced to a safe level. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated, shall be prohibited except to pick up a load. An elevated

load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

4. Loading/unloading Requirements

Operators:

- Will ensure load is within the trucks rated capacity
- Will place load squarely on forks until load touches carriage
- Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading)
- Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle
- Will tilt the mast back to lift load
- Will proceed straight into trailers to load/unload
- Will ensure if loading/unloading onto trucks that the truck's wheels are chocked, brakes are engaged, and loading platform is positioned properly
- Will ensure if loading/unloading onto or from racks or stacked materials the proper safe weight or height-to-load ratio is maintained

5. Parking Requirements

Operators:

- Must select flat parking surfaces, away from traffic where the vehicle does not block, doors, pedestrian routes, aisles, exits, etc.
- Must not leave a truck unattended or be more than 25 feet from the vehicle without following procedures for unattended trucks

6. Refueling Requirements

Operators:

- Refuel only in assigned, ventilated areas containing no ignition sources
- Turn off engine
- Have fire suppression and cleanup equipment available
- Extinguish smoking materials
- Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/changing
- Remove battery cap slowly and leave open
- Pour acid into water, not water into acid
- Follow the vehicle manufacturer's instructions for gas or propane fueling
- Never use open flame to check fuel level
- Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle
- Take empty propane tanks to an authorized compressed gas container disposal/storage area and follow company policy for disposal/storage

D. Selection Program

- All atmospheres or locations where the PIT will be used are considered nonhazardous.
- No modifications or additions which affect capacity and safe operation shall be performed without the manufacturer’s prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals shall be changed accordingly.
- If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
- All nameplates and markings will be maintained in a legible condition.

APPENDIX A POWERED INDUSTRIAL TRUCK ASSESSMENT AND ANALYSIS

Agency: _____ Location: _____

Completed by: _____ Date: _____

OSHA requires employers to complete an assessment on the selection, care, use, and training of operators for the use of all powered industrial trucks.

Identify facilities within your agency that use powered industrial trucks, as defined under the OSHA standard 1910.178.

What is the definition of a powered industrial truck?
Any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in the definition. Equipment that was designed to move earth but has been modified to accept forks are also not included. Golf carts, bucket trucks, and licensed automobiles are not included in the definition.

Use a copy of the attached assessment form for each facility.

Once you have completed the assessment form, address any identified deficiencies in your program, and make corrections as necessary. You should reassess once equipment, facilities, or operators change.

Powered Industrial Truck Assessment Form

	Yes	No
Are your powered industrial trucks designed and certified for the environment in which they will be operated? (i.e. hazardous atmosphere)		
Are your powered industrial trucks of the appropriate rated capacity to safely handle the materials they will be designated to move?		
Are only trained and certified personnel permitted to operate powered industrial trucks?		
Are all powered industrial trucks inspected at the start of each work shift when in use?		
Are all inspections for your powered industrial trucks documented?		
Are all powered industrial trucks maintained and operated in accordance with manufacturer's recommendations?		
Are all powered industrial trucks operated in a manner consistent with training and the general safety rules for the operation of powered industrial trucks? 1910.178 (l)		
If battery powered, is all battery charging performed in areas designated for that purpose?		
Is the storage and handling of fossil fuels such as gasoline and diesel fuel performed in accordance NFPA 30, and for LPG in accordance with NFPA 58?		
Comments:		

I certify that I personally performed the above Hazard Assessment on the date indicated.
This document is a Certification of the Hazard Assessment.

Signed by: _____ Date: _____

Section 11 COMPRESSED GAS CYLINDERS PROGRAM

SECTION 11.1 INTRODUCTION

It is the policy of the Frankfort Square Park District to permit only trained and authorized employees to handle, store, use, and inspect compressed gases and equipment at any time. This policy is applicable to daily users and those who only occasionally have cause to use, store, transport, move or perform work around compressed gas cylinder equipment.

This written Compressed Gas Program describes the District-specific use of compressed gases, and the methods and practices for care and use of compressed gases that can be read and understood by all managers, supervisors, and employees. This written program is intended to be used to:

- Create an awareness of the hazards among our workforce,
- Provide common definitions and terms,
- Standardize procedures for use, inspection and care of the equipment,
- Provide a consistent format for training employees on the proper procedures to be used,
- Minimize the possibility of injury or harm to our employees, and
- Demonstrate compliance with OSHA's Compressed Gas requirements.

PURPOSE

This program contains requirements for practices designed and implemented to protect employees of the Frankfort Square Park District from the hazards of compressed gases as identified by the District and as defined by OSHA in 29 CFR 1910.101, the National Fire Protection Association (NFPA), and the Compressed Gas Association (CGA).

SCOPE

This program is applicable to all District employees in their day-to-day operations, including contractors, vendors and visitors. Compressed gas cylinders present an accident hazard of high magnitude because of the very large amounts of energy stored therein. It is essential that all employees who store, handle or use such items be thoroughly familiar with procedures and safety requirements relating to their use.

The District currently conducts infrequent use (1 per year) of welding cutting equipment. This may include oxy-acetylene or plasma cutting. The equipment is located in the maintenance garage and is only conducted by trained staff or by outside contractors.

HAZARDS

Users of compressed gas should also become familiar with the properties and inherent hazards of the products they use. Valuable information pertaining to each specific gas is contained within its product labeling and Safety Data Sheet. Employees should read this information and inform their co-workers of the importance of understanding and applying the precautions established within the available safety literature.

Compressed gas cylinders can be extremely hazardous when misused or abused. Compressed gas cylinders can present a variety of hazards due to their pressure and/or content. Depending on the particular gas, there is a potential for simultaneous exposure to both mechanical and chemical hazards. Gases used maybe:

- Flammable or combustible
- Corrosive
- Explosive
- Poisonous
- Inert
- Acidic
- Reactive
- or a combination of hazards

Without proper use and care compressed gas cylinders can explode killing workers and destroying equipment. Cylinders can also become flying projectiles when cylinder valves are damaged or broken off. Regulators can become bullets that tear through workers if safety precautions are not taken. Careful procedures are necessary for handling the various compressed gases, cylinders, regulators or valves used to control gas flow, and the piping used to confine gases during flow. The general table below helps identify the hazards associated with the most common types of compressed gas. The compressed gases highlighted are currently used at the District.

Gases	Flammable	Asphyxiate	Oxidizer	Extreme Cold	Other
Acetylene	P	S			1
Oxygen			P		
Propane	P	S		S	
Argon		P			
Carbon Dioxide		P			

P= Primary Hazard S= Secondary Hazard

SECTION 11.2 DEFINITIONS

1. *Compressed gas* - Any gas or mixture of gases in a container having a pressure exceeding 40 psia at 70ºF (21.1ºC), or regardless of the pressure at 70ºF (21.1ºC), having a pressure exceeding 104 psia at 130ºF (54.4ºC), or any liquid having an absolute vapor pressure exceeding 40 psia at 100ºF (37.8ºC).

2. *Corrosive gas* - A gas that when in contact with living tissue causes destruction of the tissue by chemical action. This term shall not refer to action on inanimate surfaces.

3. *Cryogenic liquids* - A cryogenic liquid is a liquid that has a boiling point colder than minus 150ºF (minus 65.5ºC) at 14.7 psia.

4. *Cylinder* - Generally a compressed gas container having a maximum water capacity of 1,000 lbs. (453.6 kg.). This is approximately the equivalent of 120 gallons (454.2 L).

5. *Flammable gas* - A gas is considered flammable when either a mixture of 13 percent or less (by volume) with air forms a flammable mixture or the flammable range with air is wider than 12 percent regardless of the lower limit. These limits shall be determined at atmospheric temperature and pressure.

6. *Gas pressure* - The force exerted by a gas on its surroundings. In the United States, gas pressure is commonly designated in pounds per square inch (psi). The term psia refers to absolute pressure. Absolute pressure is based on a zero reference point, the perfect vacuum.

7. *Gauge pressure* - The pressure above or below local atmospheric pressure. Therefore, absolute pressure minus local atmospheric pressure equals gauge pressure. Gauge pressure is commonly designated by the abbreviation psig.

8. *Handling* - Moving, connecting or disconnecting a compressed or liquefied gas container under normal conditions of use.

9. *Highly toxic gas* - A compressed gas that has a median lethal concentration (LC50) in air of 200 parts per million or less by volume of gas or vapor when administered by continuous inhalation for an hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

10. *Inert gas* - A term used to describe a variety of gases which are chemically inactive.

11. *Liquid cylinder* - A pressurized double-walled and insulated container used to hold either cryogenic liquefied gas or refrigerated liquefied gas.

12. *Manifold* - A gas distribution system which transfers product through multiple outlets/inlets to compressed gas containers.

13. *Safety Data Sheet (SDS)* - Written or printed material concerning a hazardous material prepared in accordance with the OSHA provisions of 29 CFR 1910.1200.

14. *Pressure regulator* - A pressure and/or temperature activated device used to prevent the pressure from rising above a predetermined maximum, thereby preventing rupture of a normally charged cylinder when subjected to a standard fire test.

15. *Toxic gas* - A compressed gas that has a median lethal concentration (LC 50) of more than 200 and less than 2,000 parts per million by volume of gas or vapor when administered by continuous inhalation for an hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

16. *Valve protection cap* - A rigid removable cover provided for container valve protection during handling, transportation and storage.

SECTION 11.3 RESPONSIBILITIES

1. Superintendent of Parks:
The Superintendent of Parks is responsible for developing and maintaining the written Compressed Gas Program.

2. Supervisors:
Supervisors are responsible for ensuring that only trained staff handles or use compressed gas cylinders. The supervisor shall instruct his/her employees as to the contents of this policy and make frequent checks to ensure understanding and compliance. Supervisors shall immediately intervene in all instances involving unsafe acts or work practices. Supervisors must verify that compatible materials (valves, hoses, pipes, etc.) are used with compatible gases.

3. Employees:
It is the responsibility of every employee to ensure that he/she abides by the rules and regulations set forth in this policy. The employee shall further ensure that the equipment is stored properly, inspected and in proper working condition. The employee shall report any discrepancies to the Superintendent of Parks.

4. Manufacturer/Supplier/Vendors (District Supplier US GAS):Compressed gas cylinders and containers that house them are provided by the gas manufacturer/supplier as a convenient and safe device for storing and delivering the compressed gas cylinders to the District. The District is responsible for the safe use of the container and the compressed gas cylinders and for returning the container and cylinders to the gas manufacturer or distributor in the same safe condition as it was received. District staff will obtain Safety Data Sheets (SDS) for the manufacturer/supplier prior to leaving the site.

SECTION 11.4 GENERAL CARE AND USE

1. Before use, all cylinders shall be inspected for damage (i.e., dents, gouges, evidence of leakage or cracks). If any damage is found, the cylinder shall be tagged "out of service" and returned to the manufacturer or distributor. Compressed gas cylinders must be hydrostatically tested every five years by the gas manufacturer or distributor. Check the cylinder upon arrival for the test date (usually stamped on the neck of the cylinder). Do not accept a cylinder if the most recent test date is more than five years old.

2. The user must know the contents of the cylinder. Do not use a cylinder if you cannot quickly determine its contents by wording on either the cylinder or a tag securely attached to the cylinder. If the tag has become detached or the label has been defaced, do not use the cylinder. Do not rely on color coding of the cylinder. Different manufacturers use different color codes and there is no standardized system of color coding.

3. Know the properties of the cylinder contents. Knowledge of the properties of the cylinder contents is essential; be aware of the flammability, corrosiveness or oxidation potential as well as the physiological properties (i.e., toxic, anesthetic or irritating). Refer to the table in Section 11.1 or the SDS for the specific cylinder.

4. Handle all cylinders carefully. Careless handling may damage cylinders and valves. Install valve and dust covers when cylinders are not in use. Use cylinders for no purpose other than for containing compressed gases; handle them with the same care whether they are full or empty.

5. Secure all cylinders, whether in use or in storage, full or empty, by using a chain or other effective fastening device.

6. Move cylinders safely. Move cylinders from one location to another by hand-trucks. Secure the cylinder to the hand-truck while moving it. It is easy to lose control of a cylinder while sliding or rolling it.

7. Keep all cylinders in a vertical orientation at all times. Some gases/cylinders will pose problems if put in a horizontal position. If all cylinders are treated the same way these hazards can be avoided.

8. Employees will not tamper with cylinder valves or any part of a valve, such as a safety nut or stem-packing nut. If you are unfamiliar with the valves, please seek competent aid. When removing the safety nut instead of the outlet cap, for example, you will not be able to stop the flow of gas.

9. Use cylinders with appropriate equipment. Do not force connections or use unauthorized adapters. Never use a cylinder without a regulator.

10. Close cylinder valves. Always close the cylinder valve when the cylinder is not in use or when it is empty. Replace dust covers and dust caps.

11. Oxygen cylinders will support the rapid combustion of most materials. Flammable materials contaminated by oxygen, especially materials such as oil, paint or grease, become extremely dangerous. Oxygen is intended for use in welding. It is not intended for breathing and must not be substituted for air used in ventilation systems. Under no circumstances use oxygen as a substitute for compressed air or for any other unauthorized purpose. An explosion may result.

12. Never oil or grease a regulator. If oil or grease is found on an oxygen cylinder or regulator, it must be taken out of service immediately and the cylinder returned to the supplier.

13. Before attempting to place regulators or other fittings on a cylinder, be sure that the threads on the cylinder match those on the fittings. The type of thread, number of threads per inch and the hand of the thread must match to ensure a satisfactory seal. If the fittings are hard to turn, do not force them; instead, check the threads.

14. Open cylinder valves slowly so the gas will not be released suddenly into the regulators. If the valve is hard to open, keep the valve outlet pointed away from your body while you apply greater force. Operate valves fitted with hand wheels only by hand. Do not use cheaters or pipes. Cylinders that do not have fixed hand wheels will be equipped with keys, handles or nonadjustable wrenches on the valve stems during the time they are in service.

15. Before removing a regulator from a cylinder, close the control valves and allow the gas to escape from the regulator. Welders shall not leave an area with regulators or lines pressurized.

16. On oxygen cylinders, do not use a regulator that has been previously used for oil-pumped gases or any combustible gases. The gauges on oxygen regulators must be marked USE NO OIL.

17. Acetylene is a colorless, flammable gas with a distinctive garlic-like odor. A mixture of this gas with oxygen or air in a confined area will explode when brought in contact with a flame or other source of ignition. A pressure-reducing regulator must be used when drawing acetylene from a cylinder. Never adjust the regulator to obtain a delivery pressure greater than 15 psig.

18. Under certain conditions, acetylene readily forms explosive compounds with copper, silver and mercury. Contact should be avoided between acetylene and these metals, their salts, compounds and high-concentration alloys.

19. Only cylinders that are in use should be located in the work area. Other cylinders should be stored in a designated storage area.

SECTION 11.5 INSPECTION

Compressed gas cylinders should be visually inspected prior to use for leaks, cracks, etc. This visual inspection will include the cylinder, safety relief devices, valves, protection caps, and stems. More frequent visual inspection should be performed dependent upon use. Otherwise, as long as the compressed gas cylinders are stored properly and away from other potential hazardous activities inspections can occur during regularly scheduled monthly building inspections. If a cylinder is thought to be defective, the manufacturer/supplier should be called immediately for replacement. District shall not (under any circumstances) attempt to repair defective cylinders. Gauges should be checked to ensure that the gas under pressure is not left in hoses when operations are completed.

SECTION 11.6 LABELING

For the purpose of identifying the gas cylinder content, it is the responsibility of the manufacturer/supplier to legibly mark the cylinder with either the chemical or trade name of the gas. Such marking shall be by means of stenciling, stamping, or labeling, and shall not be readily removable. Whenever practical, the marking shall be on the shoulder of the cylinder for easy identification.

SECTION 11.7 TRANSPORTING

Transporting gas cylinders requires careful consideration and appropriate precautions. These considerations and precautions include:

- Motor vehicle transport of cylinders
- Flammable gas and oxidizer cylinders transport
- Hand truck (dolly) transport of cylinders
- Cylinder transport precautions

Motor vehicle transport of cylinders shall only be done with vehicles equipped with racks or other means of securing the cylinders.

Flammable gas and oxidizer cylinders transport must not be done together nor with poisons or corrosives. However, oxygen and acetylene cylinder joint transport is allowed if:
The cylinders are transported in the rear truck bed below the cab level
A roll bar is installed over the rear truck bed to prevent the cylinders; from falling out of the truck bed in the event of the vehicle; overturning
Red label, yellow label, white label, green label, or poison label materials are not to be transported on the same load. Poison label materials are not to be transported with food or other items intended for human consumption.

Hand truck (dolly) transport of cylinders shall be used for the transfer of compressed gas cylinders from loading area to shop or other within building transfers.

Cylinder transport precautions include:
Cylinders having the valve protection cover in place while being transported (inter- and intra-building transport)
Cylinders not being rolled or lifted by the valve or valve cap for moving
Cylinder valves being shut off and valve caps in place during transit from location to location
Cylinders that are dropped during transit being taken out of service and returned to the supplier for inspection
Cylinders being securely supported at all times during transport
Smoking being prohibited during loading, unloading, and hand transportation of flammable gas cylinders

SECTION 11.8 STORAGE

1. All cylinders, whether in use or in storage, empty or full, shall be secured by a chain or other effective fastening device preventing the cylinder from falling over.

2. When not in use or about to be in use, the cylinders will be stored _____.

3. Do not store cylinders in locations where their temperatures may rise above 125ºF (51.7ºC) or near radiators or other sources of heat because high temperatures greatly increase the gas pressures in the cylinders. Many cylinders have fusible safety plugs that may release the contents when high temperatures or pressures exist in the cylinder. Do not store them where there is danger of accidental damage or in areas where they will be subjected to corrosive chemicals or similar damaging materials. Do not store cylinders of flammable gases near electrical wires, batteries or other conductors or sources of electricity. Empty cylinders must be plainly marked EMPTY and stored separately from full containers. Cylinders stored in the open must be adequately protected from extreme heat and cold. Cold weather usually increases the brittleness of the cylinder metal, and if brittle cylinders are handled roughly, they can rupture. Remove accumulated ice or snow to prevent cylinders from rusting. When gas cylinders are stored indoors, ventilate the area to prevent the accumulation of flammable or asphyxiating gases in the atmosphere. Cylinders shall not be kept in unventilated enclosures.

4. Cryogenic cylinders (eg. Nitrogen, helium, neon, argon, krypton, C02) must be fitted with stainless steel plumbing only.

5. Cylinders when stored (either inside or outside) shall not obstruct exit routes or other areas.

6. All cylinders in storage shall have their valves closed. Valve protection caps are used on the cylinder and are designed to accept a cap. Caps shall always be in place and hand tight except when cylinders are in use or connected for use. All cylinders shall be stored valve end up.

7. Oxygen cylinders shall not be stored within 20 feet of highly combustible material (especially oil and grease), or within 20 feet of reserve stocks of acetylene or other fuel gas cylinders, or near any other substance likely to cause or accelerate fire. The only exception to this rule is when oxygen and acetylene are on a frequently used welding cart with regulator and hoses attached. If the cart is not used several times a week, the regulators must be removed and the cylinders must be properly stored.

Frankfort Square Park District

EMPLOYEE IDOL/OSHA COMPLIANCE MANUAL ACKNOWLEDGEMENT FORM

I acknowledge having received and read a copy of the Frankfort Square Park District's IDOL/OSHA Compliance Manual and I agree to become familiar with its contents. I further understand that I will contact my immediate supervisor if I have any questions or do not understand the contents of any part of this manual. I understand that the manual may have to be changed from time to time, and that updates will be available to me.

Printed Name: _____

Employee's Signature: _____

Date: _____