

# **EMPLOYEE ORIENTATION & TRAINING**

## **Section 2.1 New Employee Orientation**

All new full-time and part-time employees should receive a thorough safety orientation for their new position and job responsibilities. This is especially true for employees who will be expected to drive vehicles, work with children, operate dangerous equipment or are involved in inherently high-risk recreational activities. A proper and thorough safety orientation of new employees immediately after hire will reduce patron and work-related injuries.

The complete orientation of a new employee (or transferred employee) often will be the responsibility of more than just a single person. For example, information on general agency safety and personnel policies, compensation, benefits and the like, may be provided by the Executive Director, Department Head, etc. Discussion of the safety program, safety committee, accident reporting, statements of admission, etc. should be provided by the Safety Coordinator, Risk Manager, or Department Head. Lastly, specific job safety training such as work site emergency response plans, vehicle road checks, the location of first aid kits, etc. should be the responsibility of the new employee's direct supervisor. Of course, all of these safety orientation tasks may be completed by a single supervisor.

A new employee safety orientation process may not necessarily be a one-day task. Although job training never really ends, the new employee should be monitored and receive close assistance on safety issues for the first few days of employment.

## Section 2.2 **New Employee Checklist**

The following documents are designed to help ensure that every employee receives both general and job specific safety information. These forms should be customized to include all of the work location specific and job task specific safety issues that need to be provided to employees before beginning a new job. A “New Employee Orientation Worksheet” is included to assist you in identifying safety issues that may be added to your New Employee Safety Orientation Checklist for specific job positions.

# New Employee Safety Orientation Checklist

Employee \_\_\_\_\_ Date Hired \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_ Physical Examination: Y or N

*Instructions: This form includes job and site specific safety issues. Please initial and date each section as the new employee completes it. If non-applicable, use "NA".*

	<b>Person Responsible</b>	<b>Initial &amp; Date</b>
<b>Safety Program Elements</b>		
1. Safety Manual and Policy	_____	_____
2. Departmental Manual / Safety Rules	_____	_____
3. Personnel Policies	_____	_____
4. Sexual Harassment Policy	_____	_____
5. Child Abuse Reporting Act	_____	_____
6. Statements of Admission*	_____	_____
7. Hazard Recognition	_____	_____
8. Accident Reporting/Investigation	_____	_____
9. Personal Protective Equipment Use	_____	_____
10. Bloodborne Pathogens Protection	_____	_____
11. Emergency Response Plans	_____	_____
12. Right-to-Know Training	_____	_____
13. Driving Standards	_____	_____
14. Security Issues	_____	_____
15. Injury Prevention & PDRMA	_____	_____

\*Defined as a response to public requests concerning agency liability or payment of bills following any injury, vehicle accident, or other loss.

Person Responsible

Initial & Date

**II. Site Specific Instruction**

1. Vehicle Orientation & Road Checks

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\_\_\_\_\_

Vehicle \_\_\_\_\_

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Vehicle \_\_\_\_\_

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Vehicle \_\_\_\_\_

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2. List Personal Protective Equipment Used:

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3. Location of First Aid Kit

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4. Location of Fire Extinguishers, etc.

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5. Location of Safety Data Sheets (SDS)

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6. Machinery, Equipment, Tools Used:

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## Hazardous Job Instruction

(Examples include working at heights of over 4 feet, entering confined spaces, exposure to chemicals, supervising children near water, repetitive lifting, working on ice, etc.)

	<b>Person Responsible</b>	<b>Initial &amp; Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*I have completed an orientation and training for the above areas and I feel I can perform my duties in a safe manner.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Safety Coordinator/  
Risk Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**New Employee Orientation Worksheet**

**Instructions:** Use this worksheet to identify safety program elements, equipment, job tasks, etc. that relate to specific job(s) that should be added to the New Employee Orientation sample form.

**Department/Facility** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Safety Program Additions:**

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**Site Specific Instruction Additions:**

Vehicles Used (examples include tractors, vans, trucks, golf carts, ice re-surfacer, etc.):

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Personal Protective Equipment Used (examples include respirators, safety glasses, air monitors, work boots, etc.):

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Machinery or Equipment Used (golf ball cleaners, ice-edgers, chainsaws, van lifts, mowers, etc.) :

- |    |       |    |       |
|----|-------|----|-------|
| a. | _____ | e. | _____ |
| b. | _____ | f. | _____ |
| c. | _____ | g. | _____ |
| d. | _____ | h. | _____ |

**Hazardous Job Tasks Conducted:**

(Examples include working at heights in excess of 4 feet, entering confined spaces, exposure to chemicals, supervision of children near water, repetitive lifting, working on ice, etc.)

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**Group Safety Orientation Form Sample**

Agency Name: \_\_\_\_\_

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Orientation Supervisor: \_\_\_\_\_

Speakers: \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** Attach a copy of the agenda and all other topics covered for your records.

**NAMES:**

- |           |           |
|-----------|-----------|
| 1. _____  | 15. _____ |
| 2. _____  | 16. _____ |
| 3. _____  | 17. _____ |
| 4. _____  | 18. _____ |
| 5. _____  | 19. _____ |
| 6. _____  | 20. _____ |
| 7. _____  | 21. _____ |
| 8. _____  | 22. _____ |
| 9. _____  | 23. _____ |
| 10. _____ | 24. _____ |
| 11. _____ | 25. _____ |
| 12. _____ | 26. _____ |
| 13. _____ | 27. _____ |
| 14. _____ | 28. _____ |



## Section 2.3

## Safety Orientation Guidelines

Each Department Head is responsible for providing proper training in safety procedures for all employees in their department. Training and education should be an ongoing, year-round program.

Quarterly meetings should be held by each department for Full-Time and Part-Time staff to keep them constantly aware of the safety program, discuss potential hazards, make recommendations to the Safety Committee and cover the various areas listed below:

1. First Aid
2. CPR - Cardiovascular Pulmonary Resuscitation, when applicable.
3. Toxic Substance Exposure - for employees handling toxic substances.
4. Defensive Driving
5. Driver Selection - an up-to-date file should be kept on each employee who drives a vehicle; information should include all drivers' license dates (particular attention should be given to expiration dates), tickets which have been issued, number of minor or major accidents while working for the District, physical health.
  - a. New employees should be pre-tested before allowed to drive.
  - b. Staff will have driver's license with them at all times when driving vehicles.
  - c. Periodic unannounced inspections of licenses should be done to make sure employee has it with him and to make sure it has not expired or been revoked. Driver's License inspections will be performed annually per PDRMA requirements.
  - d. Employees are required to report any change in status on their license to their supervisor immediately.
6. Emergency Procedures - should be covered thoroughly in a staff meeting.
7. Use of fire extinguishers - to include all types.
8. Health training - Discuss fitness, nutrition, need for physicals, proper lifting or carrying techniques, effects of alcohol and prescription drugs on the job, etc.
9. Proper use of equipment and tools.
10. Safety Policy - This general safety manual should be covered thoroughly in staff meetings by reviewing specific sections.

## **Section 2.4**

### **Employee Documents**

Employee and corporate documentation identifies district goals and ensures the qualifications of those responsible for achieving them. *Employee documentation* is a training mechanism that empowers staff. It sets standards, promotes confidence in their abilities and permits them to concentrate on doing their job.

Supervisors, with the help of the safety coordinator or risk manager, are responsible for maintaining written copies of safety programs and employee training documentation. This documentation is a requirement of most regulatory standards. Risk management and administrative staff may occasionally request these records to evaluate the degree and frequency of training provided to departmental staff. Regulatory agencies may ask to see these documents during an inspection.

## **Section 2.5**

### **Use of District Equipment**

1. Proper training should be given prior to any use of equipment using the manufacturer's operating manual.
2. All equipment and tools should be stored in a pre-designated area and should be kept clean and in good repair at all times.
4. Operational instructions for all machinery should be in a written report and kept in a file for employee reference.
5. All electrical cords and safety plugs should be checked before operating power tools.
6. All handles on hammers, axes, sledge hammers, pick axes, etc., should be checked for wear, cracks, Breaks, or loose heads prior to use.
7. Proper use of ladders should be taught, including proper angle placement. Ladders should be replaced or repaired before using if there are cracked rungs or side rails, ineffective braces, no ladder shoes, or insufficient clearance.
8. Any mobile equipment or tools to be left unattended at a work site should be left in a loaded, safe, and secure position. Cutting blades and PTO's must be disengaged before dismounting equipment. Equipment must be turned off before inspection of cutting blades, u-joints, shafts, or chains.
9. Every cutting and welding operation must be approached with extreme caution. The cutting and welding permit must be used whenever the Frankfort Square Park District or other outside contractors perform welding and cutting in or on park district property.
10. See Vehicle Use and Car Seat Policies
11. See High Risk Driver Policy
12. See Personal Use of Agency Property Policy

## **Section 2.6 First Aid Equipment**

First aid and response kits will include supplies necessary for various types of incidents. Contents of the kits should be checked on a regular basis.

AED equipment shall be inspected regularly to maintain power in event of an emergency. Additional supplies are highly recommended.

**All staff should be familiar with the locations and use of first aid equipment. These include first aid kits, AED's, emergency response kits, and backpacks.**

**First aid response refer to Section 3 of the Safety Manual, Emergency Equipment, and Supplies**

All program and work areas should be inspected for hazards by utilizing the PDRMA 30 second site survey training. Program equipment should be checked before being issued to participants and work equipment before use.

It is recommended that anyone in charge of youth or adult activities that assumes a risk or injury factor should be prepared with emergency, first aid, and if possible, CPR training. Each program must have a first aid kit on hand at all times! This includes practices, rehearsals, etc., as well as games, events, and Park District vehicles.

### 1. Minor Injuries:

- a. Use band aids, antiseptic wipes and cold packs only. Do not apply any other substance to the skin or wound. Do not give medications.
- b. Remind a child who has sustained a minor injury to inform their parents when they get home.
- c. Call the parents, but don't alarm them unnecessarily.
- d. In all cases of injury, fill out an accident report; no exceptions! No accident is insignificant.

### 2. Major Injuries:

- a. Remain in charge and stay with the victim. Calmly survey the situation and decide what steps need to be taken. Do not move an injured person unless it is necessary to prevent further injury. Re-assure the victim by letting them know that you are in control and that help is on the way.
- b. Send two people to phone for help. Make sure that they know how to describe your location, the situation, and the injury. One person who goes to the phone for help should stay where they can direct the rescue vehicle to the injured person. One person should return to the scene of the accident with confirmation that 911 was called successfully.
- c. When it is a life-threatening situation and you know the correct treatment, perform necessary First Aid.

C = Circulation: Restore circulation with CPR. Stop bleeding with DIRECT PRESSURE AND ELEVATION ONLY!

A = Airway: Position person to maintain an open airway. Do Heimlich and Choking maneuvers if there is a blockage.

B = Breathing: Restore breathing with mouth to mouth resuscitation.

Do not attempt any unnecessary treatments or try to diagnose an injury. Do not discuss the injury with bystanders. Have spectators removed from the area, if possible.

- d. Always treat for shock, no matter what the injury. Keep the victims lying down to improve circulation and keep them covered just enough to prevent loss of body heat.
- e. Keep victim in position that is best for the injury.
  - (1) Do not move the victim or roll them over if neck or spine injuries are suspected.
  - (2) If there are severe injuries to the face or jaw, or if the person is unconscious, place the victim on their side to allow for drainage and avoid blockage of airway.
  - (3) If it is a head injury, make sure the head is not lower than the rest of the body.
  - (4) Most people recover from shock faster if their feet are raised. Change position to lying flat if raising feet causes difficulty in breathing or pain.
- f. While waiting for help to arrive, observe the victim and watch for:
  - (1) Signs of shock (pale, moist skin, weakness, faint, rapid pulse, quick breaths, etc.)
  - (2) Cessation of breathing.
  - (3) Recurrence of bleeding.
  - (4) Cessation of heartbeat.
  - (5) Blockage of air passageway by blood, vomit, tongue, etc.
- g. TELEPHONE THE PARAMEDICS--dial 911. Other important phone numbers are: Will County Sheriff at 815-727-8575; Frankfort Police at 815-485-2500; Tinley Park Police at 708-444-5300; Frankfort Fire Department at 815-469-1700; Tinley Park Fire Department at 708-444-5200; and the Park District office at 815-469-3524. Please note:
  - (1) At a regular park district phone, just dial 911.
  - (2) Find out to which hospital the victim is being transported.
  - (3) As soon as possible, a supervisor will notify the injured participant's parents or family.
- h. Other participants should be reassured that the victim is receiving proper care. You can then encourage them to continue their activity.

- i. Notify your supervisor as soon as possible. Make no statements to anyone else.
- j. Complete an Incident/Accident Report and submit it to your Supervisor as soon as possible (no longer than 24 hours after the accident.)
- k. As soon as possible, write down everything that you remember about the accident; what happened, what the victim was doing, any details that you can remember, etc., and turn it in with the Incident/Accident Report.

Emergency Situations

Non-Breathing	=	Open airway, give mouth to mouth.
Choking	=	Use Heimlich-Choking maneuver.
Circulation	=	Stop severe bleeding with direct pressure.
Possible Fracture	=	Allow NO victim movement.
Neck Injuries	=	No movement - possible quadriplegia.
Back Injuries	=	No movement - possible paraplegia.
Electrical	=	Victim(s) shocked? Look around for possible danger to yourself and others. Turn off power.
Burns	=	Very small area, very shallow burn, cool with water for 20 minutes. If large area or deep involvement, do not touch!
Eye Injuries	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove. Immobilize injured area and object if possible.

**In any emergency, please use the Frankfort Square Park District Emergency Action Plan**

## **Section 2.7**

## **Employee Conduct**

### INTRODUCTION

Employees of the Park District work together as a team to develop promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the Park District and our patrons which would save time, reduce waste, promote safety, increase efficiency, and make the working and recreational experience for all persons more enjoyable.

As a Park District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat Park District patrons and their fellow employees honestly, fairly, and courteously. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

The Park District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting Park District business.

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Department Head, the Executive Director, or the Risk Management/Personnel Liaison on the Board of Park Commissioners.

### COMPLIANCE WITH PARK DISTRICT POLICIES AND PROCEDURES

You are required to comply with all policies established by the Board of Park Commissioners and procedures established by the Board of Park Commissioners.

### COMPLIANCE WITH SUPERVISORY DIRECTIVE

You are required to comply with the directives of your immediate supervisors, the Board, and administrative staff in the performance of your duties.

**For further information please see Section 5 of the Frankfort Square Park District Personnel Policy Manual**

## Section 2.8

## Sobriety and Substance Abuse Policy

### **SOBRIETY AND SUBSTANCE ABUSE**

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

At no time during your service to the Park District should you be under the influence or in the possession of alcohol or illegal drugs, including medical marijuana, during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (*i.e.*, transporting Park District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug may cause drowsiness or alters perception or reaction time.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or department head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor or department head the possible side effects of the drug on work safety or performance and the expected duration of its use.

### **PROCEDURE FOR REPORTING POSSESSION OF USE OF ALCOHOL OR ILLEGAL DRUGS**

If you know of possession or use of alcohol or illegal drugs, including medical marijuana, by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Executive Director. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Department Head or the Executive Director.

If your issue involves either your immediate supervisor or the Executive Director, you may report your questions, problems, complaints, or reports to the Executive Director or the Risk Management/Safety Liaison on the Board of Park Commissioners.

**Please review Section 3 of the Frankfort Square Park District Personnel Policy Manual.**



## Section 2.9

### Proper Dress and Appearance

The personal appearance of employees conveys to the public a general impression of the Park District. Your attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. The Park District expects that you will be mature in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean, and orderly at all times while on duty. Hair must be neat, clean, trimmed, and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District.

Tattoos cannot be offensive in nature (*i.e.*, words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. Clothing and footwear are to be appropriate to the job or task being performed.

*Any employee who cannot comply with this policy based upon a medical exemption, disability, religion, national origin, or other legally recognized basis must forward a written request to the Executive Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.*

It is your responsibility to wear your nametag and/or uniform while on duty if one has been provided to you. Please remember that uniforms, nametags, keys, and other Park District property are and remain the property of the Park District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost Park District property. Also please remember that uniforms, nametags, and other identifying items identify you as a Park District employee while you are on duty. They are not to be worn when you are not on duty. All uniforms that have designation of the Frankfort Square Park District on them are to be turned in at the time of employment dismissal.

**Please review the Footwear Policy located in Section 4 of the Safety Manual.**

## **Section 2.10            General Safety Rules**

General Health & Safety rules apply to all employees, volunteers, patrons, contractors and visitors at the Park District. General rules are intended to ensure that facilities of the Park District are safe and must be followed without exception.

### **Reporting of Injuries**

In accordance with the Workers Compensation Act, (sec. 53) all employees, contractors, and volunteers covered by Workman's Comp or any insurance program are required to immediately report all work related injuries.

### **Alcohol and Drugs**

In accordance with Park District policy, no employee, volunteer, visitor, or patron will be permitted to enter or remain on the premises while his/her ability to work is effected by alcohol, drug, or other substance (including Medical Marijuana) so as to endanger his/her health or safety or that of any other person.

### **Smoking**

In keeping with the Park District's intent to provide a safe and healthful work environment, and in accordance with the Smoke Free Illinois Act (410 ILCS 82/1 et. Seq.), smoking in the workplace is not permitted in any indoor facility, or while interacting with any person from the community. Smoking is not permitted in any washroom, indoor break area, Park District-owned vehicle, and any other place designated as "no smoking" in compliance with the Smoke Free Illinois Act. This includes the use of all tobacco products, medical marijuana, and E-cigarettes. This policy applies equally to all employees, customers, and visitors.

### **Operation of Company Vehicles/Mobile Equipment**

Only Park District employees with a valid driver's license with the correct classification and appropriate training will be permitted to operate District vehicles and/or equipment. In addition to a valid driver's license, specific training is required for each type of vehicle and equipment. Vehicle and equipment operators must wear seat belts and restraint systems and follow all State and Federal laws. If receiving a phone call while driving please safely pull over and answer the phone or return the message at a later time. Hands-free technology is permitted.

### **Improper Activity / Behavior**

No employee, volunteer, patron, or visitor shall engage in any improper activity or behavior that might create or constitute a hazard to their self or to any other person. Any employee, volunteer, or patron engaging in such activities will be dealt with in accordance with the appropriate District policy.

### **Personal Protective Equipment**

All employees, volunteers, patrons and visitors are required to wear the specified personal protective equipment (PPE) for the area or specific job being performed.

### **Reporting of Unsafe Conditions**

All employees, volunteers, patrons and visitors are required to report any unsafe or harmful conditions to their immediate supervisor or administrative personnel. The supervisor must ensure that any *necessary* corrective action is taken without delay except in the case of an emergency where action must be taken immediately. Where after a one week period, the employee or volunteer is not satisfied with the action taken, he/she may

advise the Risk Manager/Safety Coordinator and the Safety Committee and explain the reason for dissatisfaction. Any follow-up that may be required should be reported to the Safety Committee.

Potential hazards may include, but are not limited to:

- operating machinery, tool, appliances or other equipment without authority
- working at unsafe speeds
- removing or rendering guards ineffective
- defective tools or equipment
- poor material handling
- failure to lock-out or de-energize
- neglecting to wear personal protective equipment
- poor housekeeping
- horseplay

To ensure that housekeeping is maintained at a high level, all employees, volunteers, patrons and visitors must ensure that:

- aisles are kept clear
- spilled material is cleaned up
- emergency eyewash and showers are kept clear
- tripping hazards are reported
- poor lighting is reported

## Section 2.11

### Specific Safety Rules

To ensure your safety, and that of fellow staff, visitors, volunteers, and patrons, all employees are required to observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the person is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear personal protective equipment.
- Never pile or stack materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- **KEEP YOUR WORK AREA CLEAN.**
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe **NO SMOKING** regulations.
- Shut down your machine before cleaning, repairing, or leaving. Remove the ignition key when not in use.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers and/or pull stations.
- Keep storage at least three foot from electrical panels, hot water tanks, furnaces and any other heat sources. Keep storage at least 18 inches below sprinkler heads.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any **UNSAFE** condition or acts to your supervisor.
- **HELP TO PREVENT ACCIDENTS.**
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance. Practice good ergonomic techniques.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place and position.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Place trash and paper in proper containers and not in cans provided for cigarette butts or hot coals.

**Section 2.12****Housekeeping**

1. Work areas will be kept clean and orderly at all times.
2. Apparel such as boots, coats, and umbrellas will be stored in designated areas.
3. Prior to the end of the workday, all tools and equipment will be inspected, cleaned and stored. All items, papers, or information of value must be properly secured.
4. Non-work materials, such as posters, signs, pictures, and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

## Section 2.13

## Back Safety, Lifting, and Ergonomics

Back injuries can be very painful, cause a lot of suffering, very expensive, and are a leading cause of lost time from work. The District believes that it makes sense to do whatever one can to prevent injuries to the back.

Back injuries can be caused in a number of ways. Lifting something that is too heavy or lifting in the wrong way can cause injury to the back. Poor posture, excess body weight, and poor physical condition can create back problems too. Also, the natural aging process seems to be responsible for development of back problems.

A list of some tips for lifting safely follows:

- Have you checked the object before you try to lift it?
- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Is the load you want to lift packed correctly?
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced.
- Is it easy to grip this load?
- Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- Is it easy to reach this load?
- You can be injured if you arch your back when lifting a load over your head.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- What's the best way to pick up an object?
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight.
- Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles.
- How can I avoid back injuries?
- Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- Don't overdo it--don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy.
- Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load.
- Avoid walking on slippery, uneven surfaces while carrying something.
- Don't rely on a back-belt to protect you. It hasn't been proven that back belts can protect you from back injury.
- Get help before you try to lift a heavy load. Use a dolly or a forklift if you can.

## **Ergonomics**

The term “ergonomics” is derived from two Greek words: “ergon”, meaning work and “nomoi”, meaning natural laws. Ergonomists study human capabilities in relationship to work demands.

In recent years, ergonomists have attempted to define postures which minimize unnecessary static work and reduce the forces acting on the body. Adhering to the results of those studies can significantly reduce the risk of injury. The Park District believes that attempts should be made to adhere to the following ergonomic principles: All work activities should permit the worker to adopt several different, but equally healthy and safe postures. Where muscular force has to be exerted it should be done by the largest appropriate muscle groups available. Work activities should be performed with the joints at about mid-point of their range of movement. This applies particularly to the head, trunk, and upper limbs.

In addition, in April 2002, US Secretary of Labor, Elaine L. Chao unveiled a comprehensive approach to ergonomics designed to quickly and effectively address musculoskeletal disorders (MSDs) in the workplace. OSHA developed a four-pronged ergonomics strategy to meet this goal through a combination of industry-specific and task-specific guidelines, outreach, enforcement, and research.

**Guidelines**, OSHA will develop industry – or task-specific guidelines for a number of industries based on current incidence rates and available information about effective and feasible solutions.

**Enforcement**, OSHA will conduct inspections for ergonomic hazards and issue citations under the General Duty Clause and issue ergonomic hazard alert letters where appropriate.

**Outreach and Assistance**, OSHA will provide assistance to businesses, particularly small businesses, and help them proactively address ergonomic issues in the workplace.

**National Advisory Committee**, OSHA will charter an advisory committee that will be authorized to, among other things, identify gaps in research to the application of ergonomics and ergonomic principles in the workplace.

# GENERAL ERGONOMIC RISK FACTORS AND ASSESSMENT CHECKLIST

## RISK FACTORS

The following are guidelines for activities that should be *limited or restricted*.

**Forceful exertions:** lifting, pinching, grasping, pushing, pulling, and carrying.

### *Lifting:*

- Lifting to or from below the knees.
- Lifting to or from above the shoulders.
- Lifting an item that weighs more than 100 pounds.
- Lifting an item that weighs between 50 - 100 pounds.
- Lifting an item that is large or awkwardly shaped.

### *Push/Pull:*

- Pushing or pulling a heavy object(s) without use of a cart, dolly, or other mechanical assistance.
- Pushing or pulling a heavy object(s) without use of a handle(s) or secure handholds.

### *Carrying:*

- Carrying with one hand
- Two-hand carry for more than 25 feet
- Carrying performed more than five times per day
- Carrying performed while climbing on a ladder or other equipment

**Postures:** awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

### *Awkward Postures:*

- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time
- Working with hands above shoulders for prolonged periods of time
- Looking up or down for prolonged periods of time
- Working with the neck or trunk twisted for prolonged periods of time
- Working with the wrist in a bent position for prolonged periods of time
- Working with the arms extended for prolonged periods of time

**Contact stress:** leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

### *Contact Stress:*

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects
- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

**Repetition:** performing the same motion, or series of motions, over and over.

### *Repetition:*

- Performing a task more than 100 times per day
- Performing a task between 50-99 times per day
- Performing a task between 25-50 times per day
- Performing a task between 1-24 times per day (heavy objects)

**General Risk Factors:** use of tools that vibrate, use of personal protection equipment

### *General:*

- Employees observed using required PPE while performing the task
- PPE items are in safe, usable condition



# ERGONOMIC ASSESSMENT CHECKLIST

Agency \_\_\_\_\_  
 Job Task: \_\_\_\_\_  
 Completed by: \_\_\_\_\_

Department: \_\_\_\_\_  
 Job Location: \_\_\_\_\_  
 Date: \_\_\_\_\_

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
<b>FORCEFUL EXERTIONS</b>		
<b>LIFTING</b> (if no lifting is required, proceed to push/pull)	<b>Y</b>	<b>N</b>
Does the task require lifting to or from below the knees?		
Does the task require lifting to or from above the shoulders?		
Does the item lifted weigh more than 100 pounds?		
Does the item lifted weigh between 50 - 100 pounds?		
Does the item lifted weigh less than 50 pounds?		
Does the item lifted have handles?		
Is the item large or awkwardly shaped?		
Does staff demonstrate proper lifting technique?		
Has staff been instructed in proper lifting technique?		
<b>PUSH/PULL</b> (if no pushing or pulling is required, proceed to awkward postures)	<b>Y</b>	<b>N</b>
Can the employee use a cart, dolly, or other mechanical assistance to move the item(s)?		
If mechanical assistance is available, is it used?		
Does the item being pushed or pulled have a handle or handles?		
If mechanical devices are available, are they in safe, working condition?		
<b>CARRYING</b> (if no carrying occurs, proceed to awkward postures)		
Does the task require carrying with one hand?		
Does the task require a two-hand carry for more than 25 feet?		
Is carrying performed more than five times per day?		
Is carrying performed while climbing on a ladder or other equipment?		
<b>POSTURES</b>		
<b>AWKWARD POSTURES</b> (if awkward postures are not common, proceed to contact stress)	<b>Y</b>	<b>N</b>
Identify the awkward postures observed for this task from the list below.		
Prolonged bending at the waist		
Kneeling on one or both knees for prolonged periods of time		
Working with hands above shoulders for prolonged periods of time		
Looking up or down for prolonged periods of time		
Working with the neck or trunk twisted for prolonged periods of time		
Working with the wrist in a bent position for prolonged periods of time		
Working with the arms extended for prolonged periods of time		
Have employees been instructed in reversal-of-posture exercises?		
<b>CONTACT STRESS</b>		
(If contact stress is not common, proceed to repetition)		
Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

## ERGONOMIC ASSESSMENT CHECKLIST (Continued)

<b>REPETITION</b>	<b>Y</b>	<b>N</b>
<i>(If repetition is not involved, proceed to personal protective equipment)</i>		
Is the task performed more than 100 times per day?		
Is the task performed between 50-99 times per day?		
Is the task performed between 25-50 times per day?		
Is the task performed between 1-24 times per day?		
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>		
Is there a policy on the use of PPE?		
Was/were the employee/employees utilizing PPE when the injury occurred?		
Would injury have occurred if PPE had been used?		
If required, are employees observed using required PPE while performing the task?		
Are PPE items in safe, usable condition?		
Using the information above, the supervisor should identify a task that is leading to injuries. Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		

## Section 2.14

## Ladder/Scaffold Safety

Although there is always a risk in working on elevated areas, it is a fact that the vast majority of accidents involving ladders result from the failure to exercise care. Proper training, as well as routine inspections and maintenance, can substantially reduce the number of ladder-related injuries.

### Scaffolding

- All scaffolding that is elevated 10 feet or more must be equipped with a safety railing.
- All scaffolds must be equipped with a toe board to eliminate the possibility that tools or debris will be kicked or pushed onto people below.
- A scaffold must be designed to support four times the weight of the workers and the materials resting on it.
- Scaffolding components that are not designed to be compatible should not be mixed.
- Inspect all scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown.
- When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade.
- Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding.
- Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.

### Ladders

- Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose feet and rungs, and defects.
- Ladders should be inspected immediately after unintended falls from significant heights or vehicles.
- Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level.
- Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.
- When using an extension ladder, use the "4-to-1" rule: For every 4 feet of height, move the bottom of the ladder 1 foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.
- Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.
- Never use a ladder outdoors during inclement weather or on very windy days.
- Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder.
- Always use the appropriate ladder for the task.

## Section 2.15

## Electrical Safety

Electrical safety awareness and compliance with Park District policy is for your protection. It is an important part of employment activity. Safe work practices require knowledge of all potential hazards, and the application of safeguards and precautions that effectively minimize the risks these hazards create. If you do not know or understand the hazards associated with work or the equipment you are using, stop the work and ask your supervisor for guidance in developing safe work practices that minimize the hazards involved.

Non-commercial equipment, including modified commercially manufactured equipment, must have appropriate engineered safeguards and must also be reported (e.g., as part of a safety assessment) to your supervisor in advance and made available for inspection, testing, and approval prior to use.

### **YOU ARE RESPONSIBLE FOR YOUR ELECTRICAL SAFETY!!**

- Be observant.
- Remember to use “Lock Out, Tag Out” procedures.
- Report any electrical work that needs to be done.
- DO NOT attempt electrical work if you are not QUALIFIED and AUTHORIZED.
- Recognize electrical hazards and exercise safe work practices
- Prevent trip hazards - Do not run extension cords on the floor unless properly covered. It is suggested that cords be run overhead, 7 foot minimum where practicable. Avoid using a flammable material to cover extension cords.
- Extension cords are TEMPORARY.
- Prevent overloading - DO NOT overload multi-plugs. DO NOT plug extension cords into extension cords.
- Prevent shock - Do not use damaged or frayed cords. Do insure that cords have a ground pin. Do use Ground Fault Circuit Interrupters (GFCI) when using electric hand tools. DO NOT use metal ladders when working around electricity. DO NOT touch exposed wiring and report to your supervisor.
- Recognize your hazards - as part of your orientation, you will be briefed on potential hazards and precautions of the equipment you will be working with.