



## Risk Management Grant and Recognition Program Submission Form (1610)

<b>Agency Name:</b>	Frankfort Square Park District	<b>Contact Name:</b>	Jim Randall
<b>Phone Number:</b>	815-469-3524	<b>Email:</b>	jrandall@fspd.org

<b>Risk Management Project/ Program Name:</b>	Green, Yellow, and Red Advanced Maintenance Equipment Operation Training and Risk Management Program. (See Attachment A)
<b>Outline/ Overview of project/ program:</b>	<p>All maintenance staff are first required to complete basic training, covering the following modules prior to the assignment of maintenance tasks or the operation of any Park District equipment. (See Attachment B)</p> <p>Module #1 - Injury Prevention, includes PIPP, Core 6, 3 Points of Contact, 30 Second Site Survey, Stretching, Lifting/Ergonomics, STFs, General PPE</p> <p>Module #2 - From Hazards to Crises includes Hazards Recognition, Incidents &amp; Accidents, Emergency Response Plans, Crises Management, Statement of Admission, Fire Extinguishers</p> <p>Module #3 - It's All about Attitude includes Safety Attitude, Equal Opportunity/Diversity, Respectful Workplace, Workplace Violence, Harassment, Child Abuse, Behavior Management, Customer Service, Vandalism</p> <p>Module #4 - Specific Equipment includes Ladder Safety, Office Safety, Ergonomics, Computers/Cell Phones/Social Media, Fleet Safety, Equipment</p> <p>Module #5 - Environmental includes Heat Stress, Poisonous Plants, Insects, Pesticides/Chemicals, Working Outdoors</p> <p>Module #6 - OSHA Programs included IDOL/OSHA, Blood Borne Pathogens, Confined Space, Fall Protection, Hazard Communication (HazCom), Lockout Tag Out, Powered Industrial Trucks, Personal Protective Equipment (PPE)</p> <p>All Park District equipment has been classified Green/Yellow/Red, a designation that is universally recognized and is easy to understand. (See Attachment C)</p> <p>Green: Basic equipment that requires the least amount of experience that would include hand tools and some small engine operated equipment.</p> <p>Yellow: Medium risk equipment that requires more advanced training and experience. Examples of this level would include walk behind mowers and small vehicles with limited capacity to transport staff only, not program participants.</p> <p>Red: Extreme equipment creating the largest exposure and requiring the highest level of training and experience. Examples would include chainsaws, participant transportation, and large area mowing equipment, and is also used for tasks such as mowing, weed whipping, snow removal, etc.</p>

	<p>The basic steps for all equipment training, regardless of level, follow a standardized approach. (See Attachment D)</p> <p>Owner's manual information is summarized indicating:</p> <ol style="list-style-type: none"> <li>1. Overview of equipment</li> <li>2. Safety procedures and personal protection equipment (PPEs) required for operation</li> <li>3. Identification schematic of operational controls</li> <li>4. Property operating procedures and use</li> <li>5. Manufacturer or professional operational video, when available</li> </ol> <p>Upon successful completion of basic training, specific equipment, and observed 360 degree walk around, as approved by an experienced qualified trainer, the employee is authorized to operate designated equipment. Qualified trainers are the most experienced staff that have been previously qualified on the equipment, and are approved to train by the Superintendent of Parks and the Executive Director.</p> <p>All equipment is classified and labeled with a green, yellow, or red labels, placed at the ignition, and where applicable, the driver's side window. (See Attachment E)</p> <p>All employees are observed operating equipment, and periodically are reviewed through an in-field observation.</p>
<p><b>Goals of project/ program:</b></p>	<p>The sole purpose of the Green/Yellow/Red Advanced Maintenance Equipment Operation Training and Risk Management Program is to standardize staff training, take a practical, proactive approach to equipment qualification, provide recognition of hazards (See Attachment F), and to ensure safe operation of all Park District equipment, thereby minimizing losses and reducing costs. The program provides employees with a heightened awareness of safe work practices and an increase in the safety culture not only at work, but also at home and play.</p>
<p><b>Cost to implement project/ program:</b></p>	<p><i>NOTE: (Not all project/programs have direct monetary costs. Indirect costs, such as staff time, are applicable)</i></p> <p>The Park District hired staff dedicated to achieving necessary compliance as a PDRMA member, and 100's of hours have been spent creating necessary materials and training for all aspects of the described program. The estimated initial cost for work completed to date exceeds \$15,000 for compilation of material and training of 90+ staff members.</p>
<p><b>Benefits/value to the agency and unique benefits:</b></p>	<p>Tangible benefits are the permanent record of staff training, certifying their ability to successfully and safely complete work, improved efficiency due to greater knowledge of equipment, and decrease in damage to equipment and property due to advanced training and increased accountability.</p> <p>Intangible benefits include a change in a safety culture from "that will do" to "that won't do". The posted summary of staff qualifications by equipment promotes "pride in accomplishment" (bragging rights among peers) through recognition of individual advancement and risk reduction.</p> <p>In terms of unique benefits, the program is tailored to agencies applying training to specific equipment owned by the individual agency. Previously, standardized videos or resources summarized general details related to generic equipment. The program</p>

	developed by the Frankfort Square Park District reflects exact information and detail, provided by the manufacturer of the specific brand of equipment.
<b>Adoptability of project/ program:</b>	The format is easily transferable by using existing forms generated through program development and by applying to individually-owned equipment. The potential exists to create a library of summarized owner's manuals that could be made available to all member districts.
<b>Quantifiable results:</b>	<i>NOTE: (Reduced frequency/severity of identified risk)</i>
	Results are provided through verifiable and tested increase in job and operational knowledge of trained employees. This program provided direct evidence of how instilling safe work practices at all times recently prevented serious injury when an employee rolled a zero-turn mower, but was employing seat belt, ROPs, and PPEs, and walked away from the accident without injury. This is a direct result of requirement that ROPs, although adjustable, need always to be in the "up" position. In addition, the mower sustained no damage, as determined by a service technician inspection, and was immediately operational. PDRMA resources were utilized as post-accident procedures were followed, and documented retraining was also conducted following this incident.
<b>Timeline of project/ program:</b>	The initial draft, including all forms and equipment, will be completed by May, 2016. The program is in place and operating for all maintenance staff, but advanced material, videos, and web-sourced information is being developed. This program is continually being revised and amended, dependent on the retirement of old equipment and the purchase of new equipment. This also applies to the changing of staff and the necessary ongoing training of seasonal and part-time staff.
<b>Names of staff involved:</b>	Jim Randall, Audrey Marcquenski, Ken Novak, Ed Reidy, Arliss Bouton, Julie Arvia, Jeff Mecher, Linda Mitchell, Rachael Bennett, John Keenan, Kelly VanHyning, Dan McDonald, Ray Schmitz, and Cindy Standish
<b>Applications Accepted By:</b>	
<b>Fax or Email:</b> <ul style="list-style-type: none"> <li>• Email - Tim Lenac - <a href="mailto:tlenac@pdrma.org">tlenac@pdrma.org</a></li> <li>• Fax - 630-435-8968</li> </ul> <b>Subject Line:</b> Risk Management Grant and Recognition Program <b>Deadline:</b> Friday, Sept. 11, 2015	
<b>Please indicate any additional items you have attached to this submission form. Additional documents, pictures, etc.</b>	<input checked="" type="checkbox"/> <b>Additional information attached</b> <b>Attachment A - Green, Yellow, and Red Advanced Maintenance Equipment Operation, Training, and Risk Management Program</b> <b>Attachment B - General Safety Training Program - Modules #1 -#6</b> <b>Attachment C - Employee Equipment Training Record- Green/Yellow/Red Designation</b>

	<p><b>Attachment D - Equipment Orientation Sign Off, Post Training Checklist, Job Safety Observation Form</b></p> <p><b>Attachment E - Green/Yellow/Red equipment labels</b></p> <p><b>Attachment F - Park/Facility Mowing Hazard Assessment and Map</b></p>
<p><b>NOTE:</b> Agency grant recipients will not be eligible to receive future grants unless the agency provides an update for the Risk Management Committee meeting held in October of the following year. The update should provide details about how the grant was implemented and its impact at the agency.</p>	

# ATTACHMENT A

## FSPD Equipment Training Classifications



### Minimal Training



#### BE CAREFUL!

**Employee :** Read Equipment Operator's Manual / Instructions.

**Employee :** Sign-off that you are able to operate safely.

**Trainer:** Follow-up with signed Observation Check.



### Basic Training



#### CAUTION!

**Employee :** Read Equipment Operator's Manual / Instructions.

**Employee :** Receive additional training on equipment/procedure.

**Employee :** Sign-off that you are able to operate safely.

**Trainer:** Follow-up with signed Observation Check.



### Specialized Training



#### WARNING! / DANGER!

**Employee :** Read Equipment Operator's Manual / Instructions.

**Employee :** Receive additional training on equipment/procedure.

**Employee :** Receive On-the-Job Training on equipment / procedure.

**Employee :** Sign-off that you are able to operate safely.

**Trainer:** Follow-up with signed Observation Check.

## FSPD Risk Management Program

Risk assessment is a five-step approach for ensuring that operations and accomplishment are not compromised by accidents.

### The five steps of risk assessment are.

- (1) **Identify hazards.** Identify the most probable hazards for the mission. Hazards are conditions with the potential of causing injury to personnel, damage to equipment, loss of material, or lessening the ability to perform a task or mission. The most probable hazards are those created by readiness shortcomings in the operational environment. When a list of frequently recurring hazards is applied to a specified task or mission, the most probable hazards can be identified.
- (2) **Assess hazards.** Once the most probable hazards are identified, analyze each to determine the probability of its causing an accident and the probable effect of the accident. Also identify control options to eliminate or reduce the hazard. A tool to use in this assessment is the standard risk assessment matrix for the district.
- (3) **Make risk decisions.** Weigh the risk against the benefits of performing the operation. Accept no unnecessary risks and make any residual risk decisions at the proper level of command and/or operation.
- (4) **Implement controls.** Integrate specific controls into plans, work orders, standard operating procedures (SOPs), and training/drills. Communicate controls down to the individual employee.
- (5) **Supervise.** Determine the effectiveness of controls in reducing the probability and effect of identified hazards. Ensure that risk control measures are performing as expected. Include follow-up observations and reviews during and after actions to ensure all went according to plan, reevaluating or adjusting the plan as required, and developing lessons learned.

### The rules which guide the risk assessment process are.

- a. Integrate risk assessment into planning.
- b. Accept no unnecessary risks.
- c. Make risk decisions at the proper level.
- d. Accept risk if benefits outweigh the cost.

### The district has established a three-tier approach to risk assessment.

- a. **The foundation tier is the management level.** This level is responsible for a safety plan, setting standards, training consistent with abilities of those being trained, providing resources, and making risk acceptance decisions.
- b. **The supervisor level is next.** The supervisor places emphasis on adherence to standards, assesses and balances risks, and is the implementer of the safety controls to eliminate or control risks. Furthermore, he teaches the individual employee his responsibilities within the risk assessment process.
- c. **The individual employee level is last.** The individual employee must understand safety responsibilities, recognize unsafe conditions and acts to remedy, participate in safety and training programs and perform to standards.

## CAUSE & EFFECT RELATIONSHIP

A **cause-effect relationship** is a relationship in which one event (the cause) makes another event happen (the effect). One cause can have several effects and one effect can have several causes. Understanding the cause/effect structure is essential in learning the basic ways the world works. The cause/effect structure shows order, informs, speculates and changes behavior. Cause/effect identifies causes of a problem or issue in an orderly way.

In order to establish a cause-effect relationship, three criteria must be met.

1. The first criterion is that the cause has to occur before the effect.
2. Second, whenever the cause happens, the effect must also occur. Consequently, if the cause does not happen, then the effect must not take place. The strength of the cause also determines the strength of the effect.
3. The final criterion is that there are no other factors that can explain the relationship between the cause and effect.

**RISK ASSESSMENT MATRIX - Frankfort Square Park District**

	<i>Severity</i>			
<i>Likelihood</i>	Catastrophic	Critical	Marginal	Negligible
Frequent	High	High	High	Low
Probable			High	Moderate
Occasional	High	Moderate	Moderate	Low
Remote	Low	Moderate	Low	Low
Improbable	Low	Low	Low	Low

**FACTORS USED IN THE RISK ASSESSMENT MATRIX**

**SEVERITY**

**CATASTROPHIC:**

DEATH OR PERMANENT AND TOTAL DISABILITY, SYSTEM LOSS, MAJOR PROPERTY DAMAGE.

**CRITICAL:**

PERMANENT PARTIAL DISABILITY, TEMPORARY TOTAL DISABILITY IN EXCESS OF 3 MONTHS, MAJOR SYSTEM DAMAGE, SIGNIFICANT PROPERTY DAMAGE.

**MARGINAL:**

MINOR INJURY, LOST WORKDAY ACCIDENT, COMPENSABLE INJURY/ILLNESS, MINOR SYSTEM DAMAGE, MINOR PROPERTY DAMAGE.

**NEGLIGIBLE:**

FIRST AID OR MINOR SUPPORTIVE MEDICAL TREATMENT, MINOR SYSTEM IMPAIRMENT.

**LIKELIHOOD**

**FREQUENT:**

INDIVIDUAL EMPLOYEE/ITEM OCCURS OFTEN IN CAREER/EQUIPMENT SERVICE LIFE. ALL EMPLOYEES EXPOSED OR CONTINUOUSLY EXPERIENCED.

**LIKELY:**

INDIVIDUAL EMPLOYEE/ITEM OCCURS SEVERAL TIMES IN CAREER/EQUIPMENT SERVICE LIFE. ALL EMPLOYEES EXPOSED OR OCCURS FREQUENTLY.

**OCCASIONAL:**

INDIVIDUAL EMPLOYEE/ITEM OCCURS SOMETIME IN CAREER/EQUIPMENT SERVICE LIFE. ALL EMPLOYEES EXPOSED OR OCCURS SPORADICALLY OR SEVERAL TIMES IN INVENTORY SERVICE LIFE.

**REMOTE:**




INDIVIDUAL EMPLOYEE/ITEM POSSIBLE TO OCCUR IN CAREER/EQUIPMENT SERVICE LIFE.

**IMPROBABLE:**

INDIVIDUAL EMPLOYEE/ITEM CAN ASSUME WILL NOT OCCUR IN CAREER OR EQUIPMENT SERVICE LIFE. ALL EMPLOYEES EXPOSED, OR POSSIBLY BUT UNLIKELY EXPOSED; OCCURS VERY RARELY.


**NOTE: EXPERIENCE AND EXPOSURE AFFECT PROBABILITY OF OCCURRENCE.**


## RISK LEVELS


-  **HIGH RISK:**  
LOSS OF ABILITY TO ACCOMPLISH OPERATION. SIGNIFICANTLY DEGRADES OPERATION CAPABILITIES IN TERMS OF REQUIRED STANDARDS.
-  **MODERATE RISK:**  
DEGRADES OPERATION CAPABILITIES IN TERMS OF REQUIRED STANDARDS.
-  **LOW RISK:**  
LITTLE OR NO IMPACT ON ACCOMPLISHMENT OF OPERATIONS.

## LEVELS OF RISK

There are three levels of risk. These levels are.

 **Low Risk.** Low risk operations are where normal caution, supervision, and safety procedures ensure a successful and safe result. **Green classified employees can only operate low risk designated equipment provided they are trained accordingly.** Green designation of equipment indicates a low risk and low restrictions. Operators are required to receive minimal training as necessary. **Buzzword: BE CAREFUL!**

 **Moderate Risk.** There is the probable occurrence of minor, nonlife-threatening personnel injuries and equipment damage in moderate risk operations. These operations have a remote possibility that severe injury or death will occur. These operations require complete department involvement. **Yellow classified employees can operate all moderate and low risk designated equipment provided they are trained accordingly.** Yellow designation of equipment indicates a moderate risk and partial restricted use. Operators are required to receive basic training annually. **Buzzword: CAUTION**

 **High Risk.** In high risk, operation capabilities are significantly degraded and there is a probability that severe personnel injuries, death, and major equipment damage will occur or the department will be unable to accomplish its mission and there is the probability that mass casualties or deaths will occur, plus the complete destruction of equipment or assets. **Red classified employees can operate all equipment provided they are trained accordingly.** Red designation of equipment indicates a high risk and restricted use. Operators are required to receive specialized training every 2 years. **Buzzword: WARNING/DANGER**

**Note:** A designated piece of equipment may be moved to a higher risk category dependent on attachments, tasks, transporting of people, etc. These pieces of equipment should be designated at the highest risk category in those cases.

> *Indicates that an employee has been trained in the next highest risk category on some specific pieces of equipment.*

## FACTORS TO CONSIDER IN RISK ASSESSMENT

Some factors that might be considered in the risk assessment process are presented in this paragraph. This is not a complete listing of all factors that should be considered, but rather some of the more routine categories. Factors for each mission or operation will be dependent to some respect on the actual mission/operation and where it is to be executed.

**a. Level of Activity.** This can include both individual and unit activity. With regard to the individual, it can include the type of activity (such as heavy, physical labor or sedentary desk work) or the pace required (such as continuous work with few, if any, breaks). With regard to the level of unit activity, it can include the tempo of the operation (such as a mass casualty situation or the slower pace of running daily deliveries) or the phase of the operation.

**b. Inherent Dangers of Equipment Used.** Inherent dangers of the equipment used by the unit can include the potential for accidents if the equipment is used improperly or if it is not working correctly. If the equipment is not correctly calibrated or is otherwise malfunctioning, it presents a danger not only to the operator but also to the district. Further, in the district there is an abundance of equipment which could cause fires or explosions, resulting in collateral damage to personnel or equipment if the equipment malfunctioned.

**c. Hazardous Materials Used or Produced.** There are numerous hazardous materials that may be used to perform district operations or may be produced as a by-product. Departments must ensure that hazardous materials are properly handled and disposed of to ensure that they do not create a hazard for other employees, the public and the environment.

**d. Environmental Concerns.** Environmental concerns encompass a number of areas which must be considered. Extremes in temperature can cause heat/cold injuries to personnel and increase the employee work load. Supervisors must ensure that areas occupied by employees are free from industrial contamination, such as that found around chemical or petroleum



storage or dispensing areas. Supervisors must also consider the effect of the operation on the environment. Such effects can cause an imbalance in the ecosystem, which may lead to unhealthy conditions for employees and for the public.

**e. Availability of Protective Equipment.** This factor includes items common to all employees and departments (such as fire extinguishers, respirators, hard hats, ear plugs, etc.) as well as items that are primarily found in medical kits (such as patient protective gloves and items used for universal protective measures). Supervisors must consider the equipment available to employees as well as that required for any patient care.

**f. Accident Frequency.** The supervisor should focus on what types of accidents occur in the department, their frequency, and areas in which they occur. If the frequency of accidents increases or if the accidents continue to occur in one operational area, it may be necessary to tighten control measures in these specific areas while instituting more generalized measures throughout the other operational areas.

**g. Supervision.** Supervision can serve as a control measure in areas where the frequency of accidents and/or other indications of hazards exist. The lack of supervision or inadequate supervision can result in an increase of hazards and accidents. The supervisor is challenged by the need to balance supervision to decrease hazards, but not stifle productivity.

**h. Weather.** Weather conditions can increase the hazards of accomplishing the operations as they can make it difficult to accomplish tasks and increase the risk associated with operating equipment/vehicles. For example: Weather which impacts adversely on the use vehicles results in increasing the employee load and the number of tasks that are accomplished. Tasks and operations may need to be delayed or postponed.

**i. Operational Conditions.** These will vary with each operation. Crews operating in remote locations or in underdeveloped areas have a higher potential of exposure to certain diseases or allergies.

**j. Condition of Personnel.** Employees who are well conditioned physically, acclimated to the climate in the operational area, and well trained and motivated perform tasks to a higher standard than do employees who are not. Continuous operations which restrict the amount of rest employees receive, strenuous activity in employees who are not acclimated to the climate, untrained and unmotivated employees, and those who are not physically well conditioned are some factors which can result in.

. More frequently occurring accidents.

. Job performance standards not being met.

. Preventive maintenance not being accomplished on unit equipment.

**k. Personnel/Organizational Proficiency.** Safety support personnel are normally well trained within their risk management specialties due to the length of training and the standards required to be met for award of their specialties. Many personnel, however, are not as familiar with field tasks as supervisory or management personnel. The supervisor must assess how familiar employees are with the equipment and procedures contained in department manuals and with the common employee tasks they are required to perform.

**l. Adequacy of Site.** The supervisor must carefully evaluate the area assigned for any operation. Sufficient areas must be allotted for establishing and providing adequate area for safe and uncongested "room to work".

Trying to establish an operations area in too restrictive of an area can increase traffic jams, resulting in accidents and injuries to personnel, not permitting the safe location of hazardous equipment within the area, and disrupting the flow within the facility/area, which can degrade the care needed to complete the operation safely.

**m. Level of Planning.** Planning is the key to operation successes and the safe operations of the department.

Planning includes more than the planning required to support the plan. Every phase of the operation requires detailed and continuous planning to ensure that deployment, execution, and redeployment are accomplished in the most efficient and safe manner possible.

**n. Complexity of Movement.** When an employee crew is deploying or redeploying, a number of transportation means may be used to accomplish the move. Each mode of transportation have special requirements to ensure that the personnel, vehicles, and equipment are safely transported from one point to another. The supervisor must evaluate the plan for the move, assess the hazards it presents, and institute controls to ensure the move is accomplished in a safe manner.

**o. Adequacy of Directions Given.** Supervisors must always ensure that the directions they give are clear and complete and that the employees receiving the directions understand what they are expected to do. Accidents, substandard job performance, and operation failure can result if the personnel performing the tasks do not understand what they are to do, when they are to do it, and how they are to do it.

## ATTACHMENT B

### General Safety Training Program

### Frankfort Square Park District

	<u>Training Date</u>	<u>Due Date</u>
<b>Module #1 – Injury Prevention</b> Introduction PIPP Core 6 3 Points 30 Second Site Survey Stretching Lifting/Ergonomics STF's General PPE	February 19, 2015	February 27, 2015
<b>Module #2 – From Hazards to Crises</b> Introduction Hazards Recognition Incidents & Accidents Emergency Response Plans Crises Management Statement of Admission Fire Extinguishers	March 5, 2015	March 13, 2015
<b>Module #3 – It's All about Attitude</b> Introduction Safety Attitude Equal Opportunity/Diversity Respectful Workplace Workplace Violence Harassment Child Abuse Behavior Management Customer Service Vandalism	March 19, 2015	March 27, 2015
<b>Module #4 – Specific Equipment</b> Introduction Ladder Safety Office Safety Ergonomics Computers/Cell Phones/Social Media Fleet Safety Equipment	April 2, 2015	April 10, 2015
<b>Module #5 – Environmental</b> Introduction Heat Stress Cold Stress Poisonous Plants Insects Pesticides/Chemicals Working Outdoors	April 16, 2015	April 24, 2015

**Module #6 – OSHA Programs**

**April 30, 2015**

**May 8, 2015**

**Introduction**  
**IDOL/OSHA**  
**Blood Borne Pathogens**  
**Confined Space**  
**Fall Protection**  
**Hazard Communication (HazCom)**  
**Lockout Tag Out**  
**Powered Industrial Trucks**  
**Personal Protective Equipment (PPE)**







IMPLEMENTS AND ATTACHMENTS									
Aeravator AE-60 1999									
Ball Picker (Golf Course)									
Bradco 650 Trencher									
Gill Box Scraper									
Gill Pulverizer									
Green Golf Course Vacuum(Golf Course)									
Green Ryan Core Aerator									
Greens Groomer Brush(Power)(Golf Course)									
Lowe Auger with 4 Bits for Skidsteer									
Progressive TD-65 Pull Behind Mower									
Progressive TDR-15 Pull Behind Mower									
Pull Behind Rototiller									
Toro Greens Aerator(Walking)(Golf Course)									
Toro Pull Behind Blower(Golf Course) 2003									
Tree Fork Attachment for Skidsteer									
Tub Grinder-Haybuster 1991									
Unique Rake									
Wingfield Flexible Harrows 2015									
Weidemann Deep Tine Aerator(Golf Course)									
Woods 6' Bush Hog Mower									
Zamboni Ice Resurfacer 2004									
Kutting Edge Edger 2015 (on Workman)									
Lely Dry Fertilizer Spreader(Golf Course)									
Nortrac Rake 2009									
Turfco Widespin 1530 Top Dresser(Golf Course)									
Greens Groomer Brush(Manual)(Golf Course)									
Kifco Water Reel 2008									
<b>SNOW PLOWS AND SNOW REMOVAL EQUIPMENT</b>									
FFC Snow Pusher 2009									
Western 7'6" Pro Plow Plus(#22) 2013									









**ATTACHMENT D**

**Equipment Post Training Checklist**

Operator: \_\_\_\_\_

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

Equipment Operation: \_\_\_\_\_

Classification: \_\_\_\_\_

Type of Equipment: \_\_\_\_\_

Years of Experience: \_\_\_\_\_ or New \_\_\_\_\_

Operator Initial	Acceptable	Not Acceptable
Conduct Walk-around / 360° inspection		
Conduct 30 Second Site Safety Survey		
Conduct 3-Points of Contact ( <i>as needed</i> )		
Display Hazard Recognition / Special Conditions		
Indicate Safety Precautions / Concerns		
Indicate Personal Protective Equipment Requirements		
Indicate Safety Decals and Slow Moving Vehicle( <i>as needed</i> )		
Display Proper Fueling Practices		
Display Equipment Controls Proficiency		
Display Emergency Shut-offs / Operation		
Display Equipment Operation Proficiency		
Display Troubleshooting of Equipment		

**AUTHORIZED TRAINER NOTE:** Check all other items listed in the operator's manual as recommended. Fill out observation form after checklist is used (*see back*). Please add additional comments or needs for improvement below:

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
Operator's Name (print)

\_\_\_\_\_  
Operator's Signature

\_\_\_\_\_  
Authorized Trainer's Name (print)

\_\_\_\_\_  
Authorized Trainer's Signature

Dated: April 13, 2015

**Equipment Operation Sign-off Sheet  
Frankfort Square Park District**

**Equipment/Vehicle** \_\_\_\_\_

**Model/Description** \_\_\_\_\_

**Operator Experience on Equipment** \_\_\_\_\_

**Task/Procedure** \_\_\_\_\_

**Equipment Risk Classification** \_\_\_\_\_ **Employee Risk Classification** \_\_\_\_\_

\*\*\*

- ✓ I have received the appropriate designated training on the equipment and task/procedure mentioned above and have been given an opportunity to review the manual and safety/operation information.
- ✓ I understand the training material and potential risks with unsafe operations and I am aware of the possible hazards to myself and to others while operating the equipment.
- ✓ I understand safe practices and have a thorough knowledge of the equipment, and am confident in my ability to operate and control the vehicle/equipment and in performing the task/procedure mentioned above.
- ✓ Knowing and understanding the potential risks and hazards, I will agree to wear any Personal Protective Equipment (PPE) for the equipment and/or procedures mentioned above.
- ✓ I will use extreme caution, and follow all the rules and regulations learned in training afforded to me as well as any additional training requested of me by my facility and District.
- ✓ As an employee of the Frankfort Square Park District, I will not operate any equipment or perform any task/procedure without assignment and not specifically detailed in the form.
- ✓ I will report all concerns that I have in the operation and safety of the equipment and if I find myself in a situation where I question the safety of an operation or procedure, I will stop the operation or procedure until I have asked my supervisor the safest way to handle the task.

\_\_\_\_\_  
Employee - Print Name

\_\_\_\_\_  
Employee - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor - Signature (*Approval*)

\_\_\_\_\_  
Date

**Job Safety Observation Form  
Frankfort Square Park District**

Job Task: _____	
Date: _____	Time: _____

Employee(s) Name(s):  
\_\_\_\_\_

Observer(s) Name(s):  
\_\_\_\_\_

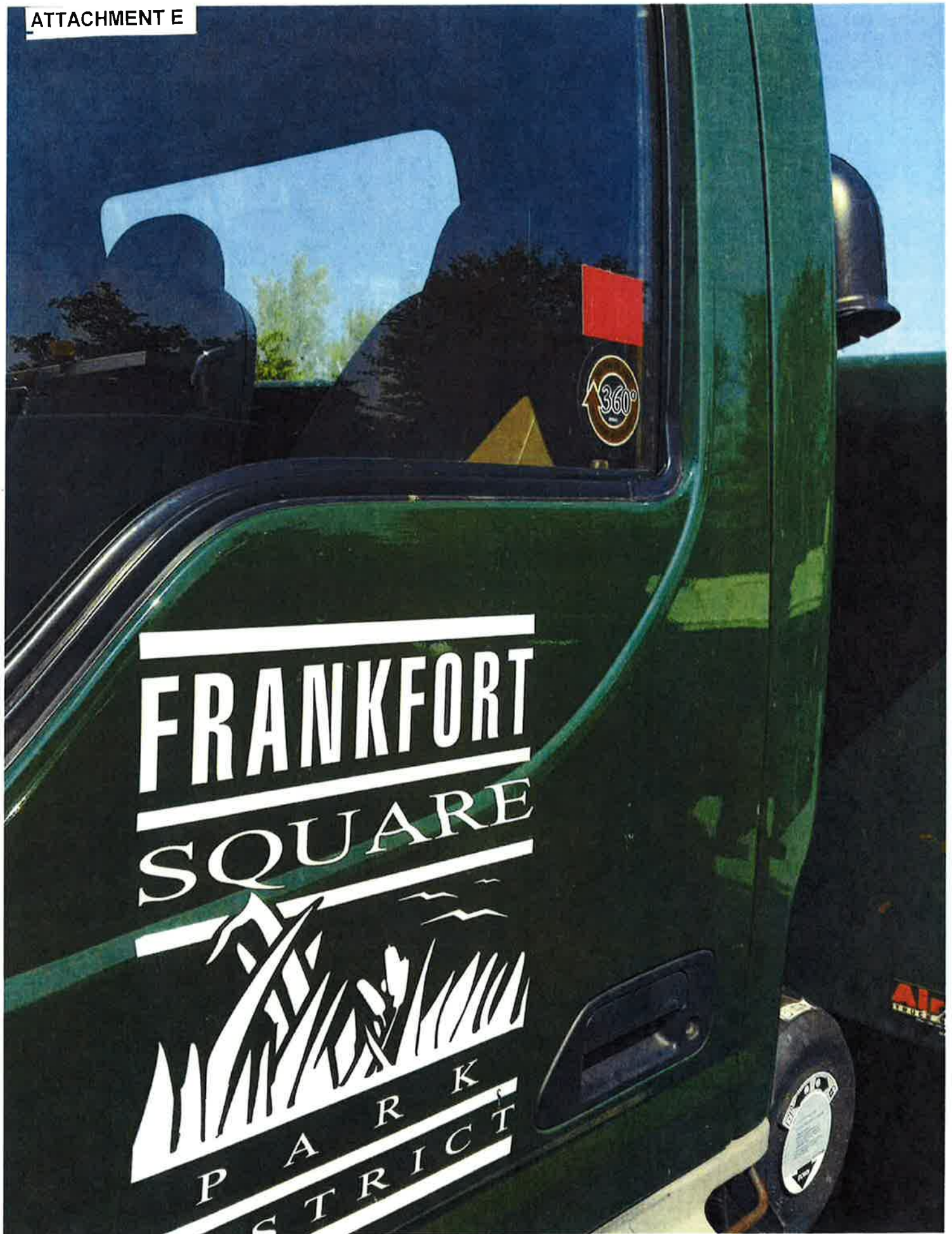
- |                                            |                              |                             |
|--------------------------------------------|------------------------------|-----------------------------|
| Written Procedure Utilized?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Correct Procedure Followed?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Job Observation Reviewed with Employee(s)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

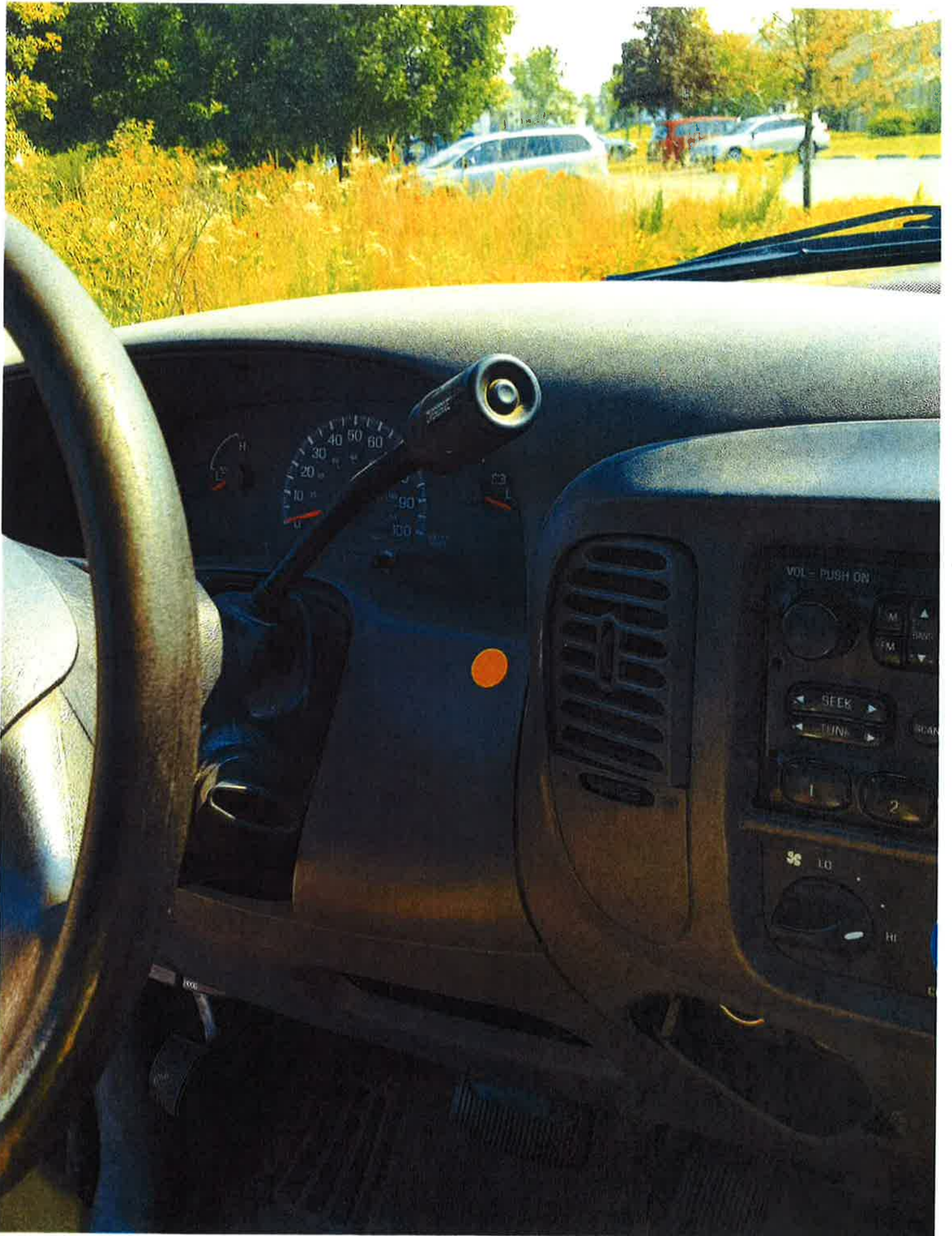
Observation Comments:

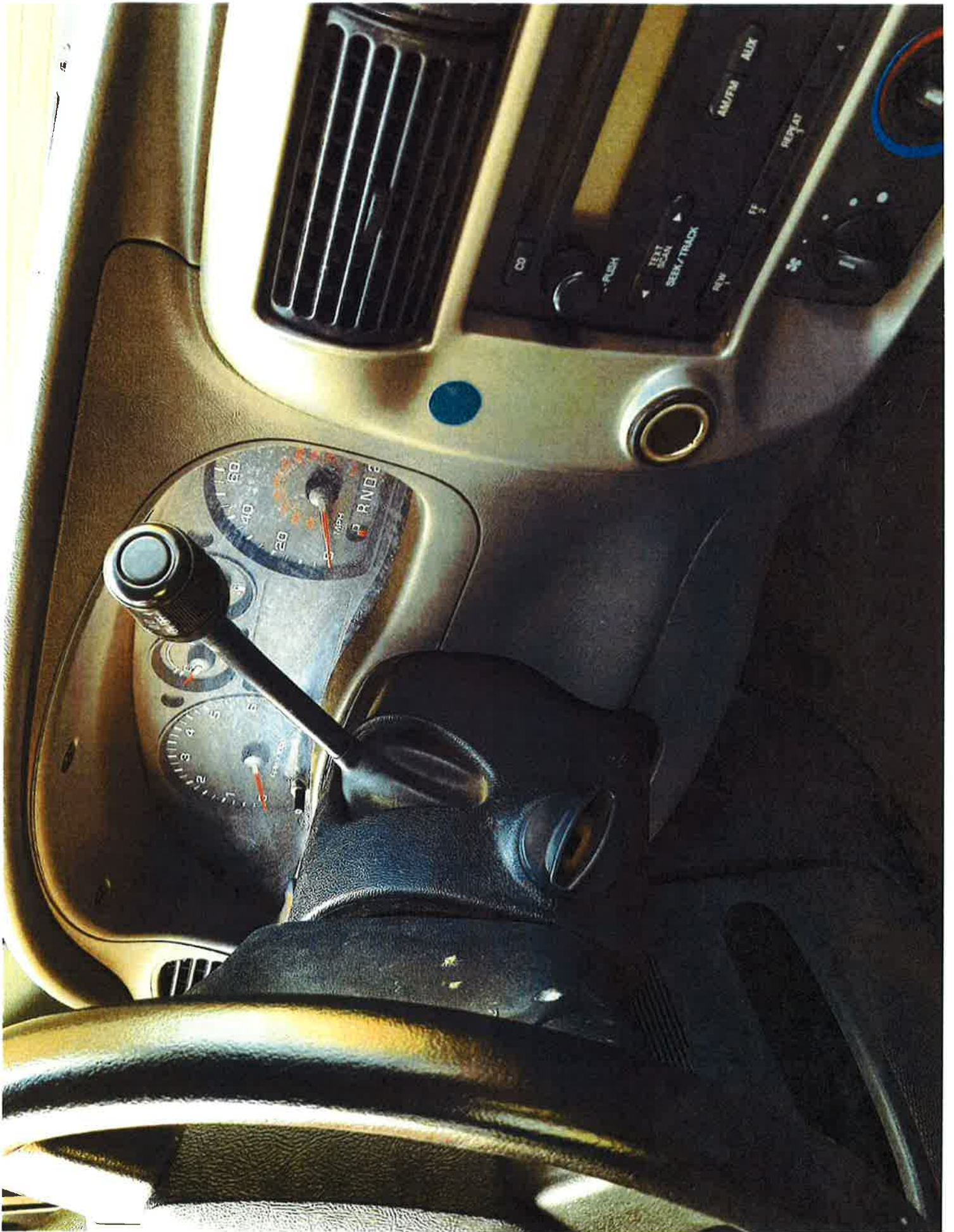
Corrective Actions Recommended:

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date









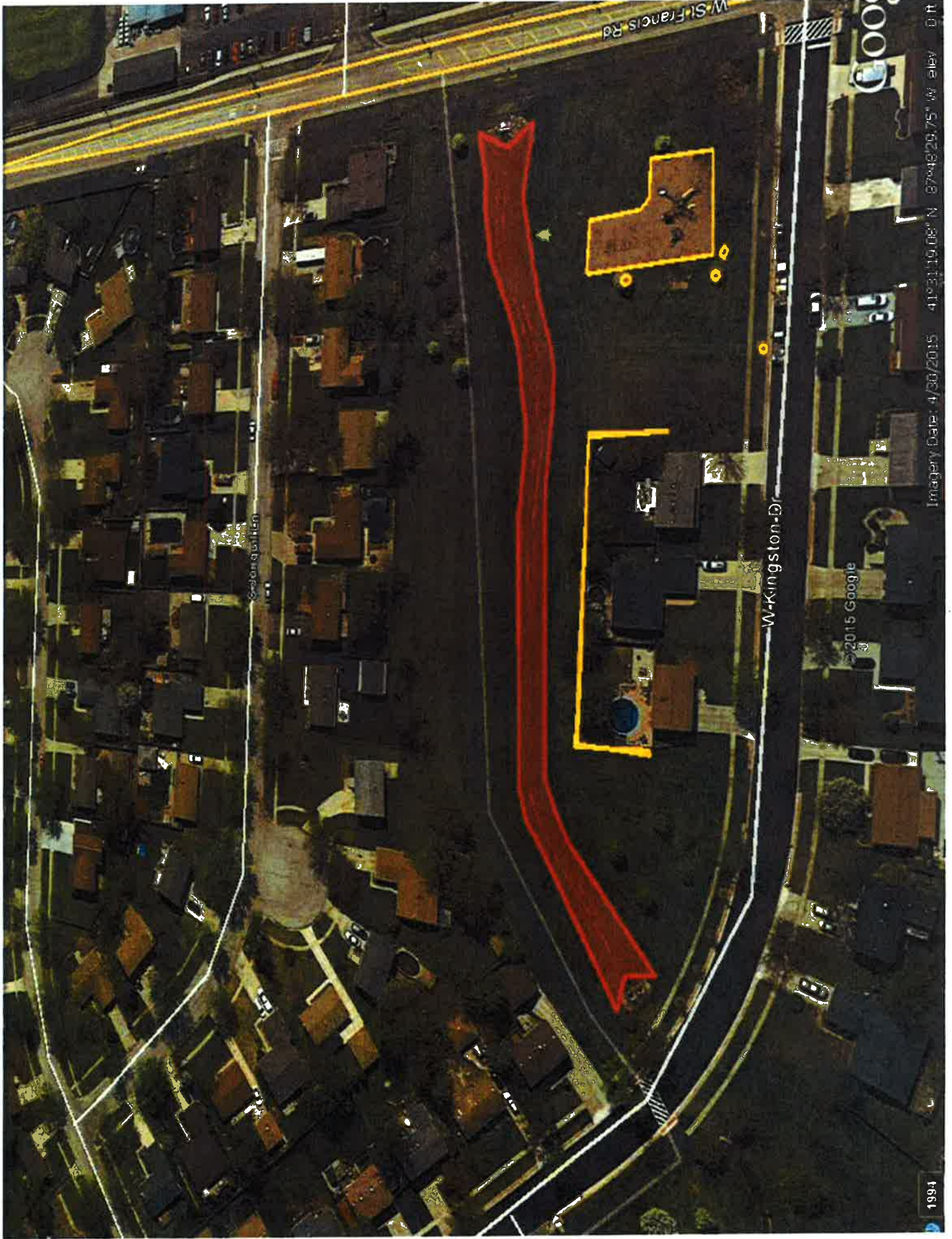
**Park/Facility Mowing Hazard Assessment**

Date: 9/2/2015

**ATTACHMENT F**

Park	Hazard Items	Remedy/Comment
Arbor	Pond, Natural & Wetland Areas	Mowing contracted out.
Brookside Bayou	Pond, Natural & Wetland Areas, Bioswale	Mowing contracted out.
Candle Creek	Pond, Natural & Wetland Areas	Mowing contracted out.
Champions		Green - Minimal hazards
Community Center		Green - Minimal hazards
Community	Pond, Natural Area	Buffer zone with natural area.
Crystal Lake	Pond, Natural Area	Mowing contracted out.
Frankfort Square School	Hill/Slope	Slope assessments in progress.
Hawthorn Lakes		Mowing contracted out.
Hoffman	Ditch Line	Slope assessments done. Slope mower used in high slope areas.
Hunter Prairie		Green - Minimal hazards
Indian Boundary South	Pond, Natural & Wetland Areas, Ditch Line	Buffer zone with natural area. Mowers stay on path.
Indian Trail School	Ditch Line	Not mowed when wet. Buffer zone with natural area.
Island Prairie	Pond, Natural & Wetland Areas, Bioswale	Buffer zone with natural area.
Kingston	Ditch Line	Slope assessments done. Slope mower used in high slope areas.
Kiwanis		Green - Minimal hazards
Lakeside		Green - Minimal hazards
Lake of the Glens	Ponds, Natural & Wetland Areas, Ditch Line	Not mowed when wet. Buffer zone with natural area.
LaPorte Meadows	Pond, Natural & Wetland Areas	Buffer zone with natural area.
Lighthouse Point	Ponds, Natural & Wetland Areas, Bioswale	Buffer zone with natural area. Mowers stay on path.
Lincoln Way North HS	Steep Slope, Natural Area, Ditch Line	Slope assessments done. Slope mower used in high slope areas.
Lincoln Way North	Creek, Natural & Wetland Areas, Slope	Red post to be installed. Walk behind mowers and weed whips only.
Magnolia (Lot #8)		Green - Minimal hazards
Odyssey		Green - Minimal hazards
Plank Trail North	Pond, Natural & Wetland Areas	Mowing contracted out
Plank Trail South	Pond, Natural & Wetland Areas	Mowing contracted out
Ridgefield (Far East)	Pond, Natural & Wetland Areas, Creek	Buffer zone with natural area. Slope assessment in progress.
Rogus School		Green - Minimal hazards
Square Links Golf Course	Ponds, Retaining Wall, Creeks	Slope assessment in progress.
Summit Hill School	Ditch Line	Slope assessment in progress. Small mowers only.
Union Creek	Pond, Steep Slopes, Natural Areas, Ditch Line	Buffer zone with natural area. Slope mower used in high slope areas.

White Oak	Ponds, Natural & Wetland Areas	Mowing contracted out
Woodlawn	Pond, Natural & Wetland Areas	Mowing contracted out



W. St. Francis Rd

W. Kingston Dr

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Imagery Date: 4/30/2015 41°51'19.08" N 87°48'29.75" W elev. 0 ft