



**TO:** Board of Commissioners

**FROM:** Owen O'Reilly, Mechanic

**THROUGH:** Larry Bower, Director of Parks and Planning

**RE:** **Disposal of Property No Longer Useful to the Agency – Parks Fleet Equipment**

**DATE:** August 12, 2014

---

**SUMMARY:**

It is necessary for the Park District to declare surplus and then dispose of two pieces of park fleet equipment.

1999 Cushman #1111 – utility vehicle  
2003 Kawasaki Mule #2550 – utility vehicle

We intend to sell these vehicles through a competitive bidding process rather than trade them in. This will be done by [www.obenaufactions.com](http://www.obenaufactions.com), a local auction service that specializes in government vehicles and equipment.

Hogan Walker is the current state purchasing vendor awarded this contract. Attached is the quote for replacement of this vehicle.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The replacement of the 1999 Cushman #1111 is requested under a separate Board action. The replacement for 2003 Kawasaki Mule #2550 was valued within staff purchasing authority.

**REVENUE OR FUNDING IMPLICATIONS:**

As noted in July, the cost for the auction service is 3% of the purchase price. Minimum bids will be set to yield a higher return than the trade in values noted below.

1999 Cushman #1111 – \$1,500  
2003 Kawasaki Mule #2550 – \$1,000

**STAKEHOLDER PROCESS:**

Not applicable.

**LEGAL REVIEW:**

This process is similar to what was approved in July.

**ATTACHMENTS:**

Disposal Ordinance

**ALTERNATIVES:**

Equipment can be traded in as a part of purchase.

**RECOMMENDATION:**

Staff recommends approval of ordinance 2014-XX.

**WHEATON PARK DISTRICT**

**AN ORDINANCE APPROVING THE DISPOSAL AND SALE OF PERSONAL PROPERTY OWNED BY THE WHEATON PARK DISTRICT**

**ORDINANCE 2014-08**

**WHEREAS**, the Wheaton Park District, DuPage County, Illinois (the "District"), is a duly organized and existing Park District created under the provision of the laws of the State of Illinois and is now operating under the provisions of the Park District Code of the State of Illinois and all laws amendatory thereof and supplementary thereto (the "Park Code"); and,

**WHEREAS**, pursuant to Section 8-22 of the Park Code, three-fifths of the members of the Park Board may authorize the trade in, donation, or disposal of personal property that is no longer necessary, useful to, or in the best interests of the Park District; and,

**WHEREAS**, the Park District owns:  
1999 Cushman #1111 – utility vehicle  
2003 Kawasaki Mule #Z550 – utility vehicle

**WHEREAS**, the Board of Park Commissioners has determined that it would be in the best interest of the Park District to dispose:  
1999 Cushman #1111 – utility vehicle  
2003 Kawasaki Mule #Z550 – utility vehicle

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE WHEATON PARK DISTRICT, DuPage County, Illinois, as follows:**

**Section 1:** The foregoing preamble of the Ordinance is hereby incorporated in its entirety in **Ordinance 2014-XX**.

**Section 2:** The Park District will dispose:  
1999 Cushman #1111 – utility vehicle  
2003 Kawasaki Mule #2550 – utility vehicle

**Section 3:** Except, as otherwise provided herein, this **Ordinance 2014-08** shall be in full force and effective forthwith upon its adoption and approval as provided by law.

**Adopted this 20th day of August, 2014.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

---

President Board of Park Commissioners  
Wheaton Park District

**ATTEST:**

---

Secretary, Board of Park Commissioners  
Wheaton Park District

(S E A L)



Safety Policy and Procedures Manual  
and  
Crisis Management Plan

May-August 2014

Review/Revise: 5/2011; 8/2014.

Formatted: Left

Formatted: Font: 9 pt, Bold

Formatted: Font: 9 pt, Bold

**Table of Contents**

Formatted: Left  
Formatted: Font: +Headings (Cambria)

SAFETY POLICY STATEMENT..... 96

STATEMENT OF ADMISSION..... 107

SAFETY COMMITTEE..... 107

A. Objective ..... 107

B. Meetings..... 107

C. Safety Committee Make-up ..... 118

ASSIGNMENT OF RESPONSIBILITIES ..... 118

A. Executive Director..... 118

B. Safety Coordinator Responsibilities..... 119

C. Responsibilities of Safety Committee Members..... 129

D. Department Head Responsibilities..... 129

E. Supervisory Responsibilities..... 129

F. Employee Responsibilities..... 1340

G. Administrative Goals and Objectives..... 1310

EMPLOYEE SAFETY RULES..... 1411

General Safety Rules..... 1411

ENFORCEMENT OF STANDARDS ..... 1512

ACCIDENT REPORTING & INVESTIGATION ..... 1512

A. Patron/Volunteer Accident/Incident and Property Damage Reporting ..... 1512

B. Employee Accident/Injury ..... 1613

C. Reporting Vehicle Accident Damage..... 1613

D. Reporting Property Damage (Park District Property Only) ..... 1613

MODIFIED DUTY POLICY..... 1714

REPORTING HAZARDOUS CONDITIONS ..... 1714

HAZARD IDENTIFICATION PROGRAM ..... 1714

A. Building Inspections..... 1814

B. Parks and Playground Equipment Inspection..... 1815

C. Fleet Inspections..... 1915

D. Pool Inspections ..... 1916

E. Sled Hill Inspections ..... 2017

F. Ice Skating Inspections..... 2017

Formatted: Font: 1 Body (Calibri)

G. Sports Field Inspections .....	2118
<b>MAINTENANCE OF SAFE WORKING CONDITIONS .....</b>	<b>2118</b>
A. Buildings- Safety Procedures .....	2118
2. Fire Protection .....	2218
3. Electrical .....	2219
4. Housekeeping .....	2219
5. Tools and Equipment .....	2219
6. Maintenance of Equipment .....	2320
<b>PARKS .....</b>	<b>2320</b>
A. Park Safety Regulations .....	2320
B. Employee Safety .....	2421
<b>RECREATION SAFETY .....</b>	<b>2421</b>
A. Playground Safety Rules .....	2421
B. Child Care Safety Rules .....	2522
C. Pools .....	2623
<b>ADMINISTRATION SAFETY .....</b>	<b>2724</b>
C. Sharp or Pointed Objects .....	2825
D. Desks and Chairs .....	2825
E. Electrical Hazards .....	2825
F. Proper Lifting and Stacking .....	2925
<b>COSLEY ZOO SAFETY .....</b>	<b>2926</b>
<b>DUPAGE COUNTY HISTORICAL MUSEUM SAFETY .....</b>	<b>2926</b>
<b>FLEET SAFETY PROGRAM .....</b>	<b>3026</b>
B. Restrictions .....	3128
C. Vehicle Training and Orientation .....	3128
D. Ride Checks .....	3229
E. Supervisor Responsibilities .....	3229
F. Safety Coordinator Responsibilities .....	3330
G. Human Resources Responsibilities .....	3330
H. Driver Vehicle Safety and Operations .....	3330
I. Post Accident Procedures .....	3532
<b>ACCIDENT REVIEW COMMITTEE .....</b>	<b>3532</b>
<b>SEAT BELT POLICY .....</b>	<b>3633</b>
A. Proper Use of Seat Belts .....	3633

B. 15-Passenger Park District Vans .....	3633
C. Child Passenger Protection Act.....	3734
EMPLOYEE SAFETY TRAINING PROGRAM .....	3734
FEDERAL AND STATE SAFETY REQUIREMENTS – RIGHT TO KNOW .....	3/34
A. Illinois Toxic Substance Act.....	3734
B. Illinois Safety and Health Act .....	3836
C. Illinois Department of Labor (IDOL) Inspections .....	3936
D. PDRMA Visits/Inspections.....	3936
E. Local Fire Inspections.....	4037
SPECIFIC SAFETY POLICIES/PROCEDURES .....	4037
A. Personal Protective Equipment (PPE).....	4037
B. Hazard Communication Program (Right to Know) .....	4037
C. Bloodborne Pathogens (Communicable Diseases).....	4238
D. Lockout Tagout .....	4239
E. Confined Spaces.....	4239
F. Fall Protection .....	4339
G. Protective Footwear Policy .....	4340
H. 3 Points of Contact Policy .....	4340
I. 30-Second Site Safety Walk-Through Policy .....	4340
J. Ergonomics Policy .....	4441
K. Emergency Procedures.....	4441
CRISIS MANAGEMENT PLAN .....	4643
What is a crisis? .....	4643
Chain of Responsibility and Crisis Management Team.....	4643
A. General Action Steps When a Crisis Occurs.....	4643
B. SPECIFIC ACTION STEPS .....	4744
C. ROLES AND RESPONSIBILITIES OF CRISIS MANAGEMENT TEAM MEMBERS .....	4845
CONTACT LIST .....	5148
EMPLOYEE ACKNOWLEDGEMENT .....	6150
SAFETY POLICY STATEMENT.....	9
STATEMENT OF ADMISSION.....	10
SAFETY COMMITTEE.....	10
A. Objective.....	10
B. Meetings.....	10



C.— Safety Committee Make-up .....	11
ASSIGNMENT OF RESPONSIBILITIES .....	11
A.— Executive Director .....	11
B.— Safety Coordinator Responsibilities .....	11
C.— Responsibilities of Safety Committee Members .....	12
D.— Department Head Responsibilities .....	12
E.— Supervisory Responsibilities .....	12
F.— Employee Responsibilities .....	13
G.— Administrative Goals and Objectives .....	13
EMPLOYEE SAFETY RULES .....	14
General Safety Rules .....	14
ENFORCEMENT OF STANDARDS .....	15
ACCIDENT REPORTING & INVESTIGATION .....	15
A.— Patron/Volunteer Accident/Incident and Property Damage Reporting .....	15
B.— Employee Accident/Injury .....	16
C.— Reporting Vehicle Accident Damage .....	16
D.— Reporting Property Damage ( <i>Park District Property Only</i> ) .....	16
MODIFIED DUTY POLICY .....	17
REPORTING HAZARDOUS CONDITIONS .....	17
HAZARD IDENTIFICATION PROGRAM .....	17
A.— Building Inspections .....	18
B.— Parks and Playground Equipment Inspection .....	18
C.— Fleet Inspections .....	19
D.— Pool Inspections .....	19
E.— Sled Hill Inspections .....	20
F.— Ice Skating Inspections .....	20
G.— Sports Field Inspections .....	21
MAINTENANCE OF SAFE WORKING CONDITIONS .....	21
A.— Buildings- Safety Procedures .....	21
2.— Fire Protection .....	22
3.— Electrical .....	22
4.— Housekeeping .....	22
5.— Tools and Equipment .....	22
6.— Maintenance of Equipment .....	23

PARKS.....	23
A.—Park Safety Regulations.....	23
B.—Employee Safety.....	24
RECREATION SAFETY.....	24
A.—Playground Safety Rules.....	24
B.—Child Care Safety Rules.....	25
C.—Pools.....	26
ADMINISTRATION SAFETY.....	27
C.—Sharp or Pointed Objects.....	28
D.—Desks and Chairs.....	28
E.—Electrical Hazards.....	28
F.—Proper Lifting and Stacking.....	29
COSLEY ZOO SAFETY.....	29
DUPAGE COUNTY HISTORICAL MUSEUM SAFETY.....	29
FLEET SAFETY PROGRAM.....	30
B.—Restrictions.....	31
C.—Vehicle Training and Orientation.....	31
D.—Ride Checks.....	32
E.—Supervisor Responsibilities.....	32
F.—Safety Coordinator Responsibilities.....	33
G.—Human Resources Responsibilities.....	33
H.—Driver Vehicle Safety and Operations.....	33
I.—Post Accident Procedures.....	35
ACCIDENT REVIEW COMMITTEE.....	35
SEAT BELT POLICY.....	36
A.—Proper Use of Seat Belts.....	36
B.—15-Passenger Park District Vans.....	36
C.—Child Passenger Protection Act.....	37
EMPLOYEE SAFETY TRAINING PROGRAM.....	37
FEDERAL AND STATE SAFETY REQUIREMENTS—RIGHT TO KNOW.....	37
A.—Illinois Toxic Substance Act.....	37
B.—Illinois Safety and Health Act.....	38
C.—Illinois Department of Labor (IDOL) Inspections.....	39
D.—PDRMA Visits/Inspections.....	39

E.— Local Fire Inspections.....	40
SPECIFIC SAFETY POLICY SUMMARIES.....	40
A.— Personal Protective Equipment (PPE).....	40
B.— Hazard Communication (Right to Know).....	40
C.— Bloodborne Pathogens (Communicable Diseases).....	40
D.— Lockout Tagout.....	41
E.— Confined Spaces.....	41
F.— Fall Protection.....	41
G.— Emergency Procedures.....	43
CRISIS MANAGEMENT PLAN.....	45
What is a crisis?.....	45
Chain of Responsibility.....	45
A.— General Action Steps When a Crisis Occurs.....	45
B.— SPECIFIC ACTION STEPS.....	46
C.— ROLES AND RESPONSIBILITIES OF CRISIS MANAGEMENT TEAM MEMBERS.....	47
CONTACT LIST.....	50
APPENDIX.....	51
Accident/Incident Report—Form 01.....	51
Employer's First Report of Injury—Form 45.....	53
Vehicle Accident Report—Form 02.....	54
Property Loss Report—Form 03.....	55
Monthly Vehicle Inspection Form.....	57
EMPLOYEE ACKNOWLEDGEMENT.....	60
910101010111111111112121213131414151515161616171717181819192020212121222222223232324	
24242526272828282929303131323233333335353636363737373839394040404041414142424	
242434545454546475060	

Formatted: Font: +Body (Calibri)

## Wheaton Park District

### SAFETY POLICY STATEMENT

We acknowledge an obligation a dedication to provide a safe working environment for our employees as well as a safe leisure environment for the public utilizing our parks, facilities, and programs.

It is the intention of the Wheaton Park District to develop, implement and administer a comprehensive safety and loss control program. In all our assignments; the health and safety of all should be top priority.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is responsible for work being performed in a safe manner, inspections conducted on a regular basis, hazards and dangers confronted and accidents investigated.

We are confident that this program will be successful and expect your cooperation and support.

\_\_\_\_\_  
Mike Benard  
Executive Director

\_\_\_\_\_  
~~Ray Merrill~~ John Kelly, President  
Board of Park Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## STATEMENT OF ADMISSION

All employees are expected to act and conduct themselves at all times in the best interest of the agency. When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to presume or admit guilt or fault of any kind. Employees should never speculate on the cause(s) of the accident or injury or discuss any facts of the accident. Employees should cooperate with investigating authorities and with any investigation conducted by or on behalf of the agency. Any and all questions relating to an accident involving agency property and/or personnel should be promptly directed to a department head, or agency spokesperson.

## SAFETY COMMITTEE

The purpose of this committee is to review/conduct safety inspections, schedule safety training, review accidents and recommend changes in policies and procedures to promote safety. It will also perform other duties that will provide a safe working environment for our employees and participants. It is the added responsibility of the Safety Committee to be concerned with the safety of visitors utilizing our parks, playgrounds, facilities, and programs.

### **A. Objective**

The Wheaton Park District Safety Committee has been established and will meet on a monthly basis to initiate and execute a safety program by:

1. -Conducting regular meetings to discuss accident prevention methods, safety awareness and training, conditions noted on facility and park inspections, incident reports and other safety issues.
2. Taking part in routine inspections of the facilities and grounds to find current hazards and preventing future hazards. These inspections will be submitted to the Safety Coordinator for review at safety and staff meetings.
3. Taking part when requested, in investigating incidents.
4. Recommending proper personal protective equipment (PPE) and other personal safety devices. The recommendations will adhere to OSHA, NIOSH, ANSI, and other industry standards.
5. Developing safety rules and guidelines to provide for the Wheaton Park District's current and anticipated loss reduction needs.
6. Promoting safety for all employees, which is intended to encourage each employee to develop safety awareness.
7. Monitoring activities of departmental safety programs to ensure that they comply with the intent of this policy.
8. To ensure that the Wheaton Park District is compliant with the National Incident Management System (NIMS), Incident Command System (ICS) for efficient and effective response to emergencies.

### **B. Meetings**

The following format will be used to conduct business during the safety committee meeting.

1. **Call to Order-** The safety committee meeting will be promptly called to order at the time that the Safety Coordinator established.
2. **Roll Call-** The names of each attending safety committee member and any guests should be recorded in the minutes.
3. **Introductions-** The guests that are present will be introduced.
4. **Review of Accidents and Statistics-** The committee will review all work-related employee injuries, serious injuries to park users and vehicular accidents to determine preventive measures in order to avoid future occurrences.
5. **Old Business-** All matters that require definite decisions will be reintroduced for further action.
6. **New Business-** At this time, the committee will discuss safety inspections results, new hazards, committee reports, or related safety concerns.
7. **Activities-** The Safety Coordinator may wish to appoint subcommittees to arrange, develop, or follow-up on matters pertaining to the safety committee.
8. **Adjournment**

#### **C. Safety Committee Make-up**

The Safety Coordinator has been appointed by the Wheaton Park District Director to chair the safety committee meetings. The safety committee shall be composed of one staff member from each department or in their absence, choose another staff member to represent their department.

### **ASSIGNMENT OF RESPONSIBILITIES**

All Park District employees are responsible for compliance with safety procedures, standards and rules outlined in this manual. The rules and regulations outlined in this manual are a minimum and should in no way limit Wheaton Park District employees from implementing more comprehensive procedures to reduce the likelihood of injury or property damage.

#### **A. Executive Director**

The Park District Executive Director has the ultimate responsibility for implementing and overseeing the loss prevention program at the Wheaton Park District. However, for practical purposes, the authority for safe operations will be delegated through all management and supervisory levels. Following is a list of specific duties that the Director will perform to ensure compliance with the safety program.

1. -Appoint a Safety Coordinator to implement and administer the loss prevention program.
2. Review all serious employee or public injuries to ensure that the established accident investigation process clearly identifies the causative factors and takes action to prevent reoccurrence.
3. Meet with the Safety Coordinator to review the loss prevention program and make recommendations for improvement.

#### **B. Safety Coordinator Responsibilities**

1. The Safety Coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities throughout the district.

2. Acts as the chairperson of the Safety Committee and presents recommendations to the Director when necessary.
3. Develops and maintains a loss prevention program.
4. Prepares agendas and minutes for Safety Committee meetings and reviews summaries of accidents and injuries.
5. Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices.
6. Periodically evaluates the compliance of the Park District Safety Program requirements within each department.
7. Acts as the liaison between the Park District and PDMRA's Loss Control Department.
8. Act as the alternate responsible for filing and sending claim forms to PDMRA.
9. Makes specific budget allocations for the purchase of safety related items.

**C. Responsibilities of Safety Committee Members**

1. Attend all monthly safety committee meetings, or send an alternate in your place, and contribute ideas and suggestions for safety improvements.
2. Report to the Safety Coordinator any unsafe conditions or behaviors that could lead to loss of life, injury, or damage to Park District property.
3. Participate in the scheduled inspections of all Park District sites and facilities and provide recommendations to the safety committee for the elimination of the identified hazards.
4. Encourage others to work safely while setting an example of safe work performance.

Formatted: Indent: Left: 0.75"

**D. Department Head Responsibilities**

Each department head is responsible and accountable for maintaining a safe and healthy environment for employees and the public using the Wheaton Park District's facilities and participating in programs, services, and events.

Specific responsibilities include:

1. Maintain and support departmental safety programs by attending safety-related meetings and making loss prevention suggestions.
2. Take corrective action when any known unsafe condition exists that could potentially affect the safety of a Park District employee or the general public.
3. Enforce Park District safety rules and policies pertinent to the activities conducted in your department.

**E. Supervisory Responsibilities**

Supervisors are responsible and accountable for accident prevention within their respective department. It must be thoroughly understood that supervisors are the key to an effective safety program. The number of accidents that occur in your work area can be a factor in individual performance reviews.

1. Take the initiative in recommending corrective action for any deficiencies noted in facilities or work procedures that affect Park District loss control efforts.
2. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform; and by giving prompt recognition to those who perform well.

3. Ensure that each employee is fully trained for the job assigned and that the employee is familiar with published department work rules and personal protective equipment requirements.
4. Fully cooperate with the Safety Coordinator in shutting down operations considered to cause imminent danger to employees or the public and in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
5. Promptly and thoroughly investigate all employee and participant accidents, review the circumstances of each incident and prescribe preventive measures.
6. Promptly submit the appropriate forms to PDRMA and the safety coordinator.
7. Ensure employees receive adequate, documented training in order to be able to respond efficiently and effectively to all relevant emergency situations.

#### F. Employee Responsibilities

Each Wheaton Park District employee shall be fully responsible for implementing the provisions established in this safety manual as they pertain to their operations. The responsibilities listed are a minimum. They do not limit individual initiative to implement more comprehensive procedures to eliminate hazards.

1. Report all accidents and unsafe conditions to your supervisor immediately. Failure to do so may result in disciplinary action.
2. Promptly forward all medical information pertaining to a work-related injury to your immediate supervisor and Human Resources.
3. Cooperate with and assist in the investigation of accidents.
4. Submit suggestions related to safety methods, conditions, or activities.
5. Attend all required departmental and Park District wide safety meetings and actively participate when necessary.
6. Following protocols, respond efficiently and effectively to all relevant emergency situations.

➤ **Note: Each employee performing hazardous jobs shall, in addition:**

1. Obey all safety rules and follow published work instructions. If you have any doubts about the safety of a job, stop and get instructions from the Supervisor before continuing to work.
2. Only operate equipment that you have been trained to use and that the Supervisor has authorized for the job. All equipment shall be used according to the manufacturer's instructions.
3. Wear the required personal protective equipment when working in hazardous operation areas. Dress safely and sensibly.

#### G. Administrative Goals and Objectives

1. Keep Wheaton Park District Risk Management Program above the 95% rating of the PDRMA Loss Control Review process.
2. Comply with the PDRMA recommendations.
3. Strive to reduce claim frequency.



## EMPLOYEE SAFETY RULES

### General Safety Rules

1. No smoking is allowed inside of or within 15 ft of any Park District building or in Park District vehicles; and only in approved areas during the employee's regularly scheduled breaks, or as designated in site specific guidelines.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
5. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
6. Personal protection equipment must be used when potential hazards cannot be eliminated.
7. Equipment is to be operated only by trained and authorized personnel.
8. Periodic inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
9. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
10. If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.
11. All incidents, near misses, injuries and property damage must be reported to a supervisor, regardless of the severity of the injury or damage.
12. Failure to report an incident or known hazardous condition may be cause for disciplinary action.
13. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
14. Any smoke, fire, or unusual odors must be reported to your supervisor immediately.
15. Employees who perform physical labor must lift correctly. For objects heavier than 50 pounds, the immediate supervisor must determine specific methods for safe lifting.
16. Employees must never attempt to catch a falling object.
17. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
18. Safety and restraint belts must be fastened before operating any motorized vehicle.
19. Employees who operate vehicles must obey all driver safety instructions and comply with the state law including traffic signs, signals, use of electronic devices (cell phone, Ipad, etc.), and markers.
20. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report driving citations and revocation of driver's license to their supervisor within 24 hours.
21. All employees must know departmental rules regarding first aid, evacuation routes and fire department notification.
22. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures that are requested.

23. Departmental rules and procedures specific to departmental operations must be followed by each employee in the department.

### ENFORCEMENT OF STANDARDS

All safety and health standards adopted by the Wheaton Park District will be adhered to by all volunteers and persons employed by the Wheaton Park District.

Each person who serves the Park District in a supervisory capacity is responsible for the enforcement of and compliance with the adopted safety rules and regulations.

Any employee who fails to comply with and follow this safety manual may be subject to disciplinary action up to and including termination of employment.

### ACCIDENT REPORTING & INVESTIGATION

Employees are required to report all injuries or damage to property of patrons/volunteers or property damage to the Park District to their supervisor immediately after its occurrence. Employees who are injured are required to report their injury to their supervisor immediately.

The supervisor is then responsible for completing the appropriate accident report form, ~~faxing~~ emailing it to PDRMA and giving it to the Safety Coordinator and Human Resources within 24 hours following the incident. Prompt reporting is one key to effective investigation. When accidents are not investigated, nothing can be done to correct their causes and prevent future accidents.

Please adhere to the following guidelines when completing an accident report:

#### **A. Patron/Volunteer Accident/Incident and Property Damage Reporting**

1. All patron or volunteer injuries that require any first aid treatment must be reported on an "Accident/Incident Report" **Form 01** (See Appendix). Any extremely minor injuries that require an ice pack, i.e. to soothe a child, may be documented on the "**Minor Injury Log.**"
2. Employee injuries should be reported as stated in Section B below.
3. The accident report must be filled out completely and signed. It is important that the names of witnesses be listed on the report.
4. Employees are not to admit to guilt or fault on the part of the Park District or themselves at any time. The Park District, PDRMA or the police department shall determine who was at fault following a thorough investigation.
5. The accident report is to be used for participant and volunteer injuries only. ~~Write "volunteers" on the top of Form 01.~~
6. Any head injury, no matter how minor it may seem, must be reported to PDRMA.
7. Photos should be taken where the accident occurred if medical attention was required and submitted with the report. Department Heads or other on-site supervisor should go to the site and take pictures as soon as possible.

8. The accident form should be given to the Safety Coordinator who will then review it with the Safety Committee. The original will be filed in the Human Resource Department.
9. Copies should be sent to PDMRA within 24 hours of the accident/incident.

#### **B. Employee Accident/Injury**

1. Accidents involving Park District employees should be reported on a ~~Form 45~~ (See Appendix) Employer's First Report of Injury PDRMA's online reporting system within 24 hours through the PDRMA website, which is completed by the employee's supervisor.
2. ~~The completed Form 45 is faxed to PDMRA and the original is sent to the Safety Coordinator and Human Resources within 24 hours.~~
3. ~~If all the information cannot be obtained immediately, send the Form 45 to PDRMA with a note stating you complete as much as possible. The Safety Coordinator or Human Resource Manager will follow up with the remaining any missing information. Be sure to follow up by completing the form and faxing the completed form to PDRMA.~~
4. PDRMA may request photos of the area where an incident occurred. Generally, where there is a slip or fall, photos
5. ~~The form should be given to the Safety Coordinator who will then review it with the Safety Committee. The original will be filed in the Human Resource Department.~~
6. ~~Copies should be sent to PDMRA within 24 hours of the accident/incident site should be taken and provided to PDRMA.~~

Formatted: No Spacing, Left, Indent: Left: 0.5", Space Before: 0 pt, No bullets or numbering

#### **C. Reporting Vehicle Accident Damage**

1. If an employee is involved in an accident causing damage to another vehicle or property while operating a Park District owned vehicle, they should contact the local police and their supervisor immediately.
2. If damage occurs only to a Park District vehicle or property, contact your supervisor immediately.
3. Following any vehicle accident, the driver will complete the "Vehicle Accident Report" **Form 02** (See Appendix) as soon as possible. This form identifies the procedures that should be followed after an accident has occurred.
4. When involved in an accident with another vehicle the employee should never argue about the accident and never admit or deny guilt. If the occupant of the other vehicle admits guilt, write it down.
5. If the accident involves an unattended vehicle or property, the employee is required to leave a note for the owner, listing the Park District's name and telephone number. The accident is to be reported to the supervisor immediately or by the end of the workday.
6. When appropriate, photos should be taken of the damage and the surrounding area that was involved in the accident.

#### **D. Reporting Property Damage (Park District Property Only)**

1. If an employee is aware of any property damage to the Park District, they should contact their supervisor immediately.

Formatted: List Paragraph, Justified, Space Before: 12 pt

2. A supervisor should contact their department head and notify the police as soon as possible, if applicable.
3. The supervisor will complete a Property Loss Report, Form 03 (See Appendix) as soon as possible. This form identifies the procedures that should be followed after property damage has occurred.
4. If the property damaged belongs to a patron, please use Form 01.
5. Photos should be taken of the area or item damaged.
6. The claim form should be sent to PDRMA even though you may not have an estimated value of the damage. Make a note on the claim form that you will follow up with an estimate.
7. The form should be given to the Safety Coordinator who will then review it with the Safety Committee. The original will be filed in the Human Resource Department.
8. Copies should be sent to PDMRA within 24 hours of the accident/incident.

Formatted: Font: Not Bold

### **MODIFIED DUTY POLICY**

The Wheaton Park District is committed to providing employees with every reasonable opportunity to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained work-related injuries or illness. We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible and applicable.

The feasibility of Modified Duty shall be determined on a case-by-case basis, taking several factors into consideration, including but not limited to: the employee, the specific physical or mental impairment, the essential functions of the job, the work environment and the ability of the Wheaton Park District to provide accommodation.

### **REPORTING HAZARDOUS CONDITIONS**

Any existing safety hazards and conditions or potential safety problems which are observed, must be reported immediately to either your Supervisor or Safety Committee member through verbal or written form. The supervisor or Safety Committee member will then complete a written work request which will be forwarded to the responsible department for remediation. The Safety Committee will retain a copy of these safety related work requests for follow-up purposes to ensure that proper action has been taken by the responsible party. Serious problems must be resolved as quickly as time permits; non-emergency items must be corrected within a reasonable period of time.

### **HAZARD IDENTIFICATION PROGRAM**

The Wheaton Park District recognizes the need to maintain an on-going safety inspection program to uncover any unsafe human acts or conditions, document the identified hazards and correct these hazards to prevent injury or property damage losses.

As Park District employees, we ask that you assist in this effort by reporting any unsafe condition found in the daily course of your work duties. While our scheduled self-inspection program will be effective in identifying many hazards, you are still the most effective tool available in detecting hazardous conditions before someone gets hurt.

#### **A. Building Inspections**

##### **1. FREQUENCY OF INSPECTIONS**

Each Wheaton Park District building will be inspected on a monthly basis. Particular attention will be placed on the general condition of the building, fire protection, housekeeping, and maintenance of tools and equipment.

##### **2. INSPECTION PROCESS**

Each building will be divided into inspection zones based on structural make-up, activity areas and the potential for fire or other catastrophic emergencies.

##### **3. DOCUMENTATION**

The inspector will complete an inspection report form for each inspection. The federal OSHA CFR 1910 General Industry Standards will be used to establish any violations.

##### **4. RE-INSPECTION**

- a. Any items needing repair will require corrective action within 30 days. The 30 day time period will begin when the inspection report has been received by the Superintendent of Buildings and Grounds or Building Engineer. It is then signed off by him/her and sent to the department head. Once it is completed, it will be sent to the Safety Coordinator.
- b. The inspector who performed the initial inspection shall conduct the re-inspection following expiration of the 30 day abatement period.
- c. Any remaining incomplete or uncorrected items on the safety inspection following the 30 day period will be referred to the Department Head.
- d. Certain hazardous conditions may require immediate action to prevent injury. Discretion will be given to the inspector to make this recommendation, but approval from the department head and Executive Director should also be sought when necessary.

#### **B. Parks and Playground Equipment Inspection**

##### **1. FREQUENCY OF INSPECTIONS**

A parks department employee trained and certified to identify any wear, damage, vandalism, or related hazards will perform an in-depth, systematic, preventive playground maintenance inspection each month. Additionally, a high frequency inspection is done weekly by the trim crew leaders at each playground, who is also trained in safety inspection. During this inspection routine maintenance is performed, ie. Clean safety surface of debris etc...

##### **2. INSPECTION PROCESS**

The monthly inspections will be conducted on foot and will require the inspector to look for wear, structural integrity, and preventive parts replacement. Attention will also be given to playground surfaces, equipment footings, and landing areas.

##### **3. DOCUMENTATION**

We will use a checklist inspection form to identify any needed repairs, vandalism, or equipment replacement for each park. The Superintendent of Parks and/or Safety Coordinator will keep these records.

### **C. Fleet Inspections**

#### **1. FREQUENCY OF INSPECTIONS**

- a. All vehicles must be inspected at least one time per month, although many of the items in the inspection should be checked on a daily basis when the vehicle is in operation.
- b. All on road Wheaton Park District vehicles will be thoroughly inspected every three months or 3,000 miles by a mechanic or designated maintenance employee.
- c. All trucks and buses requiring state inspection and certification will be taken to a local state inspection station as required prior to the sticker expiration date.

#### **2. INSPECTION PROCESS**

- a. Each employee is required to perform a safety and maintenance inspection on any vehicle prior to use.
- b. The Park District mechanic or designated maintenance employee will perform a thorough inspection of each on-road vehicle as required above. Contracted maintenance such as dealerships or local repair shops may also be used.
- c. All vehicles that require state certification will be inspected at a designated state vehicle safety inspection site.

#### **3. DOCUMENTATION**

- a. Employees performing the daily safety/maintenance inspection will do so on an honor system. For monthly inspections, the Monthly Vehicle Inspection Form should be filled out and placed on file with the Superintendent of Parks or facility mechanic.
- b. The thorough three month or 3,000 mile vehicle inspection will be documented on the vehicle inspection checklist. This checklist should be returned to the maintenance office for filing.
- c. All vehicles that successfully pass the state inspection will display the new sticker on the front windshield as required. All expired stickers should be removed promptly. Return all documentation relating to the vehicle inspection to the maintenance office for filing.
- d. Any vehicles that do not successfully pass the state inspection should be taken directly to the Wheaton Park District maintenance or facility mechanic so that the appropriate repairs can be made. A listing of the needed repairs must be given to the Maintenance Supervisor.
- e. The vehicle should be taken for state re-inspection when the needed repairs are completed.

### **D. Pool Inspections**

#### **1. FREQUENCY OF INSPECTIONS**

- a. Pools will be formally inspected on a daily basis to identify any hazardous conditions that could cause injury during seasons of operation by the Pool Maintenance Manager.

- b. An in-depth safety inspection will be conducted prior to the opening of the pool each spring.
2. INSPECTION PROCESS
  - a. A daily walk through inspection will be performed by the pool manager or trained employee.
  - b. The annual pool inspection team will normally consist of the Superintendent of Special Facilities, Project Manager, Aquatics Supervisor, and Safety Coordinator.
3. DOCUMENTATION
  - a. If any repairs are needed or safety hazards are noted during the daily walk through inspection, a safety related work request should be completed and forwarded to the Aquatics Supervisor.
  - b. The annual in-depth safety inspection will consist of a listing of safety concerns or repairs that the Safety Coordinator prepares.

#### **E. Sled Hill Inspections**

1. DESIGN

Sled hills should be designed so that a minimum of hazards such as trees, light poles, etc. is in the immediate sledding area. If any of the above hazards exist, attempts should be made to guard them with rubber tires or similar cushioning devices.
2. INSPECTIONS

During seasonal high use periods, sled hill inspections and maintenance is performed daily. Records should be kept reflecting the inspection results and any completed maintenance. A trained employee should perform these sled hill inspections.
3. DOCUMENTATION

Inspection results and maintenance records should be sent to the Park Superintendent to file.
4. SIGNAGE

Sled hill warning signs should be designed to reflect any known hazards and user safety regulations. These can include:

  - Posted use hours
  - Direction of sled traffic
  - Sledding devices allowed
  - Sled hill hazards

#### **F. Ice Skating Inspections**

1. INSPECTIONS

Ice rinks whether natural ponds or man-made are inspected daily during the winter season of skating. On natural ponds the snow is removed once the ice depth is 6-8" so proper grooming and surfacing can occur. Once these ponds reach a minimum of 8" ice depth with a solid consistent hard ice they are opened to the public.

2. DOCUMENTATION

All ice skating facilities have detailed inspection results and maintenance records are signed off by the Director of Parks and Planning and in his absence the Superintendent of Buildings and Grounds.

3. SIGNAGE

Ice skating warning signs and flags are posted at the beginning of each winter season. Once the ice is established and skate able, the skating signs are changed to reflect that they are open and the flags are changed to green. GREEN MEANS GO / RED MEANS STOP.

**G. Sports Field Inspections**

Sports field inspection will take place at a minimum of three times annually, before the start of each season, mid-season, and at the end of each season. Documentation will be kept by the parks department. All goals are staked down and stickers stating the following are on each goal: Warning – Only authorized personnel may move and anchor this goal. If this goal is not anchored down, do not use it and contact 630-690-4880. Serious injury including death can occur if it tips over.

**MAINTENANCE OF SAFE WORKING CONDITIONS**

**A. Buildings- Safety Procedures**

**1. Egress**

- a. Do not obstruct any aisles, exits, or stairways.
- b. Emergency exit doors shall never be chained or locked in a manner that would restrict persons from exiting a building in the event of a fire or related emergency.
- c. Each building will have an emergency exit plan clearly posted in each major public or employee work area to assist occupants if immediate evacuation is necessary.
- d. Emergency lighting fixtures should be installed in all Park District buildings and checked periodically to ensure proper operation. Exit signs should be properly illuminated.
- e. Building occupancy should never exceed posted limits.
- f. All stairways should be equipped with secure railings and adequate illumination. Loose stair treads must be replaced or repaired immediately. Items should never be stored in stairways.
- g. All floors should be periodically inspected and maintained to avoid dangerous conditions. All substances spilled on floors should be immediately removed. Proper signage should be placed where any slip hazards exist.
- h. Sidewalks, steps, parking lots, tennis courts, and related outside areas should be maintained in safe condition.



## 2. Fire Protection

- a. Properly marked fire extinguishers should be provided in locations required by the local fire codes and should display OSHA color coding describing their type. Each employee should be instructed on the proper use of each type. Signs identifying extinguisher locations must be properly displayed.
- b. Fire extinguishers should not be blocked or obstructed from access.
- c. Fire extinguishers must be checked and serviced annually and must display inspection tags. *Notify the Maintenance Department if a fire extinguisher is empty or the needle gauge registers "recharge."*
- d. An inventory record should be kept by the Maintenance Department listing the location of every fire extinguisher in the Park District.
- e. All combustible supplies and materials must be stored in approved fire containers.
- f. Oily rags must be stored in self-closing fire resistant containers.
- g. Curtains or drapes should be fire retardant.
- h. If you discover a fire, you must make quick decisions. If it is small and the proper fire extinguishers are nearby, put it out. If the fire is too much to handle, evacuate the building and dial "911" from a cell phone or if dialing from inside a Park District building call "9-911." Pull the nearest alarm box to automatically notify the fire department and the building's occupants.

## 3. Electrical

- a. Electrical circuits should not be overloaded.
- b. Electrical wiring should be properly encased and replaced when defective.
- c. Replace broken light bulbs and fixtures immediately.
- d. All electrical cords should be 3-pronged, double insulated, and proper wire sized. Extension cords should only be used on a short term, temporary basis.
- e. Do not run electrical extension cords under carpeting. Secure cords properly to avoid tripping.
- f. Electrical cords are for temporary use and are not allowed to be used in lieu of permanent wiring.
- g. GFI outlets must be utilized in any area that is within 6 feet of water.

## 4. Housekeeping

- a. Place all refuse in the proper containers; each building should maintain a sufficient amount of receptacles. Waste receptacles should not be allowed to overflow.
- b. All materials and equipment should be stored properly and secured in designated areas to avoid possible injury or damage to individuals or property.
- c. All floors should be periodically inspected and maintained to avoid dangerous conditions. Remove all substances spilled on floors immediately.
- d. Broken glass in windows and doors should be replaced by Plexiglas or safety glass whenever practical.

## 5. Tools and Equipment

- a. Never use a defective ladder. Ladders must always be of sufficient length to reach the work being performed. It must be placed firmly on the ground, be equipped with

non-slip safety feet, and be kept free of grease and oil. Whenever possible, use a wood or fiberglass ladder to perform electrical repairs.

- b. Proper safety training and instruction should be provided to any employee that uses power tools or equipment.
- c. Employees using hand tools must wear personal protective equipment appropriate for the task being performed. Ignorance will not be tolerated as an excuse. Contact your Supervisor prior to using any hand tool or equipment if you are unsure of the necessary safeguards.
- d. Examine all hand tools for cracks, splits, or defects before using them. Report any damage to your Supervisor immediately.
- e. Always select the proper tool to perform a task.
- f. Electrical tools should always be grounded and the cords inspected for damage such as cuts, splices, or broken prongs. Use ground fault circuit interrupter protection when around water.
- g. Protect all exposed saw blades or similar sharp tools with scabbards when not in use.
- h. Any ax, sledgehammer, pick, or related hand tool that is cracked, has splintered handle, or loose metal head must be removed from service and repaired.
- i. Make all connections to air tools secure before turning on the air pressure.
- j. Release pressure of air tools before leaving equipment unattended.

#### **6. Maintenance of Equipment**

- a. Servicing or repairing of any machinery will be approved by the Maintenance Supervisor or repaired by authorized maintenance personnel only.
- b. Certain machinery may be repaired by outside contractors per the Parks Superintendent approval.
- c. Before repairing any equipment, always “lock-out” the machinery electronically or mechanically first. You can do this by physically locking electrical switches, removing spark plug wires, etc. Lockout tags or signs will be used if the power source is remotely located away from the repair site.

### **PARKS**

#### **A. Park Safety Regulations**

The Wheaton Park District commits to providing quality parks for use by the general public. As part of this commitment, all Park District team members must work together to maintain a high degree of safety in its parks, facilities, and the equipment contained within them.

1. Park District employees must exercise extreme caution while performing various work tasks in the parks and recreational facilities to avoid injury to participants when present.
2. Any unfinished projects that present a potential safety concern should be properly protected if left unattended and barricaded if the condition will exist overnight. Suitable barricades or covers shall protect any ground openings such as trenches, holes, or shafts.
3. All playground equipment and playground sites will be systematically inspected monthly for hazards. Records of all inspections and repairs must be maintained in the parks maintenance office.

4. Playground surfaces and athletic fields should be inspected regularly for the presence of and removal of any foreign objects that could cause injury.
5. Bleachers, backstops, dugouts, and players' benches should be inspected regularly during high use periods and repaired when necessary.
6. All newly installed or replacement playground equipment should comply with standards as proposed by the US Consumer Product Safety Commission (USCPSC) guidelines.
7. All necessary regulatory signs must be posted and positioned in easily viewable, conspicuous locations. Absolutely no swimming will be permitted in any park pond, lagoon, waterway, or retention and detention ponds.
8. Trash and refuse should not be permitted to litter or accumulate in any park building or facility and must be properly hauled to a designated dumping area.
9. Pesticide, herbicides, and fertilizers must be applied in an appropriate manner. Only licensed pesticide applicators are permitted to spray chemicals. Personal protective equipment must be worn in accordance with the Material Safety Data Sheets (MSDS) and manufacturer's recommendations. Signs must be posted in the park, listing the chemicals applied, 24 hours before and the day of the application.

#### **B. Employee Safety**

Full-time and part-time maintenance employees shall abide by the work guidelines of the Maintenance Safety Manual. Each employee is responsible for implementing the provisions established in the maintenance safety manual as they pertain to their operations. The responsibilities listed are MINIMUM. They do not limit individual initiative to implement more comprehensive procedures to eliminate hazards.

### **RECREATION SAFETY**

#### **A. Playground Safety Rules**

1. A Playground Instructor may be considered a day camp director, assistant director, counselor, pre-school teacher, childcare attendant, or any individual that acts as an overseer of children participating in or using Park District playground equipment.
  - a. All playground supervisors should be trained in basic first aid. At least one individual at each Park District facility should have CPR and first aid training and carry a fully stocked first aid kit with accident incident forms out onto the playground.
  - b. A playground supervisor must be located in close proximity to any play area used by young children participating in Wheaton Park District programs.
  - c. Conduct a daily inspection of the playground area to identify any damaged equipment, glass, foreign objects, etc. Never allow children to play on damaged playground equipment and contact the Parks Department immediately to repair equipment
  - d. Do not permit too many children to play on a single piece of equipment. Observe play patterns to identify any unsafe behaviors.
  - e. Do not allow children to roughhouse or play tag on or near any playground equipment. Never allow children to carry objects when on any apparatus.

- f. Do not allow children to eat, chew gum or candy while playing on or around the playground.
- g. Never allow vehicles or ground maintenance to be performed in a close proximity to playing children.

## 2. Safety Guidelines for Playground Equipment

### a. Rings

- Rings are to be used for hanging or “traveling,” not gymnastic stunts.
- One child should travel at least halfway before the second child begins. Only one child should stand on any approach landing.
- Children should drop from the rings onto an approved surface. Do not allow children to swing out over a hard surface and release their grip.

### b. Climbing Apparatus

- Never allow children to hang by the knees, stand on top, or jump from the apparatus.
- Children should keep both hands in contact with the apparatus when climbing or descending.
- Do not allow children to play below any climbing apparatus.

### c. Slides

- Children should climb one step at a time, one child at a time.
- Do not allow children to climb up the slide chute.
- Children should slide down in a sitting position, feet forward.

### d. Swings

- Only allow one child per swing in a seated position.
- Try to limit the activities in the immediate area surrounding the swing seats.
- Do not allow children to engage in “jumping contests” from the swings.

### e. Bats and Balls

- Only allow bats to be swung in approved areas. Bats are not to be thrown.
- Do not allow children to climb the baseball backstops.
- Basketballs and volleyballs are not to be kicked.

## B. Child Care Safety Rules

1. Counselors/Teachers/Childcare Attendants are not allowed to administer medication to any children unless the parents have notified the Park District Office that their child needs medication and have signed a Medication Dispensing Information form.
2. All medication should be kept in a locked box out of reach and will be dispensed by only one teacher, camp director/assistant director and/or childcare attendant.
3. Do not allow any children to leave the boundaries of the camp/program. Be aware of any strangers in the parks.
4. Do not allow children to leave with anyone but a parent/guardian or adult who has been placed on that child’s pick-up list by the parent who has shown a valid picture ID. ~~unless prior car pool arrangements have been made in writing to staff.~~
5. Counselors/teachers should not assist any child in the bathroom, port-o-potty or applying sunscreen.

6. On hot summer days periodic breaks (every 30 min. to 1 hr.) should be taken so that the children and counselors can drink plenty of water.
7. Do not keep any hazardous chemicals or dangerous objects in low cabinets or on low shelves within reach of the children.
8. Keep all sharp objects out of reach of children. (Scissors, letter openers, etc.)
9. When leaving the Park District building for outside activities, a first aid kit must be brought with. A first aid kit must be readily ~~aeessible~~accessible at all times and must include accident incident reports. Counselors/teachers are responsible for refilling the kit when needed through their supervisor.
10. When either a counselor/teacher/childcare attendant or a participant' is injured, an accident report must be filled out and put on their supervisor's desk as soon as possible.
11. Counselors/teachers/childcare attendant must have a copy of the health history and emergency form on each participant when they leave the Park District building or camp area with the original to be kept on site. They must also carry an updated roster list and headcount sheets, with headcounts being done at specified intervals throughout the duration of the trip.

### C. Pools

The Park District is committed to providing an aquatic recreation facility that will conform to all necessary safety standards. All pool employees shall be provided with specific instructions contained within a separate aquatic manual. It will include information on emergency response, safe handling of chemicals, policies and procedures, and general pool safety. The following is a partial listing of the Park District pool safety rules.

1. Chemical Handling
  - a. All pool chemical handlers must be trained in the safe use of these chemicals according to the guidelines established on appropriate Material Safety Data Sheets (MSDS). MSDS must be kept on file at each pool for each toxic substance used.
  - b. All soft drink CO2 cylinders must be kept chained in the concession area at all times.
2. Pool Maintenance
  - a. The chlorinating system must be maintained in good repair to ensure effective operation.
  - b. The water quality within each pool as it relates to chlorine levels, pH levels and clarity will be maintained according to state and county health department requirements. (Refer to the Pool Manual for sampling methods and levels).
  - c. All identified hazardous conditions found in the pool or surrounding deck, such as cracks, chips, broken hand rails, etc., should be repaired as quickly as possible.
  - d. Food, drinks, and gum are allowed only in the designated areas.
  - e. Two employees must be present whenever any in-water or confined space maintenance is being conducted.
3. Liability Control
  - a. Post all pool regulations in high visibility areas. Specific safety regulations or requirements for pool apparatus such as diving pools and water slides should also be posted in a conspicuous area near the equipment.

- b. Horseplay of any kind that could obviously be considered potentially dangerous must not be permitted.
  - c. Incident report forms must be filled out for any injury occurring in the pool area that required medical treatment beyond basic first aid.
  - d. All Park District staff must be responsible for ensuring that all pool users adhere to the established safety rules and regulations. Notify your supervisor if any person refuses to obey any posted pool regulations.
4. Basic Emergency Response
- Refer to the Pool Emergency Procedures in the Aquatic Manual for a detailed response procedure.
- a. Only lifeguards currently trained in CPR/First Aid and life saving techniques will be on duty when the pool is open to bathers.
  - b. Immediately administer any necessary first aid treatment and notify EMS (Emergency Medical System - fire department) if the injury appears to be serious.
  - c. Have a staff member remain with the victim until additional medical assistance arrives.
  - d. Ensure that a roving guard moves into a position to cover the area left unattended by the treating guard.
  - e. Send a staff member to meet the ambulance or rescue squad and maintain a clear path to and from the accident scene.
  - f. Notify the parents, registered legal guardian, or immediate family to meet the ambulance at the treating hospital. Do not diagnose or estimate the extent of injury!
  - g. Notify your immediate supervisor.
  - h. Complete an accident report immediately. All witnesses and persons who administered first aid should write their recollection of the incident before speaking with others.
  - i. Accident/Incident reports are to be ~~faxed~~emailed to PDRMA and given to the Aquatics Supervisor, Safety Coordinator, and Human Resources.

## ADMINISTRATION SAFETY

Persons working in office environments are exposed to many different hazards throughout the workday that can cause serious injury. The following is a listing of basic Wheaton Park District Office Safety rules and regulations.

### **A. Fire Safety**

1. All aisles, stairways, doorways, and emergency exits must be kept unobstructed at all times. All office areas must have at least two means of egress.
2. Never store any objects within 36 inches of furnaces or electrical boxes.
3. Learn all available routes to exit the building in the event of emergency. (Refer to the Emergency Operations Manual for fire procedures.) Also note the location of available fire extinguishers.

4. Never use rubber based glues, markers, or typewriter any type of cleaning fluids near heat or flames. Also, use these materials in well-ventilated areas to avoid inhalation of fumes that can cause dizziness and headaches.

#### **B. Safety Maintenance**

1. Every employee shall be responsible for keeping their immediate work area clean and orderly. Good housekeeping practices are very important in maintaining a safe office environment.
2. Furniture such as tables, desks, cabinets, and chairs should be maintained in good condition and be free of sharp corners, projecting edges, wobbly legs, etc.
3. Report any loose or rough floor coverings that could cause tripping injuries. All employees are responsible for cleaning up any liquid spills immediately! This condition can cause extremely serious falling injuries.
4. Office employees should never attempt to make electrical or mechanical repairs.

#### **C. Sharp or Pointed Objects**

1. Never keep scissors or sharp pointed objects in shirt pockets or stored upright in drawers. Always carry these objects with the pointed portions away from your body.
2. Use a wetting device to moisten envelopes. Use finger guards when working with stacks of paper.
3. Always operate paper cutters and shredders with extreme caution, keeping hands and fingers away from the cutting area. Keep cutters closed and locked when not in use.

#### **D. Desks and Chairs**

1. All file and desk drawers shall be kept closed when not in use. Avoid overloading all cabinets, especially upper storage drawers that could cause the entire unit to fall on the user.
2. Never use a chair, desk, or any other office furniture as a make-shift ladder. If reaching raised materials is necessary, borrow a step ladder or have one located in your department.
3. Never tilt your chair back on two legs. Only tilt back in chairs that are designed for that purpose. Always be sure that your chair is behind you before sitting down.
4. Remove all insecure or broken chairs from use. Immediately tag all broken chairs to alert potential users.

#### **E. Electrical Hazards**

1. Avoid using electrical extension cords unless it is absolutely necessary. Permanent wiring will need to be installed to accommodate any permanent machinery that needs electrical power.
2. Electrical cords or phone lines that extend across a walkway can only be protected by an approved covering device. Never place electrical cords beneath floor carpeting. This can easily cause a fire.
3. Always remove the plug from a wall outlet. Never pull on the cord. All electrical cords should be regularly inspected for frayed cords or exposed wiring.

- Furniture, shelving, cabinets, etc. should be kept a minimum of three feet from electrical panels to provide access in case of an emergency.

**F. Proper Lifting and Stacking**

- Always obtain assistance when lifting heavy or awkward objects. Use material handling devices whenever possible.
- Lift with your legs, not with your back. Bend your knees, get a firm grip and always set the object down in the same manner.
- All boxes and packages should be carefully stacked in a manner that will reduce their possibility of falling.

**COSLEY ZOO SAFETY**

Cosley Zoo is one of the most unique facilities owned by the Wheaton Park District. Because of its nature, the zoo has many different safety considerations that vary from the Park District’s standard procedures. Zoo staff is provided with access to both “Crisis Management” and “Risk Management” manuals as well as annual training on all topics. Many of the policies and protocols in these documents are the same as or similar to the policies and protocols in place for the Wheaton Park District. The unique protocols in place at the zoo include the following:

Animal Attack	Animal Escape	Alternative Animal Housing Plan	Animal Handling
Anthrax	Avian Influenza	Capture & Restraint Protocol	Emergency Contact List
Ice Breaking	Isolation Procedure	Multiple Institutional Emergency Response Plan	Non-Collection Animal on Zoo Grounds
Quarantine Procedure	Rodent Pest Control	Structural Failure	Dangerous Person
Emergency Transport and Housing Containers	After Hours/Overnight Emergencies	Utilities Failure (Power, Gas, Water, Phone & Computer)	

**DUPAGE COUNTY HISTORICAL MUSEUM SAFETY**

DuPage County Historical Museum is just one of the many facilities operated by Wheaton Park District. Due to the Museum’s unique collection and facility, In addition to the safety training contained in this policy, staff is trained and prepared for the following concerns:

Artifact Handling Policy	Collection Salvage Priorities List
--------------------------	------------------------------------



Disaster Plan for Collection	Emergency Contact List
Emergency Preparedness Supplies, Services and Equipment	Integrated Pest Management Policy

**FLEET SAFETY PROGRAM**

The operation of vehicles is a necessary function in conducting business at the Wheaton Park District. If not properly controlled, this driving exposure can result in costly losses such as fatalities, bodily injury, liability suits, workers compensation cases, and property damage.

To help prevent vehicle accidents and the high costs associated with them, the Wheaton Park District has developed this fleet safety program. It is the responsibility of each supervisor to understand and implement any and all phases of the fleet safety program that pertain to your department and your employees who use Park District vehicles.

Guidelines presented with in the fleet safety program to Park District employees who utilize Park District vehicles and implements.

**A. Drivers Qualification and License Verification**

All new employees hired for any position in which the operation of a motorized vehicle or equipment is required, or who drives their own vehicle on agency business, shall present a copy of their driver's license and sign a waiver to procure a driver's abstract from the Secretary of State as part of the hiring process.

Departmental heads are responsible for verifying that each new employee possesses a driver's license that is of proper classification for the vehicles to be driven.

1. A prospective employee applying for a position in which he/she may drive on Park District business as an essential function of their job (either a Park District vehicle or their own vehicle) should not be considered for employment if they have had any one of the following:
  - A revoked or suspended license within the last two years from the date of application.
  - Excessive violations which will be determined on a case-by-case basis.
2. The Park District will conduct driver's license abstract checks annually. Additional checks may be conducted as large influxes of seasonal employees enter active employment.
3. Supervisors must obtain the driver's license number, expiration date, and classification for all new employees that will drive Park District vehicles or their own vehicle for Park District purposes. Direct this information to the Human Resource Department.
4. Only licensed and qualified Park District operators that are of at least 18 years of age are permitted to drive or operate Park District vehicles, tractors, or motorized vehicles and equipment on public roadways.
5. Any driver of a Wheaton Park District vehicle must carry their driver's license at all times while conducting Park District business. If a Park District employee is found

to be operating a Park District vehicle or motorized equipment without a valid driver's license on their person, that employee may be subject to disciplinary action.

6. Operators must possess the appropriate license classification for the vehicle for which they will be expected to operate for their job position. No employee shall at any time, operate any motorized vehicle or equipment that they are not specifically qualified by license to operate.

#### **B. Restrictions**

1. If any employee has their driver's license revoked or suspended, they will not be allowed to drive a Park District vehicle and must notify their supervisor within 24 hours. Failure to notify may result in disciplinary action.
2. Any restrictions imposed on an employee's driver's license by the state, including but not limited to corrective eye wear, night vision, color blindness, hearing impairment, etc., shall be required to abide by any state mandated driving restrictions when operating vehicles or motorized equipment for Park District business.
3. No person may operate a vehicle or motorized equipment for Park District business while under State or Park District driving suspension. An employee who drives on Park District business in violation of a State or Park District driving suspension may be subject to disciplinary action.
4. No person may operate motorized rental equipment or vehicles for Park District business while under State or Park District driving suspension. An employee who operates motorized rental equipment for Park District business while under suspension may be subject to disciplinary action.
5. Any employee who sustains a conviction for a misdemeanor/felony driving offense, such as Driving under the Influence (DUI), is not eligible to drive or use motorized rental equipment for Park District business for a minimum of one year from the date of conviction or during State suspension, whichever is greater.
6. Any employee who drives or operates motorized equipment for Park District business and is in violation of a State or Park District driving suspension, or who fails to notify management or the Safety Coordinator in writing of a driving accident while on Park District business. within 24 hours of said accident, may be subject to disciplinary action.

#### **C. Vehicle Training and Orientation**

1. The department head or designated supervisor will be responsible for the orientation and safety training of operators who use Park District vehicles and equipment. This training shall include:
  - A general orientation to the vehicle's controls and operation.
  - Location of manufacturer's user manual.
  - Location of emergency equipment such as fire extinguisher, first aid kit, flares, accident reporting information, PDRMA Insurance Card, etc.
  - Any special safety precautions or devices.
2. A checklist system will be maintained for all vehicles. Supervisors should maintain a checklist for each operator to document the specific vehicles that each employee is permitted to operate.

3. A defensive driving course may be presented to all operators who operate vehicles owned or leased by the Park District. The Safety Coordinator will coordinate class schedules with department heads and supervisors.
4. The department or designated supervisor is responsible for identifying all operators of Park District vehicles so that they can be scheduled for instruction. New operators will be required to attend a defensive driving course within a reasonable period after employment, normally the next scheduled class.
5. The frequency of operator attendance in defensive driving courses shall be determined by the Park District Safety Coordinator. Seasonal employees with driving as an essential function of their job will receive annual training.
6. Any driver that is involved in a preventable collision while operating a vehicle or implement of the Park District or that demonstrates questionable driving ability may be required to attend the defensive driving course once again. If no improvement is noted, that employee may be reassigned, dismissed, or restricted from all vehicle use.
7. Supervisors should only allow those operators who have completed a vehicle orientation program to drive a vehicle that requires orientation. Vehicles that require orientation include, but are not limited to, the following:
  - a. Tractors
  - b. Dump Trucks
  - c. Vans
  - d. Manual shift vehicles
  - e. Riding mowers
  - f. Golf carts
  - g. Utility vehicles (like golf carts but heavier)

#### **D. Ride Checks**

1. To help ensure that operators are following safe driving practices while operating Park District vehicles, ride checks will be performed on a periodic basis. Discretion will be given to individual supervisors in regard to how they will accomplish the ride checks. Methods may include:
  - A formalized ride check during vehicle orientation.
  - Informally riding with an operator.
  - By following an operator in another vehicle.
2. Documentation should be kept when a ride check is performed. The operator ride check form should be filled out during the check or shortly thereafter and discussed with the employee. Copies should be sent to the Safety Coordinator for documentation purposes and possible consideration for re-training if serious driving problems are noted.

#### **E. Supervisor Responsibilities**

1. Both Department Heads and Supervisors should ensure that employees/operators do not drive any Park District vehicle unless they have a valid Illinois driver's license and are familiar with the State of Illinois and county driving rules and regulations.
2. Ensure that only authorized personnel be allowed to operate equipment, vehicles, and special purpose vehicles.
3. Be alert in observing unsafe driving practices of Park District employees and ensure that action is taken immediately to correct the driver.

4. Review all preventable vehicle collisions with employees/operators and discuss each unsafe act that was responsible so that something can be gained from the loss.
5. Periodically observe special purpose vehicles and truck drivers to check for compliance with operating instructions and traffic regulations.
6. Do not allow vehicles that have known unsafe mechanical conditions to be driven until the appropriate repairs are completed.
7. Fax to PDRMA and submit to the Safety Coordinator and Human Resources any accident reports within 24 hours of occurrence.
8. Ensure that all employees/operators are briefed and understand that the use of seat belts while driving or riding in a Park District vehicle is mandatory and failure to do so is a violation of Illinois State Law.
9. Never allow buses or vans to be overloaded with more passengers than available seats.
10. Enforce the vehicle safety, operation policies, and wireless communication device policy adopted by the Wheaton Park District.

#### **F. Safety Coordinator Responsibilities**

1. Oversee and make recommendations to improve the fleet safety program.
2. Review and investigate all serious accidents in conjunction with the Park District safety committee to recommend preventative measures and disciplinary actions when necessary.
3. Fully support and promote defensive driving practices and the use of seatbelts by all drivers.
4. Assist supervisors in their training responsibilities as they pertain to fleet operations.

#### **G. Human Resources Responsibilities**

1. Ensure that Wheaton Park District drivers have valid and proper licensing for the vehicles used by conducting annual State of Illinois driver's license abstract checks.
2. Maintain complete record of Park District vehicle accidents, property damage, worker's compensation, and liability claims as they pertain to vehicle incidents.

#### **H. Driver Vehicle Safety and Operations**

All drivers of Wheaton Park District vehicles and those using personal or leased vehicles in pursuit of Park District business or rental use will comply with all applicable laws of the State of Illinois as well as the regulations established by the Wheaton Park District.

1. Employees/operators are required to follow defensive driving practices, which are established for the protection of themselves, their fellow employees, and the public.
2. Before the initial use of any vehicle or implement each day, the driver will perform a walk around inspection to check for damage, loose hardware, tire condition, fluid levels, etc. The following is a list of the minimum required daily safety and maintenance checks:
  - a. Lights
  - b. Horn
  - c. Tires and mud flaps
  - d. Mirrors
  - e. Windshield and other glass

Formatted: Indent: Left: 1"

Formatted: Indent: Left: 1.5", Hanging: 0.19"

- f. Fluid levels
  - g. Walk around visual inspection for damage
3. If there is evidence of vehicle accident damage, the employee/operator shall report it to their department head.
  4. All safety related controls, guards, warnings, and alarms should be kept in good working condition.
  5. All drivers and passengers must wear safety belts when the vehicle is in motion in accordance with Illinois State Law. There must be no more riders in the cab of a vehicle than there are seat belts.
  6. It is prohibited to operate a Wheaton Park District vehicle under the influence of alcoholic beverages, non-prescription narcotics or prescription drugs that can cause physical harm.
  7. At no time should any vehicle or implement be left unattended or unsecured at a work site other than its normal storage area. Ignition keys should never be left in an unattended vehicle except when stored overnight in a secured building.
  8. Passengers are not allowed to ride in the rear bed of the truck.
  9. Tailgates should remain up and in a locked position when the vehicle is in motion. If an extended load requires that the tailgate remain open, a red flag must be attached to the furthest rear point on the load to warn other vehicle drivers. Any overhead signal lights should be activated.
  10. All loads must be firmly secured when transported in vehicles.
  11. Backing vehicles that do not have a clear view of the rear will be accomplished with the assistance of a guide who can give appropriate hand and voice signals. If a driver is alone, they will lock the parking brake and inspect the area behind the vehicle before backing.
  12. During periods of limited visibility or when windshield wipers are in use, activate the vehicle headlights.
  13. Drivers must not exceed the posted speed limit and obey all traffic signs and signals. The traveling speed of any residential street should not exceed 25 MPH unless posted otherwise.
  14. Drivers of Wheaton Park District vehicles will park in legal parking zones at all times, unless performing emergency repairs at which time the hazard lights will be turned on.
  15. No smoking is permitted in vehicles, within 15 feet of any Park District facility, or in areas where fuel is being dispensed.
  16. Use of radio headphones or wireless communication devices (texting, emailing, telephoning, or other activities) is prohibited while operating a motorized vehicle or equipment on behalf of the Park District. Operators are expected to comply with all, City, State, and Federal laws.
  17. Note the following requirements for special purpose vehicles:
    - a. All slow moving vehicles will be equipped with the appropriate orange fluorescent triangle to alert other drivers.
    - b. When towing portable equipment or trailers, all safety chains must be fastened.
    - c. Use overhead emergency lights for activities such as plowing snow at night, following slow moving vehicles on public roadways, performing roadway repairs, etc.
  18. In the event of mechanical difficulties (engine failure, flat tire, etc.) while operating a Park District vehicle, the Park District strongly discourages operators to fix the vehicle.

Operators are to contact the nearest towing facility and have the vehicle towed to the garage to be repaired.

19. In the event of an accident with the vehicle, follow the Vehicle Accident Worksheet and answer all the proposed questions. Notify the Park District no later than 24 hours after the accident.
20. All employees who drive for the Park District will abide by the wireless communication device policy located in the Employee Personnel Manual.

#### **I. Post Accident Procedures**

It is responsibility of the Supervisors to train staff in advance as to what steps to take after a motor vehicle collision. The PDMRA Vehicle Accident Worksheet (See Appendix) and a pencil should be in all agency vehicles. The worksheet eases the mental strain by providing set guidelines.

In the unfortunate case of a vehicle accident with a Park District vehicle, the following guidelines have been established:

1. The employee(s) must stop at the scene of the accident or as close to it as possible without blocking traffic.
2. The employee(s) should assist the injured in whatever capacity they are authorized to do. They should not attempt to move an injured person unless the injured person faces immediate danger from another source, such as fire, etc. Emergency response personnel (police, fire, ambulance, etc.) should be notified.
3. The employee(s) must attempt to secure the scene to avoid any secondary crashes caused by the accident scene. This can be accomplished by displaying reflectors, flares, cones, flags, flashlights, etc.
4. The employee(s) must report any accident to the police as soon as possible.
5. The employee(s) must exchange information with other people involved in the accident. They will need to provide their name, address, driver's license, and insurance carrier. The worksheet identifies PDRMA as providing vehicle insurance.
6. The employee(s) should look for witnesses and record their names, addresses, and telephone numbers. The PDMRA vehicle accident worksheet should be completed.
7. The employee(s) should be courteous to all involved.
8. **The employee(s) should not admit any guilt or accept any responsibility from/to any party.** The driver should only discuss the facts with the police. However, the driver should record any admission of guilt by the occupant(s) of other vehicle(s).
9. If the accident involves an unattended vehicle, the driver should call the police and have an accident report completed. If the police cannot assist, the employee(s) must leave a note for that person. The note should include the driver's name, Park District's name, telephone number, and the date and time the accident occurred. The employee should follow-up by immediately contacting their Supervisor and filing a written report with the police department.

#### **ACCIDENT REVIEW COMMITTEE**

The purpose of the accident review committee is to decide borderline cases (preventable or non-preventable) fairly and consistently. The committee plays an important role in driver

management relations. It needs the full support of senior management in order to function effectively.

A preventable accident is defined as an accident in which the driver failed to do everything that *reasonably could have been done to avoid the accident.*

1. The existing Safety Committee members shall serve as the Accident Review Committee. The committee shall represent all departments of the Park District directly involved in the safety program.
2. When an accident occurs, the accident committee shall investigate several factors thoroughly. These include the events leading up to the accident, the facts relating to the collision and the post-accident events.
3. A representative from the committee shall interview the driver as soon as possible after the accident. The representative needs thorough details about what the driver saw and when, as well as how the driver performed behind the wheel.

The Accident Review Committee plays an important role in the investigation of the accident. The information that is gathered and the actions of the committee may be used to aid in litigation in the defense of the Park District.

#### **SEAT BELT POLICY**

Illinois State Law dictates that safety belts (seat belts) must be worn by all drivers and include front and back seat passengers eight years of age and over. All employees of the Wheaton Park District are required to comply with this law when driving or riding in a Park District owned vehicle. Additionally, on maintenance vehicles and implements where a safety belt is provided, it must be worn at all times by the driver/operator.

##### **A. Proper Use of Seat Belts**

Safety belts should be worn properly. The lap belt should be drawn snugly across the hipbones. It should never be worn across the stomach or soft part of the abdomen. The shoulder strap should be loose enough to allow the driver to reach important controls. If the shoulder strap crosses the body at or near the neck or face, place the shoulder strap behind the body. The shoulder belt should never be worn alone.

##### **B. 15-Passenger Park District Vans**

Illinois law states that it is the responsibility of the driver to see that all passengers ages 8 and older obey the safety belt law.

It is the Wheaton Park District's policy that all passengers, ages eight and older traveling in the Park District van will be required to wear safety belts. It will be the driver's responsibility to see that this policy is enforced. Children under eight years of age must comply with the Child Passenger Protection Act.

### **C. Child Passenger Protection Act**

The Child Passenger Protection Act requires the use of approved safety seats by children under age eight when riding in the van or a passenger car. Children four to eight years old may be secured either in a child safety seat or booster seat. It will be the driver's responsibility to see that the Child Passenger Protection Act is enforced.

## **EMPLOYEE SAFETY TRAINING PROGRAM**

The Wheaton Park District Employee Safety Training Program will be conducted on an on-going basis and involve members from each department. The Safety Coordinator, Safety Committee, and Department Heads are all responsible for providing the proper safety related training for the present staff and all new employees.

New employee orientation will include safety training immediately after hire, while other programs will be performed on a scheduled or occasional basis. All employee safety training will be documented and kept in a central safety-training file maintained by Human Resources.

The following is a list of safety procedures that require employee training at some or all facilities:

- New employee orientation (all employees)
- Accident/Incident Reporting Procedures (all employees)
- Emergency Operations Procedures (all employees)
- Proper Lifting Techniques (where applicable)
- Right to Know- Hazardous Materials Training for all employees (where applicable)
- Bloodborne Pathogens Training (all employees)
- Personal Protective Equipment (PPE) Requirements (where applicable)
- First Aid, CPR, and AED- The following staff must have their CPR Certification: all full-time staff, Building Supervisors, and Preschool Teachers/Childcare Attendants.
- Lock-Out/Tag-Out (where applicable)
- Vehicle Orientation (where applicable)
- Defensive Driving Course (all who drive for the Park District)
- Proper use of equipment and tools (where applicable)
- Fire Extinguisher Use (where applicable)
- Parks Team Manual (where applicable)

## **FEDERAL AND STATE SAFETY REQUIREMENTS – RIGHT TO KNOW**

### **A. Illinois Toxic Substance Act**

The Illinois Toxic Substance Disclosure to Employees Act (public Act 83-140), often called the Illinois Right to Know Law, gives Illinois employees an inherent right to know about the known and suspected health hazards which may result from working with toxic substances so that they may make knowledgeable decisions regarding any personal risks of their employment. The Wheaton Park District will make such information available to employees about toxic substances "which pose known and suspected health hazards."



The law went into effect January 1, 1984. The following material is not intended as legal material, but will help explain the rights of employees and the responsibilities of employers, manufacturers, suppliers, importers, and the Illinois Department of Labor (IDOL) under the Right to Know Law.

Rights of an Employee:

1. **You have a right to information about toxic substances at your workplace.** The law specifies a number of ways for this information to be provided to you by your employer. These are as follows:
  - A poster in an accessible location.
  - Material Safety Data Sheets (MSDS). Copies must be made available to employees and are located in designated areas of each facility.
  - Annual training to routinely exposed employees. Transferred employees must be trained prior to beginning their new work assignment.
  - Containers of toxic substances must be labeled with the chemical name(s) and appropriate hazard warnings. Pipes and fixed containers within a workplace need not be labeled, but the required information must be available in the employee's work area. Under certain circumstances, mixtures of toxic substances may be labeled with the trade name.
2. You may refuse to work with substances on the Toxic Substance List if the employer has not supplied you with a MSDS after you requested one in writing and if your employer has not made a good faith effort within a time limit to get the MSDS from the supplier or manufacturer.
3. You may not be discharged or otherwise disciplined or discriminated against in a manner by an employer for exercising your rights under this or any other law.
4. If you believe you have been denied your rights under the Right to Know Law, you (or your representative) may file a complaint with the Illinois Department of Labor.
5. You may petition the Illinois Department of Labor to make additions to the Toxic Substance List. The Illinois Department of Labor will consider any such requests annually at a public hearing.
6. Your representatives are entitled to specific MSDS in the possession of your employer within 10 days of a written request.
7. Your personal physician is entitled to receive, upon request to the employer, any MSDS in the employer's possession regardless of whether or not the substance is on the Toxic Substance List.

The Illinois Right to Know Act does require employees to be informed of toxic substances in their workplace. The Occupational Safety and Health Act (OSHA) requires that your employer provide a safe and healthy working environment. The Illinois Worker's Compensation Act and the Illinois Occupational Diseases Act may cover injuries and illnesses caused by toxic substances in the workplace.

**B. Illinois Safety and Health Act**

1. The Wheaton Park District recognizes the State of Illinois Safety Inspection and Education Act. This act requires that:

- a. "Each public employer shall furnish to his/her employees a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm and shall comply with occupational safety and health standards issued under the acts."
- b. The Park District agrees to follow all guidelines as set by the acts.

### C. Illinois Department of Labor (IDOL) Inspections

Under the requirements of the State of Illinois Safety Inspections and Education Act- 1983, IDOL is authorized to conduct inspections of municipal facilities and enforce the safety standards specified in the Occupational Safety and Health Act.

1. The IDOL inspector may or may not call to schedule an appointment. Upon the inspector's arrival, the Executive Director and Safety Coordinator should be notified immediately.  
*The following chain of personnel should be notified in the event that the Safety Coordinator is not in the work place when the inspector arrives.*
  - Executive Director
  - Human Resources
  - Director of Special Facilities
  - Director of Recreation
  - Director of Parks & Planning
2. During the opening conference, the inspector will outline what records will be reviewed, the purpose of the visit, the areas to be covered, etc. It is important to identify the purpose of the inspection. Some inspections are random, but others are in response to employee complaints.
3. The Park District representatives must accompany the inspector. The inspector may take photographs/material samples and the Park District representatives should do the same for the agency's records.
4. Minor violations should be corrected immediately during the course of the inspections (i.e. housekeeping, etc.)
5. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the Park District representatives to reduce the inspector's list of minor violations.
6. The agency's view of the evaluation should be presented and abatement period discussed.
7. Violations must be corrected within 30 days of the closing date. Citations for violations will be issued in writing by the IDOL within 30 days.

### D. PDRMA Visits/Inspections

The Wheaton Park District welcomes annual visits conducted by PDMRA to ensure compliance with the American National Standards Institute, the National Fire Protection Association, and the OSHA Industry Standards as they apply to our facilities.

1. All staff should cooperate fully during these inspections as time permits.
2. Copies of the inspection results will be sent to the Safety Coordinator who will distribute as necessary and review with the Safety Committee.
3. All inspections of Park District facilities will be accompanied by the Safety Coordinator, Human Resources, the department head or the Executive Director.

### E. Local Fire Inspections

The District welcomes annual inspections by the local Fire Department to identify any fire or evacuation hazards. In the event of a Fire Department inspection, contact the Facility Team Supervisor to assist in the inspection process. Any violations found during the Fire Department inspection will be corrected immediately or within a reasonable timeframe.

## SPECIFIC SAFETY POLICY-SUMMARIES/POLICIES/PROCEDURES

### A. Personal Protective Equipment (PPE)

1. In order to perform their jobs safely there may be times when management requires employees to wear PPE.
2. PPE may include safety glasses, goggles, face shields, ear plugs, ear muffs, leather, cotton or rubber gloves, dust masks, hard hats, and coveralls just to name a few. The Park District will provide PPE above and beyond appropriate work attire to its employees free of charge as long as it is not continuously lost or abused.
3. Keep in mind that PPE must be worn consistently and correctly in order for it to protect you.

### B. Hazard Communication Program (Right to Know)

The Wheaton 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 our employees. The program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Right-to-Know Law.

The Right-to-Know Law requires the Wheaton Park District to train our employees about the health and safety hazards of the chemicals in the workplace. A "hazardous chemical" is any chemical that can be a physical or health hazard. A few examples of "hazardous chemicals" used at the District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

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

- Posting of Right-to-Know sign which are posted at all of our facilities.
- A written Hazcom program of which a complete program copy is available from the Safety Coordinator or Human Resources.
- An inventory of hazardous chemical products maintained by the Safety Coordinator.
- An inventory of Safety Data Sheets (SDS) maintained by the Safety Coordinator
- A labeling procedure for hazardous material containers.
- A Hazcom employee training program.

It is the Districts policy to provide employees 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 District employees must include Hazcom compliance as an essential consideration in all phases of their work. The District Hazcom program is a cooperative effort between management and employees.

1. Supervisor's Responsibilities:

- a. Train all employees on hazards of newly introduced chemical products including personal protective equipment to be worn, health and physical hazards of each chemical products, review of the District written Hazcom program.
- b. Maintain Hazcom training documentation.
- c. Ensure that all chemical containers in their respective areas have proper labeling.
- d. Request current SDS directly from chemical manufacturers and suppliers.
- e. Post 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.

2. Employee's Responsibilities:

- a. Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
- b. Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to management are encouraged.

Labeling

Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. As a general rule, the label provided by the supplier of the product is sufficient.

Material Safety Data Sheets (SDS)

SDS should be obtained from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located (usually in a file/binder). The SDS file/binder should be placed at locations for specific chemical use; i.e., pool chemicals are found at the pool facility; custodial supplies in or near the janitor's office; automotive products in the shop office; and so forth.

Under the Right-to-Know Law, employees have the right to obtain SDS for each hazardous material in the work place. SDS must be kept available to employees and former employees for at least 10 years after the material is no longer used, produced, or stored on the work site.

Training

The District will conduct Hazcom and Right-to-Know training on an annual basis. Supervisors must train employees whenever a new chemical is introduced into the workplace. This training should address the health and physical hazards of the chemical as well as any necessary personal protective equipment that must be utilized. The supervisor will maintain training documentation with a copy to the Safety Coordinator.

- ~~1. The Hazard Communication standard is a federally mandated law that states that all employees and employers have the legal "Right-to-Know" about all of the hazards that exist with the chemicals that they work with or may come in contact with on a daily basis.~~
- ~~2. These hazards are communicated to our employees through proper labeling and identification of all chemical storage containers that we use and by the acquisition and use of Material Safety Data Sheets (MSDS).  
➤ MSDS are required for all chemicals that we use at the Wheaton Park District. MSDS include valuable information including: The chemical name, manufacturer contact information, hazardous ingredients, data on physical characteristics, toxicity, reactivity, and flammability, also how to clean up spills and leaks and what Personal Protective Equipment (PPE) is required while handling and using the chemical.~~
- ~~3. All employees should be trained on and understand all the hazards associated with the chemicals they use. If you should have any questions about the chemicals or the proper usage~~

~~of a chemical please contact your Supervisor, Department Head, or Safety Coordinator immediately.~~

#### **B.C. \_\_\_\_\_ Bloodborne Pathogens (Communicable Diseases)**

1. Bloodborne Pathogens (BBP's) are diseases such as HIV, AIDS, and Hepatitis B Virus that are spread through blood and other bodily fluids.
  - a. Blood may be present in saliva, vomit, urine, or feces.
  - b. Because a person may go for many years and not show any signs or symptoms of these diseases, they may unknowingly and unwillingly spread the disease if not tested.
  - c. This is why we must always use "Universal Precautions," which means we treat all blood and bodily fluids as though they are potentially infectious. Always use the proper PPE such as disposable vinyl gloves and a CPR shield when providing first aid treatment or CPR.
  - d. If you come in contact with someone else's blood be sure to immediately and thoroughly wash the affected area with water and non-abrasive soap. Then notify your Supervisor, Department Head, or Safety Coordinator to ensure that the proper steps are taken to ensure your health and safety.
2. Communicable Diseases are diseases such as Chicken Pox, Meningitis, Mumps, Measles, Pneumonia, Salmonella, Tuberculosis, and Whooping Cough. These diseases may be less serious, unless they are left untreated and they are spread more commonly through coughing, sneezing, and touching.
  - Using simple, good hygiene practices such as frequently washing your hands and avoiding the touching of your eyes, nose, and mouth can stop the spread of these diseases.
3. By using good hygiene, proper working procedures and using universal precautions, we can minimize the risk of becoming exposed to Bloodborne Pathogens or Communicable Diseases.

#### **C.D. \_\_\_\_\_ Lockout Tagout**

1. Lockout Tagout is a means for controlling hazardous energy. Hazardous energy could be electricity, air pressure, gas, mechanical energy, or even gravity.
2. Lockout Tagout ensures that all energy sources have been disconnected, relieved of any stored energy and locked and tagged before any work can be done on the system or equipment.
3. Only trained and authorized employees may work on hazardous equipment. If you find something that is in need of repair and there is the potential for release of hazardous energy that could cause harm or injury, do not fix it. Immediately notify your Supervisor or Department Head so that someone from maintenance can take care of it.

#### **D.E. \_\_\_\_\_ Confined Spaces**

1. Confined spaces are areas not designed for continuous human occupancy, i.e. pits, tanks, or holes.
2. Confined spaces may hold the potential for deadly atmospheres such as hazardous vapors or fumes, mechanical hazards, or lack of oxygen.
3. All confined spaces must only be entered by trained and authorized employees who know and understand the hazards that exist and how to control them.

4. Certain confined spaces require that a permit be filled out and the atmosphere be tested prior to entry.
5. If you have any questions on what or where confined spaces are, please ask your Supervisor, Department Head, or Safety Coordinator.

#### **E.F. Fall Protection**

1. Fall protection is required any time an employee is working on an elevated working surface more than four feet above the surrounding area. (This does not include portable ladders).
2. Using barriers, guardrails, or fall protective devices such as lanyards and harnesses, may accomplish fall protection.
3. Fall protection saves lives; if you have any questions regarding fall protection please ask your Supervisor, Department Head, or Safety Coordinator immediately.

#### **G. Protective Footwear Policy**

This policy applies to all employees and volunteers who work in the District and has been established to minimize injury and promote a safe working environment. Each affected employee or volunteer shall wear protective and/or appropriate footwear when working in areas where there is a danger of foot injuries due to: falling or rolling objects; slips and falls from wet or slippery floors; insulation from the environment; stability while walking on uneven surfaces or stairs; and where such employee's feet are exposed to electrical or other such hazards.

1. Employees and volunteers are responsible for proper footwear as part of their daily attire. Shoes should be inspected daily for cleanliness, presence of liquid or solid contaminants wedged in the treads, and wear and tear; and replaced if appropriate.
2. Supervisors are responsible for monitoring employees to ensure they are wearing the appropriate footwear to minimize injury and promote a safe working environment. Work areas should be evaluated on a daily basis to prevent slips, trips and fall injuries.

#### **H. 3 Points of Contact Policy**

This policy applies to all employees and volunteers who work at the District. Improper exiting and entering or ascending and descending of any vehicles (cars, trucks, tractors, buses), trailers, truck beds, pieces of construction equipment, ladders, lifeguard chairs, and stairs can increase the risk of injury.

1. Employees and volunteers are responsible for using the 3 Points of Contact by maintaining either one hand and two feet OR two hands and one foot at all times on the vehicle, equipment, ladder, lifeguard chair, and stairs upon exit and entry or ascending and descending to form a stabilizing triangle of contact.
2. Supervisors are responsible for identifying vehicles, equipment or environments which require a 3 Points of Contact procedure. Supervisors are also responsible for training annually and monitoring employees to ensure they are using the 3 Points of Contact when appropriate.

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

7.

The purpose of this policy is to identify job tasks that require a 30-Second Site Safety Walk and establish protocols for surveying the surrounding area for dangerous environments. This policy applies to all employees and volunteers.

Formatted: No Spacing, Left, Indent: Left: 0.5", Space Before: 0 pt, No bullets or numbering

1. Employees and volunteers are responsible for surveying their surrounding area for any potential safety hazards such as: ground or flooring that could create a hazard, pedestrian traffic, personal protective equipment is required, or anything unique that may cause a safety concern. Employees should take whatever safety precautions are necessary to ensure their safety and the safety of our patrons.
2. Supervisors are responsible for training annually and monitoring employees and volunteers to ensure they are doing the 30-Second Site survey.

#### **J. Ergonomics Policy**

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for the District staff and volunteers. It is the policy of the District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees and volunteers, both on and off the job.

The District adopts the ergonomics policy incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training. This policy applies to all employees and volunteers in all departments at the District.

1. Employees and volunteers are responsible for their awareness of ergonomic issues such as correct body positioning and basic furniture and equipment adjustments; comfort at their workstations and worksites and report any discomfort to their supervisor; ask for help when needed; and report any repairs or adjustments needed to their supervisor.
2. Supervisors are responsible for conducting initial ergonomic awareness training for current employees, volunteers, and all new hires; conduct follow up training as necessary; perform individual workstation and worksite assessments for employees who report discomfort; coordinate workstation or worksite adjustments as needed.

#### **F.K. Emergency Procedures**

1. **Fires-** When coming upon a fire you must evaluate the situation and determine whether to extinguish the fire or evacuate the building. In the event you decide to evacuate the building the following procedures shall go into effect:
  - a. Pull any fire alarm pull station in the building or call 911.
  - b. Immediately notify the main office of the location and nature of the fire.
  - c. Begin evacuation of all participants and staff. Remain calm, do not panic or run.
  - d. Check all doors for heat before exiting. If door is hot, use a secondary exit. Do NOT use the elevators.
  - e. Close all doors behind you to contain the fire.
  - f. Have all patrons and employees meet at a reunion site. (The reunion site should be 500 feet from the building and up wind.)
2. **Lightning-** Lightning is a violent act of nature and causes approximately 10 deaths per year in Illinois alone. Lightning strikes occur most frequently during the spring and summer months when thunderstorms are prevalent.
  - a. Outdoor Programs:

- i. Monitor weather conditions on the horizon.
  - ii. Whenever lightning is observed or thunder is audible, all outdoor activities should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.
  - iii. Avoid projecting above the surrounding landscape, as you would do if you were standing in an open field.
  - iv. In the wide-open spaces you should find a ravine, valley, or as a last resort, a depression in the ground and crouch low with your hands on top of your head.
  - v. Avoid standing under isolated trees or under any other isolated shelters. (Potentially dangerous are the shelters that are often provided in parks.)
  - vi. Avoid standing near high-tension wires and supports.
  - vii. Stay away from wire fences, above ground pipes, rails, and other metallic paths along the ground, which could carry lightning currents to you from a strike which has hit some distance away.
- b. When Indoors:
- i. Stand clear from doors and windows.
  - ii. Avoid contact with sinks, faucets, and related piping.
  - iii. Do not use the telephone unless for emergency use.
3. **Tornadoes-** in the event that a tornado is sighted or the Civil Defense Siren is activated, move employees and patrons away from windows at once and go to a hallway or doorway away from exterior walls and windows and/or the lowest floor, preferably in a basement.
- If an activity is outside during a tornado, seek shelter immediately. The Supervisor of the activity shall instruct the participants and staff to the closest shelter area. Locations of shelter shall include, but are not limited to the closest building or structure or low lying ravines, ditches, etc. When threatening weather is observed, all outside activities shall take advance warning and move to alternate locations or be cancelled.

Formatted: Font: Times New Roman



## **CRISIS MANAGEMENT PLAN**

Formatted: Font: +Headings (Cambria), Font color: Auto

Formatted: Left

### **What is a crisis?**

A crisis is a situation or event that causes, or has the potential to cause, public media concern. It could be, among other things, an accidental drowning, ~~allegations~~allegation of abuse, a severe vehicle accident, or a criminal act that occurred on agency property. The potential crisis list is endless. If you know of a situation or event that could be of concern to the public or media, please contact the head of the Crisis Management Team immediately. The Wheaton Park District has appointed Michael Benard as the Head of the Crisis Management Team. He will decide whether the crisis should be monitored and handled carefully. If the Head of the Crisis Management Team is not available, the next person in line should be contacted.

### **Chain of Responsibility and Crisis Management Team**

In the event that the designated Crisis Management Team Head is unavailable, the following chain of responsibility will be followed in descending order. The first available staff person from those listed below will take temporary responsibility for implementing the Wheaton Park District's Crisis Management Plan. All decisions and public responses should come through a consensus of the Crisis Management Team members. The following is a chain of responsibility order for the Crisis Management Team:

1. Michael Benard, Head of the Crisis Management Team
2. Margie Wilhelmi
3. Andrew Bendy
4. Mary Beth Cleary
5. Larry Bower
6. Rita Trainor

Select one person to be the official spokesperson responsible for making statements to the media on behalf of the Crisis Management Team of the Wheaton Park District. Two alternate spokespersons should be appointed and used in descending order.

1. Michael Benard, Head of the Crisis Management Team
2. Margie Wilhelmi
3. Andrew Bendy
4. Mary Beth Cleary
5. Larry Bower
6. Rita Trainor

All listed spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an expected crisis.

### **A. General Action Steps When a Crisis Occurs**

1. Whenever a crisis occurs that involves injury or property damage, the first responsibility of the Crisis Management Team is to ensure that the Wheaton Park District's emergency response plan is implemented. Until the crisis is controlled, it is not recommended that any detailed statements be made to the media until the Crisis Management Team has had time to fully assess the crisis and its impact on those involved. Statements made at this time should only confirm that a situation has occurred.

Formatted: Justified

2. Stay calm and in control. Notify employees that a crisis exists and that all information about the crisis should be immediately communicated to the Crisis Management Team Head or alternate, and provide all known details. The Head of the Crisis Management Team or alternate will direct actions depending on the severity of the crisis, the need for immediate information, and the time of day. When contacted, members of the Crisis Management Team should report to the Administration Office or other designated location.

Formatted: Justified

3. PDRMA and the Wheaton Park District attorney should be immediately contacted in all crisis or potential crisis situations. If applicable, an incident/accident form should be submitted to PDRMA within 24 hours. (In addition ELLIS and ASSOCIATES must be contacted for a pool crisis.)

Formatted: Justified

4. Depending upon the situation, contact the Park Board President to make him/her aware of the situation. Other Board members should also be notified. **They should not talk to the media directly.**

Formatted: Justified

5. Continue to obtain and compile accurate information as quickly as possible so the Crisis Management Team can disseminate accurate information to the media. Document all events surrounding the crisis. Staff should be assigned to monitor (and videotape, record (DVR), if possible) television news reports to gather the facts that are being reported. The Crisis Management Team should interview any staff directly involved as soon as possible. The Crisis Management Team may appoint fact gatherers to verify all facts necessary for the preparation of written media releases and meeting with the press, relatives, or other affected parties.

Formatted: Justified

6. Appoint the Executive Assistant and Secretary/Receptionist at the Administration Office to answer the phone calls and relay any pertinent information to the Crisis Management Team. All calls received at various locations should be directed to the appointed clerical person. This person should document all information received, who called, his or her title, the time of the call, etc.

Formatted: Justified

7. The designated spokesperson may address the media after the Crisis Management Team has prepared a statement. The designated spokesperson should speak on behalf of the Wheaton Park District. **Fault should not be discussed.**

Formatted: Justified

8. Depending upon the type of crisis, a press release may be prepared by the Crisis Management Team and presented to the media.

Formatted: Justified

## B. SPECIFIC ACTION STEPS

During a crisis, it can be difficult for the Crisis Management Team to know where to start in the information gathering process. Here are questions that should be addressed in order to begin the process of responding to a crisis. Depending upon the circumstances, there may be much information to gather.

Formatted: Justified, Indent: Left: 0.75"

1. When appropriate, make sure the proper authorities have been notified (police, fire, Environmental Protection Agency, Employee Assistant Program, etc.).

Formatted: Justified, Indent: Left: 0.75", Hanging: 0.5"

2. Have the Wheaton Park District attorney, PDRMA, and ELLIS and ASSOCIATES, if applicable, been notified?

Formatted: Justified, Indent: Left: 0.75", Hanging: 0.5"

3. Have victims' families been contacted?

4. What outside parties should be contacted?

5. Has the crisis situation been fully investigated?
6. Are damage estimates available and accurate?
7. How can the Crisis Management Team assure the public that the crisis is under control?
8. Will a formal press conference be necessary? When?
9. Has the spokesperson been updated with current information and tested with anticipated media questions?

**B. CRISIS MANAGEMENT TEAM MEMBERS AND TELEPHONE NUMBERS**

***THE FOLLOWING TELEPHONE NUMBERS ARE FOR INTERNAL USE ONLY. DO NOT GIVE NUMBERS OUT TO THE PUBLIC OR MEDIA.***

	Cell	Office
1. Executive Director	630-945-7726	630-510-4945
2. Director of Special Facilities	630-957-8730	630-510-4948
3. Director of Recreation	630-624-0846	630-510-5130
4. Director of Parks and Planning	630-248-7251	630-510-4970
5. Director of Marketing & Fund Development	630-414-0027	630-510-4984
6. Director of Finance	630-957-7741	630-510-4955

ATTORNEY: Tressler, LLC, ~~Charlene Holtz~~  
 Steven Adams 312-627-4168-4040 or Nicole Karas 312-627-4153

PDRMA: Brett Davis, Steve Kleinman 630-769-0332

ELLIS: Jeff Ellis 1-800-759-8255

Formatted: No Spacing Char, Font: +Body (Calibri)

Formatted: No Spacing, Indent: Left: 1.5", First line: 0.5"

**C. ROLES AND RESPONSIBILITIES OF CRISIS MANAGEMENT TEAM MEMBERS**

***THE OFFICIAL SPOKESPERSON OR ALTERNATE:*** The official spokesperson, with the assistance of other members of the team, will receive accurate information about the crisis as quickly as possible, and will coordinate the dissemination of all official information that is to be given to the media and the public. The spokesperson will be the primary voice of the Wheaton Park District throughout the crisis, but may request that others with more expertise or knowledge of the affected department also speak to the media.

Formatted: Justified, Indent: Left: 0.75"

***MEDIA CONTACT:*** Assist the official spokesperson in gathering/disseminating accurate information as quickly as possible. Obtain information about callers and inquiries from the public. Assist the spokesperson in responding to those inquiries as directed. Log, record and date all statements given to the media.

***TEAM MEMBER WHOSE DEPARTMENT IS AFFECTED BY THE CRISIS:*** Exactly, WHAT happened? WHO was/is involved? WHEN did it happen? WHERE did the incident occur? WHY did it happen? WHAT is currently being done? If you do not know the answers to these questions, WHEN will you know? Update the official spokesperson about changes in the situation as they occur. Be aware that the media will interview witnesses

about the incident and that you have no control over non-Park District persons who speak to the media.

**OTHER CRISIS MEMBERS:** Make sure that other Crisis Management Team members are immediately informed of new details, injuries, current status of crisis, and events around the crisis. Assist the clerical phone person in obtaining and giving information as follows: Before answering a question, obtain the following information and keep a log of the calls and media visitors. Get the name of the person who is calling or visiting, his or her title, the organization he or she represents, a telephone number, and where and when the individual can be reached.

Provide **ONLY** the official information that has been approved by the Crisis Management Team. Let the caller know that we will provide accurate information as quickly as possible.

### C. **ROLE OF EMPLOYEES IN DEALING WITH NEWS MEDIA**

In a crisis situation, all information should be released by members of the Crisis Management Team through the designated spokesperson. Employees who are knowledgeable of the event or who are witnesses to the event may be approached by reporters. Employees should direct reporters and others to the Crisis Management Spokesperson for all information. Here are some guidelines which employees can follow when dealing with reporters:

1. If you are questioned by a reporter, you are not required to give an interview. If you are uncomfortable, you may say, "I'm not the best person to answer your questions." You may want to discuss this with the Executive Director, our official Wheaton Park District spokesperson."
2. It is acceptable not to know the answer to a question. Just openly admit, "I don't know." Direct the reporter to the spokesperson who may have the answer.
3. It is okay to express sympathy for any person injured during a crisis. However, employees should direct any specific questions concerning the crisis to the Wheaton Park District Spokesperson.
4. Do not say "**NO COMMENT.**" Reporters may interpret the "no comment" phrase as guilt and reluctance to talk to the media. You may say, "At this time, it would be premature and speculative to discuss the matter pending further investigation."
5. Do not say anything you do not want to see in print. A negatively phrased "joke" loses its humor in print and can be very embarrassing when read later.
6. Never make an "off the record" statement. The confidentiality of "off the record" statements cannot be guaranteed.

### D. **MEDIA RELATIONS PLAN**

Through the direction of the Head of the Crisis Management Team, the Spokesperson will coordinate all interaction with the media. In general, it is beneficial to communicate with the media when accurate information is available. In some cases, it may not be prudent to present detailed information on a crisis to the media. This decision should be made by the Crisis Management Team and legal counsel. However, in some situations, failure to make an official statement to the media or to release information to the media may lead the media to seek alternative and unreliable sources for their information.

Formatted: Justified, Indent: Left: 0.25", Hanging: 0.5"

Formatted: Justified, Indent: Left: 0.75"

Formatted: Justified

Formatted: Justified, Indent: Left: 0.75"

Formatted: Justified

Formatted: Justified, Indent: Left: 0.75"

**READ A PREPARED STATEMENT** first and then answer questions from the media. If possible, distribute a written statement to the media before the press conference.

Accentuate the positive in the statement to the media. Counsel should also be available to assist in answering certain questions.

The following is a list of information that may be requested but **SHOULD NOT** be released to the news conference or the official statement:

- Acknowledgement that an accident has taken place
- Extent of injuries
- Estimate of damage resulting from the incident
- Names of persons involved
- Blame placed on any individual or party
- Information about past incidents
- Monetary information regarding the district
- Salary information
- Home telephone numbers of staff or participants

The reason for keeping this information confidential is not to keep secrets, but to **ensure accuracy**.

**E. NEWS MEDIA TELEPHONE NUMBERS**

**TELEVISION STATIONS**

WGN	Channel 9	773.528.2311
WLS	Channel 7 (ABC)	312.750.7070
WMAQ	Channel 5 (NBC)	312.836.5555
WBBM	Channel 2 (CBS)	312.202.2222
WFLD	Channel 32 (FOX)	312.565.5533

**DAILY NEWSPAPER**

Chicago Tribune	News Desk	312.222.4440
Chicago Sun Times	News Desk	312.321.3000
Daily Herald	News Desk	847.427.4300
Wheaton Leader	News Desk	630.668.7957
Wheaton Sun	News Desk	800.397.9397

**F. POST CRISIS EVALUATION AND FOLLOW-UP**

1. The Crisis Management Team should initiate and complete a Post Crisis Evaluation within fourteen (14) days after a crisis.
2. Acknowledge and/or thank the necessary persons involved: police, fire, community, emergency crews and staff.

Formatted: Justified

Below are questions to be asked after the crisis has been handled by the Crisis Management Team. The evaluation should be completed by every member of the Crisis Management Team.

Formatted: Justified, Indent: Left: 0.25", Hanging: 0.5"

1. Name, date, position and department.
2. What was your role in the crisis?
3. How did you learn about the crisis?

4. Were you satisfied with how you were notified?
5. How could the notification process be improved?
6. How many hours did you spend in managing any aspect of the crisis?

**CONTACT LIST**  
**2011-2014 Safety Committee Members**

Committee Member	Title/Department	Office/Cell Number	Email	Formatted Table
Michael Benard	Executive Director	630-510-4945 / 630-45-7726	<a href="mailto:mberard@wheatonparks.org">mberard@wheatonparks.org</a>	
Wendy Russell	Aquatic/Safety Manager	630-510-5126 / 630-885-4684	<a href="mailto:wrussell@wheatonparks.org">wrussell@wheatonparks.org</a>	
Sara Arnas	Museum Curator	630-510-4958 / 414-702-3809	<a href="mailto:sarnas@wheatonparks.org">sarnas@wheatonparks.org</a>	
Michelle Podkowa	Museum Educator	630-510-4956 / 847-772-7753	<a href="mailto:mpodkowa@wheatonparks.org">mpodkowa@wheatonparks.org</a>	
Vicki BorasBeyer	Superintendent of Recreation	630-510-5118 / 630-536-4138	<a href="mailto:vboras@wheatonparks.org">vboras@wheatonparks.org</a> <a href="mailto:vbeyer@wheatonparks.org">vbeyer@wheatonparks.org</a>	
Larry Bower	Director of Parks & Planning	630-510-4970 / 630-248-7251	<a href="mailto:lbower@wheatonparks.org">lbower@wheatonparks.org</a>	
Diane Hirshberg	Human Resource Manager	630-510-4952 / 815-592-3092	<a href="mailto:dhirshberg@wheatonparks.org">dhirshberg@wheatonparks.org</a>	
Larry LedenbachMike Forrest	Maintenance Supervisor/Arrowhead	Cell: 630-779-8400	<a href="mailto:lledenbach@wheatonparks.org">lledenbach@wheatonparks.org</a> <a href="mailto:mforrest@wheatonparks.org">mforrest@wheatonparks.org</a>	
Cathy Marino	Administrative Assistant/Parks Dept.	630-510-4971	<a href="mailto:emarin@wheatonparks.org">emarin@wheatonparks.org</a>	
Vanessa PeaRyan Miller	Fitness Center Manager	630-510-5135 / 630-333-7210	<a href="mailto:vpearmiller@wheatonparks.org">vpearmiller@wheatonparks.org</a>	Formatted Table
Megan Raitt	Pre-school & Camps Manager	630-510-5138 / 630-441-6895	<a href="mailto:mratt@wheatonparks.org">mratt@wheatonparks.org</a>	

Deb Seymour	Horticulture & Turf Manager	630-510- 4972 / 630-917- 4835	<a href="mailto:dseymour@wheatonparks.org">dseymour@wheatonparks.org</a>
Donna Siciliano	Executive Assistant	630-510- 4944 / 630-945- 8246	<a href="mailto:dsiciliano@wheatonparks.org">dsiciliano@wheatonparks.org</a>
Bruce Stoller Alan Pirhofer	Director of Golf Executive Chef	630-510- 5055 / 630-338- 2382	<a href="mailto:bstoller@wheatonparks.org">bstoller@wheatonparks.org</a>
Randy Tucker	Accounting Supervisor	630-510- 5054 / 630-408- 3815	<a href="mailto:rtucker@wheatonparks.org">rtucker@wheatonparks.org</a>
Sue Wahlgren	Director of Cosley Zoo	630-510- 5035 / 630-204- 3226	<a href="mailto:swahlgren@wheatonparks.org">swahlgren@wheatonparks.org</a>

**APPENDIX**

**Accident/Incident Report—Form 01**

Formatted: Font: (Default) Times New Roman  
 Formatted: Font: (Default) Times New Roman

**PDRMA** Accident/Incident Report **Form 01**  
Member/Club Privileged Document

1	Member name + State	Fill in group name and date of the report.
2	Name of person completing report	Fill in name of person completing report.
3	Phone + Home + Cell	Fill in phone while working. If you alternate at person completing report.
4	General Liability Claim <input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage	Check appropriate box for type of general liability claim.
5	Location of Incident/Accident + Date + Time + Location/Address (House or work, business, community center, etc.) + Specific location (Foyer, pool, parking lot, gym, etc.)	Fill in date and time of accident. Please provide exact location where incident occurred. Specify actual location, or approximate such as "gym second parking lot, room 204, if applicable. If more than one location occurred.
6	Bodily Injury + Name of injured person + Age + Sex	Fill in Name, Age, Sex of injured party.
7	Address, city, state, zip + Home phone + Business/Daytime or cell phone	Fill in Address, City, State and Zip Code of injured party. These numbers are necessary to contact the injured party. Fill in telephone numbers. This is necessary to contact the injured party.
8	Part of body injured + Nature of injury	Describe specific body part(s) and nature of injury.
9	Total accuracy of incident	Provide the facts of the incident. Use an additional sheet of paper if necessary. Make sure description include the following:
10	Did injured person make any statements? + If so, what was said?	Have any statements made by injured person. Examples: "It was my fault," "You have been my accident," etc.
11	Was first aid administered? + By whom? + What first aid was given?	Fill in name of person who administered, or other, and any paramedic services, if they were given. How administered and a photo of injured person. Explain the specific first aid provided, if any. (PDRMA, PDRMA, etc.)
12	Paramedic services offered? + Paramedic called? + Police called? + Police Dept. + Office	Check appropriate boxes. Fill in the police officer's name, department and the report number.

13	Property Damage + Name of person completing report + Address + City + State + Zip + Home phone + Business/Daytime or cell phone	Fill in name of person completing report, address, city, state, zip, home phone, business/daytime/cell phone.
14	Part of property damaged + Nature of damage	Describe specific property and nature of damage.
15	Total accuracy of incident	Provide the facts of the incident. Use an additional sheet of paper if necessary. Make sure description include the following:
16	Did injured person make any statements? + If so, what was said?	Have any statements made by injured person. Examples: "It was my fault," "You have been my accident," etc.
17	Was first aid administered? + By whom? + What first aid was given?	Fill in name of person who administered, or other, and any paramedic services, if they were given. How administered and a photo of injured person. Explain the specific first aid provided, if any. (PDRMA, PDRMA, etc.)
18	Paramedic services offered? + Paramedic called? + Police called? + Police Dept. + Office	Check appropriate boxes. Fill in the police officer's name, department and the report number.

**PDRMA** Accident/Incident Report **Form 01-I**  
 Instructions

Field	Instructions
1 Member name + State	Fill in group name and date of the report.
2 Name of person completing report	Fill in name of person completing report.
3 Phone + Home + Cell	Fill in phone while working. If you alternate at person completing report.
4 General Liability Claim	Check appropriate box for type of general liability claim.
5 Location of Incident/Accident	Fill in date and time of accident. Please provide exact location where incident occurred.
6 Specific location	Specify actual location, or approximate such as "gym second parking lot, room 204, if applicable. If more than one location occurred.
7 Bodily Injury	Fill in Name, Age, Sex of injured party.
8 Name of injured person + Age + Sex	Fill in Name, Age, Sex of injured party.
9 Address, city, state, zip + Home phone + Business/Daytime or cell phone	Fill in Address, City, State and Zip Code of injured party. These numbers are necessary to contact the injured party. Fill in telephone numbers. This is necessary to contact the injured party.
10 Part of body injured + Nature of injury	Describe specific body part(s) and nature of injury.
11 Total accuracy of incident	Provide the facts of the incident. Use an additional sheet of paper if necessary. Make sure description include the following:
12 Did injured person make any statements? + If so, what was said?	Have any statements made by injured person. Examples: "It was my fault," "You have been my accident," etc.
13 Was first aid administered? + By whom? + What first aid was given?	Fill in name of person who administered, or other, and any paramedic services, if they were given. How administered and a photo of injured person. Explain the specific first aid provided, if any. (PDRMA, PDRMA, etc.)
14 Paramedic services offered? + Paramedic called? + Police called? + Police Dept. + Office	Check appropriate boxes. Fill in the police officer's name, department and the report number.

Field	Instructions
13 Property Damage	Fill in name of person completing report, address, city, state, zip, home phone, business/daytime/cell phone.
14 Part of property damaged + Nature of damage	Describe specific property and nature of damage.
15 Total accuracy of incident	Provide the facts of the incident. Use an additional sheet of paper if necessary. Make sure description include the following:
16 Did injured person make any statements? + If so, what was said?	Have any statements made by injured person. Examples: "It was my fault," "You have been my accident," etc.
17 Was first aid administered? + By whom? + What first aid was given?	Fill in name of person who administered, or other, and any paramedic services, if they were given. How administered and a photo of injured person. Explain the specific first aid provided, if any. (PDRMA, PDRMA, etc.)
18 Paramedic services offered? + Paramedic called? + Police called? + Police Dept. + Office	Check appropriate boxes. Fill in the police officer's name, department and the report number.



### Employer's First Report of Injury—Form 45

**ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY** Please type or print.

Employer's FID#	Date of report	City or P.O. #	Is this a tax-exempt label? <b>Yes</b>
Employer's name		Doing business as	
Employer's mailing address			
Nature of business or service			SIC code
Name of workers' compensation carrier (name)		Policy/contract #	Self-insured? <b>Yes</b>
Employee's full name		Social Security #	Birth date
Employee's mailing address			Employee's e-mail address
<input type="checkbox"/> Injury	<input type="checkbox"/> Disease	<input type="checkbox"/> Other/accident	Employee's average weekly wage
Date of accident			
Time employee began work		Date and time of accident	
<b>AM</b>			
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? <b>Yes</b>	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury or illness? List the part of body affected and explain how it was affected.			
Treatment or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional			
Treatment was given away from the workplace, but the name and address of the place it was given.			
Was the employee treated in an emergency room? <b>Yes</b>		Was the employee hospitalized overnight as an inpatient? <b>Yes</b>	
Reported to:	Signature	Title and telephone #	

Check this box if Illinois assigned Compensation Control System #. Both of these fields should be completed. If not, employers must keep accurate records of all work-related injuries and illnesses, except for certain minor injuries. Employers must report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Employer's Compensation Act and is not necessary in any sense. This information is confidential. (CS) 8/08

**PDRMA** Vehicle Accident Report **Form 02**  
(For bodily injury or damage to another's property or for damage to your vehicle)  
 Attorney/Client Privileged Document

**Member Information**

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Member Vehicle**

2. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
 License Plate: \_\_\_\_\_

**Accident**

3. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
 Description: \_\_\_\_\_

**Claimant 1**

4. Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Claimant 2**

5. Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Property Damage—Other Than Auto (e.g. Fence, Landscaping, Guard Rail, etc.)**

6. Description: \_\_\_\_\_

**Witness Information**

7. Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Persons Injured**

8. Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

9. Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Additional Information**

10. Description: \_\_\_\_\_

**Accident Description**

11. Description: \_\_\_\_\_

**Signature**

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

**Vehicle Accident**

**PDRMA** Vehicle Accident Report **Form 02-I**  
 Instructions

#	Action	Instructions
1	Member information	Fill in the agency name, address, city and zip. Provide the name of the agency staff who was driving the vehicle, his or her address, email, and date of birth. Date of loss and the underlying cause of accident.
2	Member vehicle	Fill in make, model, year, serial number and license of the member of agency vehicle involved in the accident. Indicate where vehicle can be seen. If known, describe the area of damage and estimated amount of damage. Attach estimate. Member Do not use for accurate the serial or year.
3	Accident information	Fill in date of the accident, including date and time. Provide the street address where the accident occurred. Provide the name of the police department, provide the police report number. If any vehicles were involved, provide the name of the driver in which the police report the accident.
4	Witness 1	Fill in the name, address, city and state of witness involved in the accident, include their address, city and phone number. Obtain the information from witness involved in charges filed given at the scene of the accident. Provide the type of vehicle they were driving and color, and to what extent these vehicles were damaged.
5	Witness 2	If a second witness was involved, provide the same information as witness 1.
6	Property damage	Provide information about any property owned by witness that was damaged. For example, fencing, landscaping, guard rail, etc.
7	Witness information	Provide information about any other party witnesses to the accident. (Include vehicle occupants.)
8	Persons injured	List all persons in vehicle or pedestrians on the street injured due to the accident. Indicate where injured persons were taken from scene.
9	Additional information	Provide any statements made at the scene of accident regarding cause of the other driver(s) or witnesses.
10	Accident description	This section of form should be filled out by agency staff. They should describe how the accident happened in their words. Indicate if any vehicle was being used for business at the time of the accident. Have the driver draw a diagram of accident scene. Driver should provide information about the street they were on, weather and traffic conditions, etc.
11	Signature	Sign and date the report and provide your phone number. If you have an email address, please add it to the form.

**Report—Form 02**

Formatted: Font: (Default) Times New Roman  
 Formatted: Font: (Default) Times New Roman

Formatted: Right

Property Loss Report—Form 03

PDRMA Property Loss Report			Form 03
For damage to your own property Attorney/Client Privileged Document			
<b>Member Information</b>			
1 Name of member:		Phone:	
Address:			
City:		State:	Zip:
2 You also list agent address if you (home, work, post, community center) etc.:			
Name of agent:		Phone:	
Date of loss:	Time of loss:	Type of loss:	
Contact person at facility:	Contact person e-mail:	Contact person phone:	
<b>Building and/or Contents</b>			
2 Details of loss: name of building (attach additional pages if necessary):			
<b>Boiler and Machinery</b>			
3 Details of loss (include what machinery was involved and what caused the loss):			
<b>Employee Dishonesty</b>			
4 Employee name:	Unit of employment:	Facility where employed:	
Job title:	Immediate supervisor:	Estimated loss:	
<b>Criminal Act</b> (Theft, Burglary, Arson, Vandalism, etc.)			
5 Details of suspect(s) (include age, W/M/R):			
Name of police authority/state's attorney involved:		Police report reference#:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Police report number:	
<b>Summary</b>			
6 Where loss occurred and extent of damage (attach additional pages if necessary):			
Date:	Print name:	Signature and title:	
Phone:	E-mail address:		

PDRMA Property Loss Report			Form
INSTRUCTIONS			
1	Member Information	Fill in the agency name, address, city, zip code and agency phone number. Provide the location of where damaged occurred, including name of facility, address and their phone number. Fill in date and time of loss. Estimated amount of loss can be a best guess. (Important) Mark: Do not use for damage estimate to send in form. List contact person at damaged facility, their email and phone number.	
2	Building and/or Contents	Describe the property and/or facility damaged. Examples: roof, wall, lawn, tree or greens. List contents damaged in facility. Examples: phones, computer equipment, copier, food.	
3	Boiler and Machinery	Fill in what machinery was damaged. Examples: compressor, air conditioner, refrigerator, pump, boiler.	
4	Employee Dishonesty	Fill in employee name, date of employment and facility where loss occurred. Item job title, supervisor and estimated amount of loss.	
5	Criminal Act	If robbery, arson, vandalism, by a non-employee, fill in name, age and address of known or suspected person. Were police called? If available, include police report number and contact information for investigating police authority.	
6	Summary	Provide details of loss. How did loss occur? Examples: weather related, viral, rain, flooding, power surge, theft and vandalism. Print name and signature, phone number and email address of person filing out report.	

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Right







~~THIS PAGE INTENTIONALLY LEFT BLANK~~

Formatted: Font: 12 pt  
Formatted: Left, Space Before: 0 pt, After: 10 pt

Formatted: Right

**Wheaton Park District**

**EMPLOYEE ACKNOWLEDGEMENT  
of the  
Employee Safety Policy and Procedures Manual and  
Crisis Management Plan**

I, the undersigned employee, acknowledge receiving a copy of the Wheaton Park District's Employee Safety Policy and Procedures Manual and Crisis Plan dated ~~May 2014~~ August 2014.

I have read and become familiar with its contents. I have asked my Supervisor about any items which are unclear to me.

If there is ever a discrepancy between this guide and my performance, I understand that disciplinary action may be taken by my Supervisor, up to and including termination.

I understand that this Safety Manual and Crisis Plan may change at any time and that I will be notified and will have to adjust my work habits accordingly.

\_\_\_\_\_  
Employee Name (Printed)

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

\_\_\_\_\_  
Date

Formatted: Right





TO: Board of Commissioners

FROM: Michael Benard, Executive Director  
Mary Beth Cleary, Director of Recreation  
Brad Keene, Athletic Director

RE: Outdoor Athletic Area Policy Statement

DATE: August 7, 2014

---

**SUMMARY:**

The Wheaton Park District currently does not have Non-Wheaton Park District Resident Travel Soccer/Lacrosse Teams that are reaching the volume of hours that the volume rate of \$6 per hour was set up for. Staff is seeking approval to eliminate the volume per hour rate, adjust the per hourly rate to be consistent with surrounding Park Districts, have all rentals treated equally and put in a statement in our policy that states that the Wheaton Park District has the right to decline an application to rent an athletic area to competitors that compete with our own programs and leagues.

**Discussion of the Issue**

In 2008, the Chicago Fire Juniors that were part of the Wheaton Park District decided to merge with the Naperville Lightning and as a result, left the Wheaton Park District but still served the Wheaton soccer community. At that time, staff set up a volume Non-Wheaton Park District Resident Travel Soccer/Lacrosse Team per hour rate of \$5.68. The Chicago Fire Juniors volume of hours in 2009 and 2010 was over 3,800 hours annually. In 2011, the volume per hour rate was raised to \$6 per hour. In 2012, CFJ merged with Sockers FC from Palatine. In 2013, staff has noticed a decrease in field usage by Sockers to only 287.58 and Kopion to 639.5.

See attachment "Outdoor Athletic Field Fee Comparison of other Park Districts."

Based on this information, staff recommends changing our athletic area fees to be:

<b>GROUP CATEGORY</b>	<b>BALL FIELD/ NATURAL GRASS AREAS WEEK DAY DAYTIME USAGE MONDAY - FRIDAY</b>	<b>BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE – NO LIGHTS</b>	<b>BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE – WITH LIGHTS</b>	<b>GRAF PARK SYNTHETIC TURF FIELD</b>	<b>GRAF PARK SYNTHETIC TURF FIELD – WITH LIGHTS</b>
A	\$25/hour	\$30/hour	\$60/hour	\$80/hour	\$110/hour
B	\$40/hour	\$45/hour	\$80/hour	\$95/hour	\$130/hour
C	\$45/hour	\$55/hour	\$90/hour	\$110/hour	\$145/hour

**POLICY STATEMENT  
REGARDING USE OF OUTDOOR ATHLETIC AREAS**

**I. RENTAL CATEGORIES**

- A. Resident: Youth/Adult Serving Groups who reside within park district boundaries. (Boy Scout, Girl Scout, Church Groups)
- B. Nonresident: Youth/Adult serving groups/individuals who reside outside park district boundaries.
- C. Commercial: Individuals, groups and organizations within the park district as well as out of district, for the purpose of monetary gain.

\*Additional Fees may be applied for maintenance cost and or supplies. Fee would include but not limited to chalk and surface material. Additional fees may be applied for maintenance to layout and stripe a field that is not normally used by a Wheaton Park District program.

A group or organization from within the park district is defined as having the majority of its members residing in Wheaton Park District. (Majority is 70%). The Wheaton Park District reserves the right to request a copy of a membership roster at any time.

Staff recommends that we add the following statement to the policy so that we are not chasing groups or organizations for rosters to prove that they are resident groups. "A group or organization is charged the Non-Resident or Commercial rate. In order for a group or organization to be charged the resident rate, the group or organization must provide a list/ roster of participants with addresses that proves that the group has a majority of its members residing in Wheaton Park District boundaries."

Staff also recommends that we add the following statement to the policy so that it is known that even if we have the space available, we may not honor the request to rent our fields based on the group or organization competing with our programs or leagues. "The Park District has the right to decline any athletic area request that it feels is in competition with a Park District program or league."

Staff recommends adding the Graf Park Synthetic Turf Field rental rates and the rules.

**IMPACT:**

The change in the Outdoor Athletic Area Policy will provide each resident an equal opportunity to rent our fields at the same rate. It will also allow us to recover costs for labor and materials to maintain the fields, instead of using tax dollars.

**PREVIOUS COMMITTEE/BOARD ACTION:**

In June 2011, the Park Board approved the current policy.

**REVENUE OR FUNDING IMPLICATIONS:**

In 2013, the Sockers FC was charged for 287.58 hours x \$6 per field hour = \$1,725.48. If they were charged the new rate, the Park District would take in the following revenue, 287.58 hours x \$30 per hour (resident rate) = \$8,627.40, if it was the non-resident rate (\$45 per hour) = \$12,941.10. Kopion was charged for 639.5 hours x \$6 per field hour = \$3,837. If they were charged the new rate, the Park District would take in the following revenue, 639.5 hours x \$30 per hour (resident rate) = \$19,185, if it was the non-resident rate (\$45 per hour) = \$28,777.50. Briarcliffe Youth Baseball/ Softball currently paid \$10 per in-house player and \$15 per travel player. In 2014, Briarcliffe paid \$5,520 for field rental. In 2013, Briarcliffe paid \$4,180.54 in field materials, staff is still working on 2014 invoice for field materials. This would greatly increase.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Outdoor Athletic Field Fee Comparison of other Park Districts.

**ALTERNATIVES:**

Keep the policy as it's currently written or come up with another version of the Outdoor Athletic Area Policy statement for approval.

**RECOMMENDATION:**

Staff respectfully requests the Board's approval of the proposed Outdoor Athletic Area Policy to go into effect on August 1, 2015, so groups and organizations have one year to evaluate their fee structure and get ready for these fee changes. It is believed that groups and organizations have set their fees for fall 2014 and spring 2015 already.



**WHEATON PARK DISTRICT**  
 Administration Office  
 102 E. Wesley St.  
 Wheaton, IL. 60187  
 (630) 665-4710

**WHEATON PARK DISTRICT**  
 Community Center  
 1777 S. Blanchard  
 Wheaton, IL. 60189  
 (630) 690-4880

**WHEATON PARK DISTRICT OUTDOOR ATHLETIC AREAS – FEE SCHEDULE**

**WHEATON PARK DISTRICT OUTDOOR ATHLETIC AREAS FEE SCHEDULE**

<b>GROUP CATEGORY</b>	<b>BALL FIELD/ NATURAL GRASS AREAS WEEK DAY DAYTIME USAGE MONDAY - FRIDAY</b>	<b>BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE – NO LIGHTS</b>	<b>BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE – WITH LIGHTS</b>	<b>GRAF PARK SYNTHETIC TURF FIELD</b>	<b>GRAF PARK SYNTHETIC TURF FIELD – WITH LIGHTS</b>
A	\$25/hour	\$30/hour	\$60/hour	\$80/hour	\$110/hour
B	\$40/hour	\$45/hour	\$80/hour	\$95/hour	\$130/hour
C	\$45/hour	\$55/hour	\$90/hour	\$110/hour	\$145/hour

Reservations are for one (1) hour time periods.

**POLICY STATEMENT**  
**REGARDING USE OF OUTDOOR ATHLETIC AREAS**

**I. RENTAL CATEGORIES**

- A. Resident: Youth/Adult Serving Groups who reside within park district boundaries. (Boy Scout, Girl Scout, Church Groups)
- B. Nonresident: Youth/Adult serving groups/individuals who reside outside park district boundaries.
- C. Commercial: Individuals, groups and organizations within the park district as well as out of district, for the purpose of monetary gain.
- D.

\*Additional Fees may be applied for maintenance cost and or supplies. Fee would include but not limited to chalk and turface material. Additional fees may be applied for maintenance to layout and stripe a field that is not normally used by a Wheaton Park District program.

A group or organization from within the park district is defined as having the majority of its members residing in Wheaton Park District. (Majority is 70%).

A group or organization is charged the Non-Resident or Commercial rate. In order for a group or organization to be charged the resident rate, the group or organization must provide a list/ roster of participants with addresses that proves that the group has a majority of its members residing in Wheaton Park District boundaries.

## **II. SCHEDULING**

- A. Park District programs and activities have priority over all others, and, if necessary, will supersede a group's activity.
- B. Any regular extended use of a particular athletic area(s) may be scheduled three (3) months in advance in writing. These will be approved **only after** regular Park District seasonal programs have been scheduled.
- C. Once presented and approved, any changes may be made only with approval of the Park District.
- D. Approval and scheduling will be based on the availability of an outdoor athletic area and consistent with the Wheaton Park District Statement of Objectives by Priorities. (See #IV)
- E. Baseball and Softball fields will open no earlier than April 1<sup>st</sup>, weather permitting.
- F. Athletic Turf Grass fields will open no earlier than April 10<sup>th</sup> for practices.
- G. Athletic Turf Grass fields will open no earlier than the third weekend of April for games.
- H. The turf cannot withstand the pounding early in the season while it is still getting itself established. This includes not scheduling tournaments early in the spring. No tournament should be scheduled before May 15. This is a date that can be used as bench mark allowing heavier use as temperatures are warmer and turf is more established.
- I. The Park District has the right to decline any athletic area request that it feels is in competition with a Park District program or league.

## **III. Key Usage**

- A. No groups shall duplicate any Park District key without prior permission from the Park District.
  - B. Each group shall submit in writing the name of those people in the group who will have keys, along with their home phone numbers. The Park District shall be notified of any changes, additions or deletions in the list as they occur.
  - C. Keys may not be lent out to another organization at any time once a group has permission to use them.

## **IV. STATEMENT OF OBJECTIVES BY PRIORITIES**

1. To provide athletic opportunities and facilities for Wheaton Park District sponsored athletic programs.
2. To provide athletic facilities for School District #200 sponsored athletics programs.
3. To provide athletic facilities for youth serving organizations from within the Park District boundaries.
4. To provide athletic facilities for community adults and families.
5. To provide athletic facilities for other organizations and out of district groups.

## V. RESERVATION PROCEDURE

- A. Application for use of outdoor athletic areas may be made in person at the Wheaton Park District Administration Office, 102 E. Wesley St., Monday through Friday from 8:30 am to 4:30 pm, or the Community Center, 1777 S. Blanchard, Monday through Friday 5 am to 10 pm, Saturday, 7 am to 7 pm and Sunday 8 am to 6 pm.
- B. Written application must be made on the form provided by the Park District and signed by the adult assuming responsibility for the group.
- C. Applications may be made up to six (6) months in advance, but should not be made less than eight (8) days in advance of requested date.
- D. Full payment of rental fee is due no less than eight (8) days prior to use of the facility. (Late payment will result in a late fee of \$20).
- E. The supplying of inaccurate information on the permit or violation of park rules will be cause for revocation of permit. No refund will be granted.
- F. Permits must be approved by the Director of Recreation, Athletic Director, or Athletic Manager. One copy of the approved permit is given to or mailed to the person making the reservation and one copy is kept on file.
- G. Reservations are for one (1) hour time periods. Additional time may be reserved at one (1) hour time blocks.
- H. Rental charges are subject for periodic change.
- I. Permits are mandatory for all athletic grass turf game fields and athletic grass turf fields at American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park and Seven Gables Park. Permits are not mandatory for non game fields in parks other than American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park and Seven Gables Park but do guarantee a designated athletic area. An athletic grass turf game field is one that lined for a particular sport.
- J. Permits are not mandatory for groups under 20 people for non game fields that are not located in American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park or Seven Gables Park, but do guarantee a designated athletic area.
- L. No permits are issued for holidays or holiday weekends.
- M. Cancellation of a reservation must be received at least five (5) days prior to the reserved time. Failure to comply with this requirement will result in loss of the rental fee. In case of inclement weather, the rental fee will be returned or an alternate date may be scheduled.
- N. The park district reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the District. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.
- O. Organizations obtaining permits must provide a certificate of insurance naming the Wheaton Park District and DuPage County Forest Preserve District\* as the certificate holder and as additionally insured for public liability insurance. This must be given to the Recreation Department at least eight (8) days prior to the field/court usage.

## **VI. RULES GOVERNING USE OF ATHLETIC AREAS**

- A. Adequate adult supervision, as determined by the Executive Director of the Wheaton Park District, must be provided at all times. Renting organizations may be required to employ officers of the Wheaton Park District.
- B. All groups or individuals using outdoor athletic facilities will be responsible for any set-up they may require and for the clean and orderly condition of the facility after their scheduled use.
- C. Set-up service may be arranged by indicating so on application under special arrangements. An additional charge will be assessed for set-up/clean-up service.
- D. Any use of loud speakers or public address instruments is prohibited except by special written permission from the Park District.
- E. The posting of advertisements is not permitted except in designated areas and upon approval of the Park District.
- F. No permit will be issued to an individual or group who will be charging admissions or fees on a regularly scheduled basis with the purpose of private monetary gain except by special written permission from the Park District. If an organization, group or individuals choose to run a concession stand requiring cooked food items must obtain a Health Department permit.
- G. Alcoholic beverages are prohibited by law on Park District property.
- H. Smoking is prohibited at/ by athletic areas.
- I. Gambling, lotteries or raffles are not permitted.
- J. If the area is left in such a condition as to require additional maintenance by the Park District or Forest Preserve District\*, the individual signing the permit shall be billed for this expense.
- K. The Park District and DuPage County Forest Preserve District\* will assume no responsibility for any accident or losses of property.
- L. All applicants agree to abide by all Wheaton Park District, and applicable DuPage County Forest Preserve District\* Ordinances and rules, athletic field guidelines, regulations or procedures pertaining to the use of Park District facilities.
- M. Any organization, group or individual wishing to use motorized vehicles within designated park boundaries must obtain written permission from the Park District and Forest Preserve District\* eight (8) days prior to rental date and provide additional insurance coverage.
- N. At time of reservation, a permit will be issued. Bring the permit with you to the athletic area in order to eliminate any conflicts. Those individuals with permits will have priority over facility usage.
- O. All Wheaton Park District parks close at dusk unless otherwise posted.
- P. Requests for the lighted outdoor athletic areas must be made at the time of the field application.
- Q. Organizations obtaining permits must provide a certificate of insurance naming the Wheaton Park District and DuPage Forest Preserve District\* as the certificate holder and as additionally insured for public liability insurance. This must be given to the Recreation Department at least eight (8) days prior to the field/court usage.

R. Please be aware that the signer of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Wheaton Park District and DuPage County Forest Preserve District\* shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Wheaton Park District and DuPage County Forest Preserve District\* Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Applications must be completed in full and signed by an adult (21 years or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.

S. Individuals, groups, and organizations must agree not to discriminate on the basis of disability, in accordance with the American with Disabilities Act, while utilizing any park district facility.

T. Athletic usage policies are subject to change without prior notice.

\* Applicable only to athletic field rentals at Danada South.

## **Graf Park Synthetic Turf Field Rules**

**Please help to protect this community asset by observing the following rules.**

- Field use requires a permit. See field rental information.
- Water only. No other food or drinks, including but not limited to soda, sport drinks, sunflower seeds, gum, or chewing tobacco is allowed on the synthetic turf. Glass containers are prohibited.
- Smoking is prohibited.
- Metal spiked shoes are not allowed on the synthetic turf. Clean athletic shoes (free of mud) and plastic cleats are permissible.
- Only freestanding field markers and sports equipment may be used on the synthetic turf. No stakes, posts, poles or markers of any kind may be driven into the field.
- Tables and chairs are not allowed on the synthetic turf.
- Portable soccer goals may be moved by Park District personnel only.
- Golfing, shot putting, javelin or discus throwing is prohibited on the synthetic turf.
- During athletic competitions all spectators shall remain in designated spectator areas.
- Whenever you hear thunder or see lightning, all activity must be suspended and all persons should move to a place of safety until 30 minutes after the last time you see lightning or hear thunder.
- Wheeled devices, including but not limited to motorized vehicles, bicycles, wagons, inline skates, scooters and skateboards are not allowed on the synthetic turf.
- Pets are not allowed on the turf field.

**Report any damage or vandalism to the Wheaton Park District by calling the Community Center at (630) 690-4880.**

### **Synthetic Turf Field Rentals**

The synthetic turf field and the field lighting are available for rental. A permit is required for organized team activities. Individuals/ Groups wishing to use the synthetic turf field must obtain



a permit to use the field. Please contact the Wheaton Park District at (630) 668-3371 for fees and availability.

**Thank you for your cooperation!**

### **Wheaton Park District** **Athletic Field Use Guidelines**

We are all committed to provide high quality, safe playing surfaces for our multi-use athletic facilities, but we need the help and consideration of all user groups in protecting the turf from excessive damage due to game and practice activities. The turf grass is the safety surface for the athletic fields.

During the spring before soil temperatures are warm the roots of grass are shallow and the blades are still dormant, any twisting or turning on the turf can cause damage. Therefore, the turf can be easily damaged with heavy play and little moisture due to the shallowness of roots.

The following athletic areas open for the season for practice, weather permitting, on:

1. Baseball/ Softball : April 1<sup>st</sup>
2. All Athletic Turf Grass Fields: April 10<sup>th</sup>

All Athletic Turf Grass fields will open for the season for games the Third Weekend in April.

If any of the following conditions occur, scheduled games and practices must be canceled or postponed.

1. Standing water on the field of play.
2. Soil Saturation:
  - Walking on turf causes water to surface
  - Walking on turf on heels causes indentations
  - One inch or more of rain 48 hours prior to scheduled game or practices accompanied by steady rain on game or practice day.
  - Steady downpour of rain on game or practice day which could cause damage to turf or injury to participants.
3. Extreme drought conditions where 50% of the playing surface has turned dormant.
4. Audible thunder or visible lightning.
5. Visibility (darkness)

All coaches, referees, and umpires are responsible for insuring the safety of field playing conditions at all times during the scheduled play. *Safety implies protection of the resource, as well as the participants.*

The turf can not withstand the pounding early in the season while it is still getting itself established. This includes not scheduling tournaments early in the spring. No tournament should be scheduled

before May 15. This is a date that can be used as bench mark allowing heavier use as temperatures are warmer and turf is more established.

Wheaton Park District  
Board of Commissioners  
Adopted: April 17, 2002  
Revised: June 15, 2011



**Wheaton Park District**  
**Application for Outdoor Athletic Areas**

Date of Application: \_\_\_\_\_

Name of Park Desired: \_\_\_\_\_ (Park)

Location/ Field Desired: \_\_\_\_\_

Day(s) of the Week Desired: \_\_\_\_\_

Exact Date(s) Desired: \_\_\_\_\_

Exact Time Desired: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose or use: \_\_\_\_\_

No. of People in Group: \_\_\_\_\_

Do the majority (70%) reside within the Wheaton Park District? \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

Person In-Charge: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I, the undersigned, have read, understand and agree to abide by the Wheaton Park District/DuPage County Forest Preserve District\* rules, regulations and guidelines. I am also aware that in renting an athletic area for myself and/or other participants, I invite for participation in the above rental, I will be waiving and releasing all claims for injuries my



	Glen Ellyn Park District	Naperville Park District	Downers Grove Park District	Wheeling Park District	Schaumburg Park District Olympic Park	Park District of Highland Park	Fox Valley Park District	Woodridge Park District
<b>Resident Rate (Ball Field/ Grass)</b>	\$25/hr.(ind.) Weekday; \$35/hr. (Group) Weekday; \$35/hr.(Ind.) Weekend/ Holiday; \$45/hr.(Group)	\$35/hr.	\$35/hr. (Full Size)/ \$30/hr. (Other Size)	\$37/hr.	Softball Field: (2 hour Min.) \$42/hr. Grass Field: \$62/hr.	Seasonal Resident User: Soccer: \$30/hour. Baseball/ Softball: \$18/hr. Individual Resident: Soccer: \$37.50/hr. Baseball/ Softball: \$22.50	Youth Resident: \$25 per 2 hours, for ball fields, \$25 prep fee per game for ball fields. (min. of every other game.) Adult Resident: \$50 per 2 hours plus \$25 prep fee for ball fields)	Baseball/ Softball Fields: \$25 per game; Soccer/Football Field: \$50 per game
<b>Non-Resident Rate (Ball Field/ Grass)</b>	\$50/hr. (Weekday); \$60/hour. (Weekend/ Holiday)	\$35/hr.	\$45/hr. (Full Size)/ \$40/hr. (Other Size)	\$51.50/hr.	Softball Field: (2 hour Min.) \$58/hr.; Grass: \$88/non-res.	Seasonal Non-Resident User (more than 100 hours): Soccer: \$35/hour. Baseball/ Softball: \$21/hr. Individual or Group Non-Resident (less than 100 hours): Soccer: \$42.50/hr. Baseball/ Softball: \$22.50	Youth Non-Resident: \$50 per 2 hours, \$25 prep fee for ball fields. Adult Non-Resident: \$100 per two hours, plus \$25 prep fee for ball fields.	Baseball/ Softball Fields: \$35 per game; Soccer/Football Field: \$75 per game
<b>Commercial/ Corporate</b>	\$50/hr. (Weekday); \$60/hour. (Weekend/ Holiday)	None	None	\$42.50/hr.	None	Soccer: \$50 per hour; Baseball/ Softball: \$30 per hour	NA	Baseball/ Softball Fields: \$50 per game; Soccer/Football Field: \$100 per game
<b>Turf Field - Resident</b>	NA	\$80/hr.	\$100/hr.	Baseball: \$45/hr. Soccer: \$90/hr.	\$62/hr.	NA	NA	NA
<b>Turf Field - Non-Resident</b>	NA	\$80/hr.	\$150/hr.	Baseball: \$62/hr. Soccer: \$123/hr.	\$88/hr.	NA	NA	NA

<b>Lights</b>	\$30/hr. Weekday; \$40/hr. Weekend	\$35/hr.	\$30/hr. Res/ \$45/hr. Non-Res.	\$25/hr.	\$39/hr.	\$30/hr.	Included in rental fee.	Res: \$25, Non-Res: \$35, Commercial= \$45
<b>Ball Field Prep (bases, dragging, lining)</b>	\$25/field Weekday; \$35/field Weekend/Holiday	NA	\$50/hr. Res; \$55/hr. Non-Res.	NA	NA	\$75 when 6-10 bags of turf are needed.	Tournament fees: \$25 per hour per staff on weekends/tournament. Extra staff is needed for reprep and maintenance.	NA
<b>Box Key for Liner, Chalk and Bases</b>	NA	NA	\$25 Res.; \$37.50/Non-Res	NA	NA	NA	NA	NA
<b>Soccer Field Prep (nets, lining)</b>	\$75/field Weekday; \$100/field Weekend/ Holiday	NA	Resident Weekday: \$76/large field; \$60/small field Weekend \$92/large field; \$73/small field; Non-Res Weekday: \$114/large field; \$90/small; Weekend: \$138/large; \$109.50/small field	NA	NA	NA	\$100 per additional field requested that is not already set up.	NA
<b>Football Field Prep (lining)</b>	\$100/field Weekday; \$150/field Weekend/ Holiday	NA	NA	NA	NA	NA	NA	NA
<b>Percent to be considered Resident.</b>		90%	60%	75%	Contact person must be resident to get resident rate.	51%	70%	NA
<b>Notes:</b>		Doesn't charge for practices on non-lined fields.			8 synthetic turf sport fields; 2 natural grass sport fields; Up to 17 soccer fields available for tournaments; 5 softball fields	Applications will not be accepted for sports already offered by the Park District of Highland Park (i.e.: Travel Baseball, Lacrosse)	Bases are not provided for baseball and softball rentals.	



TO: Board of Commissioners

FROM: Rita A. Trainor, Finance Director

THROUGH: Mike Benard, Executive Director

RE: Appointment of Municipal Advisor for Debt Issues for the District

DATE:

---

**SUMMARY:** Dodd-Frank legislation has resulted in some rule changes to financial advisors on debt issues. One is a change in what they are called, they are now called “municipal advisors” rather than “financial advisors”. Another is that our bond counsel is recommending we appoint our municipal advisor. They have indicated that a simple motion to do so would suffice.

**PREVIOUS COMMITTEE/BOARD ACTION:** N/A

**REVENUE OR FUNDING IMPLICATIONS:** N/A

**STAKEHOLDER PROCESS:** N/A

**LEGAL REVIEW:** Bond counsel advised us to take this action and she has also reviewed this memo.

**ATTACHMENTS:** N/A

**ALTERNATIVES:** N/A

**RECOMMENDATION:** Staff recommends that the Board move to appoint Speer Financial as our municipal advisors.