

**LINCOLNWOOD PARK & RECREATION BOARD
REGULAR BOARD MEETING**

Tuesday, September 10, 2013, 7:00 pm

Note: Location Change: Lincolnwood Community Center Small Room

AGENDA

- I. Call to Order
- II. Approval of July 9, 2013 Minutes (There was no meeting in August)
- III. Audience Participation
- IV. Letters/Notes from the Public
- V. Old Business
 - A. Approval of a Resolution Closing Lincoln Avenue for the 2013 Turkey Trot
 - B. Accreditation
 - 1. Approval of Prospective Board Member Packet and Policy
 - 2. Update, Discussion and Approval of ADA Transition Plan
 - 3. Agenda and Packet Distribution Policy
 - 4. Update, Discussion and Approval of Safety Manual
 - C. Election of Chairperson
- VI. New Business
 - A. Request from Chicagoland Romanian Church-Soccer Fundraiser
 - B. Drake Park Bid Recommendation (To be handed out at meeting)
 - C. Declaration of Surplus Property-Drake Park playground (To be handed out at meeting)
 - D. Approval of *Kids Around the World* playground donation contract (To be handed out at meeting)
- VII. Chairperson's Report
- VIII. Commissioners' Reports
- IX. Director's Report
- X. Staff Reports
- XI. Adjournment

Posted: September 6, 2013



Lincolnwood Park and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
July 9, 2013
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Laura Tomacic, Jennifer Spino, Sarah Hardin

Parks and Recreation Department Staff: Jan Hincapie, Jan Wu, Andrew Thurman, Katie Smith, Phil Murphy

Audience: None

APPROVAL OF MINUTES

On motion Ito/Tomacic to approve the meeting minutes of the June 11, 2013 meeting. 6-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

None

OLD BUSINESS

A. Central Park Basketball Court

Thurman – Researched soundproof surfaces for basketball courts but did not find anything appropriate. Will look into fencing the area to prevent balls from entering the alley for next fiscal year or this year if feasible.

Lovering – What about a windscreen?

Thurman – Would need to look into permitting issues. The Police and Park Patrol continue to monitor the area with no new complaints. New park rule signs have been installed and park hours repainted on the basketball backboards.

Hardin – I read in the minutes the resident stated no one from Lincolnwood was using the park.

Thurman – He based that on the vehicle stickers he viewed around the park.

Hincapie – Staff does not support removal of the basketball courts. Will address the issues brought up without removal being a consideration.

Gratch – It sounds like there is nothing we can do to prevent the bouncing sound.

Thurman – There is no surface to stop the bouncing sound.

Ito – When the police presence increases it typically reduces the number of problems/complaints.

Gratch – Hincapie will follow up with Mr. Frey via letter.

Thurman – The police parked the free-standing speed sign near the park, but we do not have a report as of yet.

Tomacic – Drove to the park after our last board meeting and got blocked in the alley. I had to back out. Should this be one way or maybe not be a cut-through at all?

Thurman – Will look into the process needed to make changes to alley traffic pattern.

B. Accreditation Update and Policy Approval

Wu – Accreditation mentor has given us his approval to move forward with the process. The panel visit will be September 27. Working on updating final areas and organizing everything electronically. Presented Recreation Statistics and Reporting and Comprehensive Year-Round Recreation Programs Policies for review.

On motion, Lovering/Tomacic to Recommend approval of the Recreation Statistics and Reporting and Comprehensive Year-Round Recreation Programs Policies as Presented. 6-0, motion passed.

NEW BUSINESS

A. Drake Park Playground Designs – Public Input

Thurman – Displayed designs from four different companies. All designs include areas for children 2-5 years and 5-12 years as well as new swings, sand toys and mulch. There will not be any changes to the

layout of the park just the equipment. Sent out 85 letters to neighbors of the park with no response. Asking the board to vote and narrow the choices down to three to take to the day camp participants later this week. Once the design is finalized we will go out to bid and bring recommendations back to the board.

Ito – Still using mulch?

Thurman – Yes, other surfaces are too expensive.

Park Board voted and narrowed the selections down to four - Designs #2, #4, #5 and #7, which will be presented to campers this week for a final design.

B. Lobster Boil in Proesel Park Proposal

Hincapie – L'Woods would like to hold a lobster boil in Proesel Park in late August/early September possibly using the tent. This would be a ticketed event with a maximum number of people allowed. Similar events have been done for non-profits but this is a unique request from a private entity.

Ito – Many years ago Lettuce Entertain You (parent company for L'Woods) had a staff picnic in Proesel Park, promising to adhere to specific rules set forth by the Park Board, such as busing staff in to not overflow the parking around Proesel Park. They did not abide by the rules.

Lovering – What day of the week would this be?

Hincapie – That has not been determined.

Ito – What's in it for us? What are they doing for the community?

Hincapie – We have a great relationship with the manager of L'Woods, Patrick Gallivan. He is very supportive of our programs. Something we could ask is that a percentage of the revenue be earmarked for a charity.

Ito – It would be nice if they had a presence at the Summer Concert Series.

Hincapie – Would like to do an event at the pool. If L'Woods approached us earlier, it would have been possible to hold the event on the pool deck during the week the facility is closed.

Lovering – I'm leery of the structure. Will there be service trucks driving in the park? This is solely for profit – doesn't do anything for the community. Why can't they hold it in their parking lot?

Spino – This could be a good opportunity to get people into the park if it's geared towards Lincolnwood residents.

Hincapie – I attended a Wisconsin night at L'Woods in the backroom with a maximum of 40 people. It was open to everyone but I don't believe there were many Lincolnwood residents in attendance. If we were to propose doing it at the pool, the space is contained.

Ito – It still needs a community component.

Spino – It would be nice to be able to pick up a boxed dinner at L'Woods for the concerts.

Hardin – If they pay a high enough fee and there are limits in place for the number of attendees, this could be a beneficial event for the department.

Ito – There has to be a community component, like inviting people in the area. They need to be more open to involving the community.

Hincapie – Will gather more information and will send out via email. Do not reply all, just reply to me and let me know what you think. Will stress the event needs to have a community feel, see how much they plan on charging, if they are considering other spaces, how the logistics will work and the anticipated number of tickets for the event.

DIRECTOR'S REPORT

Applying for an ITEP grant. One of the proposed projects is a plaza at the end of the Com Ed trail at Lincoln and Jarvis. Working with Skokie to do a cooperative build. Will include a sculpture with signage for Skokie and Lincolnwood. Total cost of the project is estimated at \$100,000, 80% would be covered by the grant leaving \$20,000 to be split by Lincolnwood and Skokie. The name will be the Com Ed Plaza. We've entered into Phase II of the U.P. project which involves the plat of survey.

Ito – The Promenade looks great. It's so simple. Centennial Park looks great, too.

Gratch – I see people sitting on the benches in The Promenade all the time.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN WU

Please come out Thursday night for Bopology and mini golf.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Lincolnwood Baseball is sending a team to Cooperstown. I distributed pool manager reports for your review.

Lovering - #5 of the Park Patrol report states they clear the park when the Thorguard goes off. I witnessed kids collecting under the tent when it went off. Park Patrol needs to notify everyone that this is not a safe place. They need to go to their cars or another safe place.

Thurman – Will follow up with Park Patrol.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

As noted in report.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

Hincapie - What are you hearing in the community about the concerts?

Ito – Attendance seems similar to last year.

Lovering – Why don't you invite residents of Lincolnwood Place to bus over for this week since it's a swing band?

Wu – Will do that.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Ito/Spino to adjourn the meeting at 8:02 P.M.

Park Board Minutes prepared by: Jan Wu, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date

Request For Board Action

REFERRED TO BOARD: September 17, 2013

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Approve a Resolution to Close Lincoln Avenue Between Kostner Avenue and Pratt Avenue from 7:00 AM to 11:00 AM for the Turkey Trot Race on Sunday, November 24, 2013

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Ray Williams Turkey Trot Race for runners and walkers is in its 36th year. Participants run or walk the 5K or 10K race on the streets of Lincolnwood. A section of the race route is on Lincoln Avenue, which is a State Road controlled by the Illinois Department of Transportation (IDOT). IDOT requires a local government body to pass and submit a Resolution accepting responsibility for the closing of the street.

The section to be closed is from Kostner Avenue to Pratt Avenue on the west side of the road. The Police Department will barricade the road and re-route traffic to a single lane on the east side of Lincoln Avenue. This is the same route used in previous years.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Aerial of Road Closing
3. Unapproved Minutes of the September 10, 2013 Park Board Meeting

RECOMMENDED MOTION:

Move to approve a Resolution to close Lincoln Avenue between the Hours of 7:00 AM to 11:00 AM for the Turkey Trot Race on Sunday, November 24, 2013.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2013-_____

**A RESOLUTION APPROVING THE CLOSURE OF A PORTION OF
LINCOLN AVENUE ON SUNDAY, NOVEMBER 18, 2013 BETWEEN
THE HOURS OF 7 A.M. AND 11 A.M
FOR THE ANNUAL TURKEY TROT RACE**

WHEREAS, the Village desires to hold its 37th Annual Lincolnwood Turkey Trot Race on Sunday, November 24, 2013 from 7:00 am. to 11:00 am. ("*Turkey Trot*"); and

WHEREAS, the Turkey Trot requires the closure of that portion of Lincoln Avenue between Kostner Avenue and Pratt Avenue; and

WHEREAS, Lincoln Avenue is a right-of-way owned and maintained by the State of Illinois; and

WHEREAS, the State of Illinois requires that the Village assume the responsibility and liability involved in the closure of a portion of Lincoln Avenue as a condition of such closure; and

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CLOSURE. The Village President and Board of Trustees shall, and do hereby, approve the closure of Lincoln Avenue between Kostner Avenue and Pratt Avenue for the Turkey Trot ("*Lincoln Avenue Closure*").

SECTION 3. ASSUMPTION OF RESPONSIBILITY AND LIABILITY. The Village President and Board of Trustees shall, and do hereby, approve the assumption by the Village of: (a) full responsibility for the direction, protection and regulation of traffic during the Lincoln Avenue Closure; and (b) all liabilities that would otherwise be the responsibility of the State of Illinois for damages of any kind occasioned by the Lincoln Avenue Closure. The Village President and Board of Trustees further agree that the Village will maintain all-weather detours during the Lincoln Avenue Closure, which detours will be conspicuously marked and patrolled by police personnel for the benefit of traffic deviated from Lincoln Avenue.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this 17th day of September, 2013.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2013

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 2013

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#10604659_v2

Prospective Candidate Information Packet Policy

The purpose of the Prospective Candidate Information Packet Policy is to provide essential information about the Village of Lincolnwood and the Park and Recreation Board to prospective candidates. Information should include but is not limited to powers and duties of the board, appointment of members and compensation. An application with submission directions should be available in the packet and electronically on the Village website.

Tentative Approval: September 10, 2013
Lincolnwood Parks and Recreation Board



Prospective Candidate Packet
Park and Recreation Board



Village of Lincolnwood
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Dear Applicant,

The challenges which face municipalities across the country are similar to the ones facing Lincolnwood. Diminishing human and financial resources take their toll over time, if a Village is not proactive. The Village encourages citizen involvement in local government and residents fill a vital role on our many committees and commissions.

The Village of Lincolnwood invites its residents and business to join government in our continuing partnership. If you would like to express your interest in serving on a Board or Commission, please fill out an [application online](#) or complete the attached copy return it to the Mayor's office along with your resumé.

Boards and Commissions consist of Village residents and/or business people. Each member is appointed by the Village President with consent of the Village Board of Trustees. Your interest in serving on the Park and Recreation Board is commendable. Should you have questions, please contact Carrie Dick, Administrative Executive Secretary at (847) 745-4717.

Sincerely,

Gerald Turry
Village President

About the Park and Recreation Board

The Park and Recreation Board reviews and recommends actions to the Village Trustees. This includes recommendations for policies, fees, administrative and budgetary matters. Park and Recreation Board meetings are held on the second Tuesday of each month in the Village Hall Council Chambers. Meetings begin promptly at 7pm. The public is encouraged to attend. The board is comprised of seven members serving three year terms.

Powers and Duties

The Park Board shall have the following powers and duties:

- (A) Determine community needs and devise plans for the provision of adequate areas, facilities and programs to meet the leisure needs of all community residents.
- (B) Have the duty, responsibility and power to establish, conduct and maintain such policies to assure recreational programs, facilities and areas delegated to its control by the Board of Trustees, whether they be operated and owned by the Village or leased for recreational purposes within or beyond the geographical limits of the Village.
- (C) Have the responsibility to recommend to the Board of Trustees the use of such general municipal powers as the increase of tax levies, issuance of bonds and warrants, sale and conveyance of real estate, power of eminent domain, entrance into contracts, authorization of referenda and other such actions as may be deemed necessary to improve the recreation services of the Village.
- (D) Recommend to the Board of Trustees an annual budget and appropriation for park and recreation activities which shall incorporate the financial needs for staffing, acquiring, building, and maintaining the recreational programs, areas and facilities deemed necessary for the ensuing fiscal year.
- (E) Authorize and be accountable for all expenditures for supervision, improvement, acquisition and maintenance of recreational programs, areas and facilities, and as shall be approved by the Board of Trustees.
- (F) At the Park Board's discretion, may call upon civic clubs and other private sources for manpower, financial aid and various fund-raising activities.
- (G) Submit or receive other reports and records at such time and in such form and manner as may be requested by the Village President or Board of Trustees, or as the Park Board may deem appropriate.
- (H) Have such other duties, responsibilities and powers which may be delegated by the Board of Trustees.

Appointment of Members

(A) The Village President shall appoint, with the advice and consent of the Board of Trustees, all members of all commissions.

(B) Commission members shall be appointed from among the residents of the Village of Lincolnwood. Members must be registered voters and must have resided within the Village of Lincolnwood for at least one year preceding appointment to a commission.

(C) In the event that a vacancy in any office of a member of a commission occurs for any reason, the Village President shall appoint, with the advice and consent of the Board of Trustees, a successor to fill the unexpired term of office created by the vacancy.

(D) The term of each commission member shall be three years. No member shall serve for more than four consecutive three-year terms.

(E) The term of a member of a commission shall not terminate or expire until that member's successor has been duly appointed, confirmed, and qualified.

Compensation

Commission members shall serve without compensation.

WHAT CAN I DO TO HELP?



Volunteering for Lincolnwood Boards and Commissions



Volunteering for Village Boards and Commissions

The Village of Lincolnwood invites its residents to join their local government in our continuing encouragement of citizen involvement. Residents are encouraged to attach their resumé and application to the back of this pamphlet and express their interests and credentials in serving on a commission to the Village President's Office. Residents can also fill out this form on-line through the Village's E-Gov Action Line Request service at <http://www.egovlink.com/lincolnwood/action.asp>.

The Village has 10 Boards and Commissions consisting of Village residents whose purpose are to advise the President and Village Board on a variety of matters. The collective knowledge and expertise of these groups of residents help steer the Village into progressive directions. Each member is appointed by the Village President with consent of the Village Board of Trustees.

Below is a list and description of each Board and Commission:

Beautification Commission (Seven Members)

The Beautification Commission's purpose is to raise the standard of beautification in the Village by promoting, preserving, protecting and enhancing the natural environment and physical appearance of Lincolnwood.

Meeting Times: the first Monday of the month April through November

Board of Fire and Police Commissioners (Five Members)

The Board of Fire and Police Commissioners is responsible for the certification and appointment of police officers and sergeants in the Police Department.

Meeting date: As required to address Police Department matters

Economic Development Commission (Nine Members)

The Economic Development Commission is responsible for the encouragement and facilitation of economic growth within the Village.

Meeting date: the fourth Thursday of each month (except for November and December when it meets on the Third Thursday).

Human Relations Commission (Nine Members)

The Human Relations Commission was created to encourage understanding and respect amongst residents with various racial, ethnic, cultural and religious backgrounds. The Commission sponsors human relations activities throughout the year. These activities provide an opportunity for all residents to celebrate the community's ethnic and cultural diversity.

Meeting date: second Monday of each month at 7:00 pm

Parks & Recreation Board (Seven Members)

The Parks and Recreation Board is responsible for making recommendations on Parks and Recreation activities and policies including budgets, fees, major policies and programs.

Meeting date: the second Tuesday of each month

Emergency Telephone System Board (911) (Six Members)

The Emergency Telephone System Board is appointed to govern the Enhanced 911 Fund and manage the 911 emergency telephone system; coordinate and supervise the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems; recommend the hiring, on a temporary basis, of any staff necessary for the implementation or upgrade of the system.

Meeting date: As required to address 911 matters.

Plan Commission (Seven Members)

The purpose of the Plan Commission is to conduct public hearings and meetings to consider special use cases, planned unit developments (PUD's), zoning ordinance text amendments and zoning map amendments. Additionally, the Commission reviews and recommends changes to the Village's Comprehensive Plan.

Meeting date: the first Wednesday of each month at 7:00 PM.

Zoning Board of Appeals (Seven Members)

The purpose of the Zoning Board of Appeals is to conduct public hearings and meetings to consider residential and commercial zoning variations, consideration of special sign requests, consider sign variations, and consider zoning interpretations.

Meeting date: the third Wednesday of each month at 7:00 PM.

Telecommunications Advisory Committee (Five Members)

Serving as an advisory committee, members review telecommunications regulations and franchise agreements, study matters involving telecommunications technologies and regulations which affect the Village, advise the corporate authorities on matters pertaining to telecommunications, and other related duties.

Meeting date: scheduled when necessary.

Traffic Commission (Seven Members)

The Traffic Commission hears and reviews matters involving parkway parking permits, resident only parking, traffic calming devices, speed humps, speed limits, stop signs, access to Village streets, alley vacations, bicycle safety, pedestrian safety, line-of-sight issues and other traffic safety/control issues. Recommendations on these matters by the Commission are decided by the Village Board.

Meeting date: the fourth Thursday of every month except for November.



Board and Commission Member Application

Can also be filled out online at:

<http://www.egovlink.com/lincolnwood/action.asp>

Name: _____

Address: _____

Which Board or Commission are you interested in?

1. _____

2. _____

3. _____

Phone: (_____) _____

E-mail address: _____

Employer: _____

Job Title: _____

Special Interests and/or Expertise: _____

Professional and/or Civic Affiliations: _____

Length of Lincolnwood Residency: _____

Questions? Please call the Village President's Office (847) 745-4717.

Please complete and deliver or FAX to:

Village of Lincolnwood
Attn: Village President
6900 N. Lincoln Ave.
Lincolnwood, IL 60712
Fax: (847)673-9382

Applications must include a resumé.

	2013	2014	2015	2016	2017	Future
Parks	\$3,000 1. Water Flow will be adjusted in drinking fountains 2. Transition will be fixed between basketball court and sidewalk at Goebelt Park 3. Transition will be fixed between paved area and sidewalk in Goebelt Park. 4. Transition will be fixed between paved area and sidewalk in O'Brien Park.	\$15,000 1. Purchase benches with arms for parks. 2. Transition will be fixed between basketball court and the sidewalk in Kenneth Park.	\$12,000 1. Install ramps with protrusions at parks. 2. An street access point will be installed at Kenneth Park	\$12,000 1. Transition will be fixed between pavers and sidewalk in Kenneth Park. 2. Move sand digger to edge of sand in Kenneth Park.	\$15,000 1. Replace sidewalk in G.G. Rowell Park	
Pool	\$13,000 1. Install pool lifts.	\$4,000 1. Install International Sign of Accessibility sign at entrance. 2. Install new signage at bathrooms and entrance. 3. Install a foldout shelf at pool entrance.	\$2,500 1.	\$2,500	\$2,500	Include a family restroom in future development.

Community Center	\$8,000 1. The water fountain will be lowered so the spout is 36 inches high. 2. A handicapped accessible door will be installed.					
Village Hall	\$300 1. The pressure of the internal and external doors will be adjusted.					
Miscellaneous	\$4,000 1. Purchase International Sign of Accessibility signs for the entrance of each facility.					
Total	\$28,300	\$19,000	\$14,500	\$14,500	\$17,500	TBD

Park and Recreation Board Meeting Agenda & Packet Distribution Policy

The agenda is the official schedule of topics for consideration, discussion and/or action at regular or special meetings. The Park and Recreation Board agenda is established on the Friday preceding each Tuesday night meeting, so that appointed officials and interested citizens may familiarize themselves with the items scheduled for discussion. Action items, pending items, and other reports are automatically included on the agenda. In addition, appointed officials may request that the Director of Parks and Recreation list other topics for discussion, although such requests should be communicated to the Director of Parks and Recreation no later than the Friday morning before the Park and Recreation Board meeting. Park and Recreation Board packets will be posted on the Village website and distributed to board members a minimum of 48 hours in advance of a meeting via electronic copy.

The basic structure of the Park and Recreation Board agenda includes various reports by Park and Recreation Department staff, reports of standing committees and reports of special committees. Citizens wishing to address the Park and Recreation Board or state a position on agenda items are offered the opportunity to make their presentations during the discussion of that topic. For non-agenda items, citizens may address the Park and Recreation Board during Audience Participation which is at the beginning of the meeting. When large numbers of citizens with a common interest are present, the Park and Recreation Board generally prefers to hear their position as presented by only one or two spokesmen.

Tentative Approval: September 10, 2013
Lincolnwood Parks and Recreation Board

Lincolnwood Parks & Recreation



Safety Manual

Lincolnwood Parks & Recreation Department
Safety Policy Manual
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Safety Policy Manual
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SAFETY STATEMENT

It is the intention of the Lincolnwood Parks & Recreation Department to develop, implement, and administer a comprehensive loss prevention program. The Lincolnwood Parks & Recreation Department maintains that the public and its employees are valuable assets. Therefore, public and employee safety is an ongoing responsibility. Department heads, supervisors and personnel at all levels of the Department work force are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Department's capital and personnel.

Each employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in this manual. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the proper and only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations within the department. Non-compliance with safety policy is considered very serious and will lead to discipline up to and including dismissal.

**Village of Lincolnwood Parks & Recreation Department
2009**

SAFETY GOALS

Goal 1: To have a department review on how to complete accident forms, with the Village IRMA Representative. (Before the camp and pool season)

Activity/Action _____
_____ Completion Date _____

Goal 2: To continue safety education, by conducting quarterly department safety review meetings.

Activity/Action _____
_____ Completion Date _____

Goal 3: To keep reportable employee injuries/accidents within the Department to under two per year.

Activity/Action _____
_____ Completion Date _____

Goal 4: Complete a yearly review of the formal self-inspection process/forms, to access any updates.

Activity/Action _____
_____ Completion Date _____

1. OBJECTIVE OF SAFETY COMMITTEE

Purpose:

The primary purpose of the Safety Committee is to assist management in initiating, implementing and maintaining a safety and risk management program, which results in a safer environment for employees and patrons.

Section 1.01 Functions And Responsibilities of Safety Committee

1. Assist management in the implementation of safety programs; make recommendations for safety and assist in the enforcement of the safety policy and procedures.
2. Recognize hazards and unsafe work practices and report them to management.
3. Discuss safety procedures, initiate new procedures when necessary and recommend adoption by management.
4. Promote safe work practices to department personnel by:
 - a. Maintaining and stimulating the interest of directors, supervisors and employees through Committee meetings and other communication.
 - b. Stimulating and maintaining the interest of workers and enlist their cooperation to prevent accidents and losses.
 - c. Recommending and implementing risk management programs for all personnel.
 - d. Providing opportunities for employees to discuss safety problems and hazards, make suggestions for improving problems and recognize their efforts.
 - e. Assisting management in the evaluation of hazards and unsafe practices.

Section 1.02 Safety Committee Member's Duties

1. Attend all Committee meetings.
2. Report hazards or unsafe work practices to Committee Chairperson for discussion at meetings.
3. Report all accidents or near accidents to Committee Chairperson.
4. Participate in Committee meetings by offering ideas, making suggestions and participating in sub-committee activities.
5. Set examples of safe work ethics when performing job duties away from Committee activities.
6. Encourage personnel and subordinates to work safely, follow safety procedures and report all hazards.

Section 1.03 Safety Committee Response Procedures

1. Any hazard, unsafe work practice, procedure or other item of concern is brought to the attention of Committee members through hazard recognition forms or other means of communication.
2. The concern is brought into discussion by the Committee member or Chairperson.
3. Chairperson leads a discussion on the concern or procedure in question, encouraging participation from members.
4. Ensuing discussion shall consist of **what** the hazard is, **potential** consequences of the hazard, **means** by which the hazard can be corrected and the **feasibility** of such means.
5. When a solution can be presented, the Committee Chairperson shall lead a vote of ayes versus nays, for adopting the recommendation as the Safety Committee's statement of recommendation.
6. If further research is required before a responsible decision can be made, a sub-committee shall be designated to perform research and present information to the full Committee at the following meeting.

7. Upon reaching a recommendation, the Chairperson will correspond with the Director and affected management personnel to attempt to solve the problem and initiate a response.
8. Whenever a conflict arises due to a recommendation of the Committee, a review may be requested by the Director.

Section 1.04 Accident Review - Committee & Procedures

SCOPE AND PURPOSE

The Accident Review Committee will serve to help avoid and reduce personal and/or financial consequences of accidental injuries or damages to employees and the general public. This Committee will be charged with the responsibility of identifying, investigating and evaluating employee workers compensation injuries, vehicle accidents and property damage to determine from their findings whether they are preventable or non-preventable, and recommend appropriate remedial action for preventable accidents/injuries.

MEMBERSHIP OF ACCIDENT REVIEW COMMITTEE:

All members of the Village's Safety Committee will serve on the Accident Review Committee. The Chair of the Village Safety Committee shall also serve as the Chair of the Accident Review Committee.

RESPONSIBILITY AND AUTHORITY:

The Accident Review Committee (ARC) shall have the responsibility to determine whether an accident involving a Village employee and/or property was preventable or non-preventable.

The Board shall adopt the National Safety Council's Safe Driver Award Plan definition of "Preventable Accident" involving vehicular type losses, which reads as follows:

"Any accident involving an organizational vehicle which results in property damage and/or bodily injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every **reasonable** precaution to prevent the accident."

Additionally, the ARC will review each workers' compensation claim to determine preventability. The ARC, upon a finding and determination

that an accident was preventable, shall make a recommendation for remedial action to the involved employee's department head as set out in the ARC Procedures – Section II, if safety or operating procedures were violated.

MEETING AND FORMAT

1. Each departmental representative on the ARC shall present the facts about an accident under review from their respective department. The following sources of information should be considered when presenting the facts.
 - Accident Report, including driver's statement.
 - Police Investigation Reports.
 - Witness statements.
 - Supervisor's statement.
 - Diagrams, photos, etc.
 - IC-45 (Form 45)
 - Supervisor's Report
 - Employee's Statement
 - Accident Review Board Inquiry Report
 - Departmental Safety Committee Review
2. A simple majority of the members present shall decide all issues or questions before the Committee.
3. Decisions on whether an accident was preventable or non-preventable will be arrived at by secret ballot.
4. The driver and/or employee involved in the accident shall be given the opportunity, and encouraged, to appear before the ARC to give his/her version of the accident. Should the employee refuse or fail to appear before the Board, the Board will proceed, utilizing all available information and evidence. The employee's immediate supervisor and union steward may also be present.
5. After the Chair is satisfied that the members of the Board are completely familiar with all the facts, the vote will be called for by passing out slips of paper and asking the members to mark "preventable" or "non-preventable" on the slips of paper and pass them back to the Chair. The Chair will then tally the vote and announce the majority decision.
6. To assist them in arriving at a decision, members of the ARC shall refer to the following: National Safety Council Guidelines

for Determining Preventable/Non-preventable Auto Accidents (marked Appendix D); the Village's Personnel Manual; and other departmental rules/regulations including JSA's/SOP's.

7. Following the meeting, the Chair will inform the department head in writing of the findings and recommendations of the Committee regarding his/her employee(s).
8. The ARC may identify, investigate, evaluate and make any other recommendations if, in the discretion of the Chair, it will further the cause of safety and accident prevention on behalf of the Village and/or its employees.

ACCIDENT REVIEW PROCEDURES

Vehicle and/or Employee Accident/Injury occurs resulting in property damage or injury to employee and/or Village property and/or third party.

Investigation commences, beginning with a police accident report, if the accident involves a Village vehicle and/or UC-Form 45 and Supervisors Report, initiated by the employee's supervisors. Other sources of accident information may come from an employee's report of the accident, supervisor's investigation, witness statements, diagrams, photographs and any other available documentation.

The Accident Review Committee shall convene as determined by the Chair of the Board within at least ten working days after the ARC Chair has received all proper documentation. The Committee will review the information; make finding of preventable/non-preventable and recommend disciplinary action. The Committee shall also determine by what means a similar accident can be prevented in the future.

Notification – ARC Chairman notifies the department head of the finding and recommendation. The notification shall also include recommendations on how to prevent similar accidents in the future. The Executive Safety Committee shall be notified of all findings, recommendations and discipline at their next regularly scheduled meeting.

Discipline – Department Head has the final authority in determining the form of discipline. The department head shall consider the recommendations of the ARC, and discipline the employee consistent with applicable labor/management agreements and civil service procedures.

Appeal Procedure – Employee accepts the terms and conditions of the discipline issued by the department head or proceeds through the regularly established grievance procedures outlined in applicable personnel handbook and/or labor agreements.

Annual Report – The ARC shall annually review all accidents and injuries to identify trends and recommend as needed Village-wide or departmental trainings. This report shall be presented to the Executive Safety Committee.

2. SAFETY PROCEDURES FOR THE WORKPLACE

Section 2.01 General Safety Rules

Purpose:

The purpose of the following procedures and information is to provide the employees of the Lincolnwood Parks & Recreation Department with information and steps in maintaining a safe work environment. Some of these procedures are not only required by the Department but are also required by IRMA (Intergovernmental Risk Management Agency), IDOL (Illinois Department of Labor) and OSHA (Occupational Safety and Health Administration).

Negligence or unfamiliarity of these procedures and information could result in occupational injury, serious injury, possible death, disciplinary action and/or fines from IDOL or OSHA. It is important for the well being of all employees and patrons of the Lincolnwood Parks & Recreation Department that these procedures be followed.

General Safety Rules:

1. Each employee must be ready for work each day with the proper safety equipment.
2. Personal protective equipment **MUST** be used when potential hazards are present or the safe performance of a task requires the employee to do so.
3. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
4. All employees must know Department rules regarding first aid, emergency procedures (Section 3), evacuation routes unique to their facility and accident reporting procedures (Section 5).
5. Potentially unsafe work conditions or acts are to be reported immediately to a supervisor.
6. If there is any doubt about the safety of a work assignment or method, a supervisor must be consulted immediately before beginning work.

7. Employees and supervisors are responsible for maintaining an orderly work environment. All tools and equipment are to be stored properly. All refuse and scrap is to be discarded in the proper container.
8. All properties are to be inspected monthly with complete reports filed along with any resulting work orders (See Property Inspection, Section 2.03).
9. All employees must follow recommended work procedures outlined for the performance of their job.
10. Periodic inspections of work sites and properties may be conducted by the Safety Committee, IRMA or other authorities to identify potential hazards and ensure that facilities and equipment are in safe operating condition.
11. All accidents, injuries, injuries not needing medical treatment, unsafe conditions and property damage must be promptly reported to the supervisor and/or Department Director, regardless of severity of the injury, damage or loss (see Section 5.01, 5.02, 5.03, 5.04).
12. Employees shall avoid engaging in horseplay and from distracting others.
13. Employees who are authorized to drive Department vehicles are responsible for possessing a valid operator's license for the class of vehicle they operate. These employees must report revocation of driver's license and must notify their supervisors of any driving citations received.
14. Employees are required to wear seat belts in vehicles and wear restraints on equipment where provided. All passengers are required to wear seat belts. (See Section 4.02 for additional information regarding seat belt use).
15. Employees must obey all driver safety instructions (see Section 4.02 on Driving Procedures) and comply with all traffic signs and signals.
16. 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 requested.

17. The wearing of short pants for certain tasks during the work day will be allowed only if they do not expose the employee to possible safety hazards. Shorts must be knee length, and dark in color, preferably blue. The cost of purchase, maintenance and replacement will be the sole responsibility of the employee.

The employee's immediate supervisor will determine if the wearing of shorts is appropriate to the task.

Section 2.02 Buildings and Facilities

Work Place Housekeeping Practices:

Floors, Exits and Stairways

1. All places of employment and patron visitation, hallways, passageways, storerooms and service rooms shall be kept orderly and in a clean sanitary condition.
2. The floor of every workroom shall be maintained in a clean and dry manner, so far as possible. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, personal protective equipment or other dry standing places should be provided where practicable.
3. Substances spilled on floors shall be cleaned up immediately. All oil and grease should be removed as soon as possible.
4. Floors must be maintained at a level as even as possible; repairs should be made to holes, depressions, broken floor surfaces, uncovered drains, loose or poorly fitting floor grates, and sagging or expanded floor supports. All hazardous conditions must be barricaded, or posted, if repairs and maintenance are not completed immediately.
5. All debris, sawdust, dirt, etc., shall be removed from the floor as soon as practicable. There must be no debris of any kind blocking entryways, exits or passageways.
6. Any broken windows or doors must be repaired immediately.
7. All stairways shall be equipped with secure railings on both sides and shall be well lit as required by OSHA standards. All ramps, ladderways and platforms shall be guarded with

standard railings and toeboards as required by OSHA standards.

8. Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, vats, etc.
9. All exits shall be clearly lit and marked with EXIT signs as required.
10. There must be at least two (2) clear exits from each floor of any building.
11. All emergency exits shall be marked as such and be equipped with panic bars and/or panic alarms.
12. All exits, which are marked as such, shall remain open from the inside at all times.
13. Every flight of stairs having four or more risers shall be equipped with standard stair railings or standard handrails.

Lighting and Electrical

1. Emergency and security lighting shall be installed in all buildings as required and shall be checked regularly to insure proper operation.
2. Broken or burned out lights shall be replaced as soon as practicable.
3. All pull boxes, junction boxes, switches, outlets, alarm panels, telephone control boxes, etc., shall be provided with covers approved for that purpose.
4. Live parts of electrical equipment operating at 50 volts or more shall be guarded against accidental contact by approved cabinets or other approved covers.
5. Areas of high voltage shall be secured so unauthorized employees will not come into contact with live parts.
6. Lock Out/Tag Out signs shall be placed on all machinery, equipment, junction boxes and other areas of high voltage when these items are shut down and locked out for maintenance or servicing purposes.

7. Circuit breakers shall clearly indicate if they are in the open (off) or closed (on) position.
8. Any equipment with non-energized metal parts must be grounded or connected through a GFI (Ground Fault Interrupter) if any of the following conditions exist:
 - a. If equipment is used within eight (8) feet vertically or five (5) feet horizontally from the ground or grounded equipment, or is subject to employee contact.
 - b. If located in a wet or damp location, near sinks, etc., and the circuit is not isolated.
9. Cord and plug energized equipment with metal parts which may become energized shall be grounded or connected to a GFI in the following situations.
 - a. If the equipment is refrigerators, freezers, air conditioners, washers, dryers, dishwashers, sump pump, hand-held motor operated tools.
 - b. Appliances and tools such as hedge clippers, lawn mowers, snow blowers, wet scrubbers, etc.
 - c. Cord and plug connected appliances used in damp or wet conditions and locations or by employees standing on the ground or on metal floors.
 - d. When using portable hand lamps.
10. Receptacles shall not be overloaded. If more than the designated number of cords is to be plugged into any outlet, a power strip rated for the amount of voltage and with surge protection should be used.
11. All electrical cords shall be three-pronged (grounded) if the appliance has a three-prong plug. Do not use ungrounded extension cords with grounded plugs.
12. Extension cords shall be used for temporary purposes only. Under no circumstances shall extension cords be substituted for the building's permanent electrical wiring. The use of extension cords for the purpose of substituting the building's electrical system wiring in any structure is a violation of the National Electrical Code. Only the Lincolnwood Fire Department will

approve the use of multiple outlet strips and they must have an in-line circuit protector. Underwriter Laboratories must also approve these units or another nationally recognized testing lab.

13. Electrical cords and extension cords shall not present a trip hazard nor replace permanent wiring. Cords must not be placed on heated surfaces or lamps that may cause a fire and/or electrical shock.

Storage of Materials and Supplies

General:

1. Storage of material shall not create a hazard. Bags, containers, boxes, bundles, etc. stored in tiers shall be stacked, blocked, interlocked and limited in height so they are stable and secure against sliding and collapse.
2. All materials stored on shelves must be neatly secured, with no more than one fourth of the surface area of a container protruding over an edge of the shelf.
3. All refuse must be placed in proper containers and a sufficient number of receptacles shall be in each building.
4. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage.
5. Clearance signs shall be posted to warn of clearance limits.
6. NO storage of materials shall take place in electrical rooms. Equipment and supplies must not block access to electric panels, switches or valves.
7. Combustible or flammable materials shall not be stored anywhere except in fireproof cabinets.

Storage of Compressed Gases

1. All CO₂ cylinders, helium cylinders, oxygen cylinders, and cylinders containing propane, butane and acetylene shall be stored in a locked cage or chained securely to a wall, post or welding cart.

2. Cylinders shall be stored at least 20 feet away from radiators and other sources of heat.
3. Cylinders shall be stored in well-ventilated, well-protected areas, at least 20 feet from highly combustible materials such as oils, etc.
4. Cylinders shall be stored where they will not be knocked over or damaged by passing or falling objects, or be subject to tampering by unauthorized persons.
5. Empty cylinders shall have their valves closed.
6. Valve protection caps, where a cylinder is designed to accept a cap, shall always be in place, hand-tight, except when cylinders are in use.
7. Cylinders inside a building, except those in actual use, shall be limited to a total gas capacity of 300 lbs.
8. Acetylene cylinders shall be stored valve end up to lessen the possibility of solvent being discharged.
9. Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease or near reserve stocks of carbide and acetylene or other fuel-gas cylinders or near any other substance likely to cause or accelerate fire.

Storage of Flammable Materials

1. Make sure fire extinguishing equipment is charged and in place near storage area for flammable liquids.
2. Storage of oily rags shall only take place in a self-closing, fireproof container.
3. All flammable liquids and aerosol sprays such as gasoline, thinner, paints, etc. shall only be stored in approved fireproof cabinets. These materials must never be stored outside of the cabinet and never around any source of ignition.
4. Never use open containers for the storage of flammable liquids. Only approved safety cans with spring-loaded closures, safety disposal cans or other Factory Mutual approved cans, which do not let vapors escape, may be used for storage and

transportation of flammable liquids. These cans must still be placed in fireproof cabinets.

5. There shall be no smoking in areas where combustible and flammable liquids are stored. Signs must be posted and the rule enforced.
6. All flammable and combustible liquids must be labeled as such and have the labels facing outward so they can be easily read.

Hazardous Materials (Chemical)

1. Storage of all hazardous or toxic chemicals shall be done according to the instructions on the chemical or substance label, or the MSDS (Material Safety Data Sheet) information.
2. If you are unsure of how to safely handle a hazardous substance, read the label and MSDS sheet. If you cannot obtain the information, then do not handle it until you talk to a supervisor.
3. All employees have rights to information on hazards of chemicals and substances by federal law. The Right to Know Act provides requirements for employers to follow as well as rights to employees for protection.
 - a. As an employee, you are not required to handle a toxic or hazardous substance until you have knowledge of its effects, safety hazards and handling procedures.
4. Do not store chemicals, which are toxic and may react to heat near combustible materials or heat sources. If there is a fire, a toxic chemical may explode, create dangerous gases or become highly combustible. Hazardous chemicals shall be stored in areas where there is little or no combustible materials, excessive heat or electrical equipment.
5. All hazardous chemicals shall be stored in well ventilated rooms and/or rooms in which containment of a liquid spill can be made.
6. Only trained personnel or personnel knowledgeable about the hazardous chemical will be responsible for the handling and storage of such.
7. All toxic substances must be properly labeled with labels facing forward and stored in compliance with the Toxic Disclosure Act.

Each area must have MSDS sheets for each substance used and stored in that area. If a container does not have a label, one must be made or obtained. Unlabeled containers of toxic substances are a violation of the OSHA and Right to Know Act.

8. All toxic and hazardous chemical storage areas must have rubber chemical resistant gloves, safety goggles and a chemical cartridge respirator available in case of spills or as necessary for transferring and transporting such chemicals.
9. There must be a proper dry chemical fire extinguisher or water pressure extinguisher in the storage room.

Section 2.03 Property Safety Inspection Procedure

Purpose:

Inspections of all Department properties, including buildings, playgrounds, pools, concessions, etc. shall take place on a minimum of a monthly basis. These inspections may be performed by a CPSI Certified Supervisor, trained personnel or experienced personnel who work at these properties on a regular basis.

Inspections serve as an indicator of potential risk to employees and patrons alike. Records of inspections, work orders and follow through can make a difference in accident prevention and claims against the Department.

Supervisor:

1. The supervisor shall ensure that each property is inspected between the first and fifth working days of each month and that inspection forms are completed. (See EXHIBITS A, B, C, this section)
2. The inspector shall date and sign the report. A copy shall be forwarded to the Department Director and the Public Works Director, along with a copy of any work orders resulting from the inspection, within 48 hours. A Supervisor shall retain the originals in a separate book for each park and/or facility.
3. The Department Director shall ensure that the employee responsible for performing inspections is knowledgeable and has some expertise in inspections (preferably a CPSI Certified supervisor/foreman).

4. If the designated inspector cannot perform the inspection within the required time frame, it is his/her responsibility to ensure that it is performed.

Section 2.04 Office Safety

INTRODUCTION:

Changes have occurred in the American workplace as a result of the new office technology and automation of office equipment. As with all new technology, these changes bring with it a set of health and safety concerns. In addition to obvious hazards such as slippery floors or an open file drawer, a modern office may also contain hazards such as, poor lighting, noise, poorly designed furniture, and equipment.

Even the nature of office work itself has produced a whole host of stress-related symptoms and musculoskeletal strains. For example, long hours at a poorly designed computer workstation can cause pains in the neck and back, shoulders, lower extremities, arms, wrists, hands, eyes, and a general feeling of tension and irritability. The leading types of disabling accidents that occur within the office are the result of falls, strains and overexertion, falling objects, striking against objects, and being caught in or between objects.

1. FALLS

Falls are the most common office accident, accounting for the greatest number of disabling injuries. The disabling injury rate of falls among office workers is 2 to 2.5 times higher than the rate for non-office employees. A fall occurs when you lose your balance and footing. One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using a chair or stack of boxes in place of a ladder and by slipping on wet floors. Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help stop a fall before it happens.

- a. Be sure the pathway is clear before you walk.
- b. Close drawers completely after every use.
- c. Avoid excessive bending, twisting, and leaning backward while seated.
- d. Secure electrical cords and wires away from walkways.
- e. Always use a stepladder for overhead reaching. Chairs should never be used as ladders.
- f. Clean up spills immediately.

- g. Pick up objects co-workers may have left on the floor.
- h. Report loose carpeting or damaged flooring.
- i. Never carry anything that obscures your vision.
- j. Wear stable shoes with non-slip soles.

If you find yourself heading for a fall, remember - **roll, don't reach**. By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb instead.

2. STRAINS AND OVEREXERTION

Although a typical office job may not involve lifting large or especially heavy objects, it's important to follow the principles of safe lifting. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on your back, neck, and shoulders if you use your body incorrectly when you lift them. Backs are especially vulnerable; most back injuries result from improper lifting. Before you pick up a carton or load, ask yourself these questions:

- a. Is this too heavy for me to lift and carry alone?
- b. How high do I have to lift it?
- c. How far do I have to carry it?
- d. Am I trying to impress anyone by lifting this?

If you feel that the lift is beyond your ability, contact your supervisor or ask another employee to assist you.

3. SAFE LIFTING

- a. Take a balanced stance, feet placed shoulder-width apart. When lifting something from the floor, squat close to the load.
- b. Keep your back in its neutral or straight position. Tuck in your chin so your head and neck continue the straight back line.
- c. Grip the object with your whole hand, rather than only with your fingers. Draw the object close to you, holding your elbows close to your body to keep the load and your body weight centered.
- d. Lift by straightening your legs. Let your leg muscles, not your back muscles, do the work. Tighten your stomach muscles to help support your back. Maintain your neutral back position as you lift.
- e. Never twist when lifting. When you must turn with a load, turn your whole body, feet first.
- f. Never carry a load that blocks your vision.
- g. To set something down, use the same body mechanics designed for lifting.

4. LIFTING FROM A SEATED POSITION

Lifting from a seated position and coming back up places tremendous strain on your back. Also, your chair could be unstable and slip out from under you. Instead, stand and move your chair out of the way. Squat and stand whenever you have to retrieve something from the floor.

5. ERGONOMIC SOLUTIONS TO STRENUOUS TASKS

- a. If you are doing a lot of twisting while lifting, try to rearrange the space to avoid twisting. People who have to twist under a load are more likely to suffer back injury.
- b. Rotate through tasks so those periods of standing alternate with moving or sitting. Ask for stools or footrests for stationary jobs.
- c. Store materials at knee level whenever possible instead of on the floor. Make shelves shallower (12-18") so one does not have to reach forward to lift the object. Break up loads so each lift weighs less.
- d. If you must carry a heavy object some distance, consider storing it closer, request a table to rest it on, or try to use a hand truck or cart to transport it.

6. STRUCK BY OR STRIKING OBJECTS

Striking against objects is another cause of office injuries. Incidents of this type include:

- a. Bumping into doors, desks, file cabinets, and open drawers.
- b. Bumping into other people while walking.
- c. Striking open file drawers while bending down or straightening up.
- d. Striking against sharp objects such as office machines, spindle files, staples, and pins.

Pay attention to where you are walking at all times, properly store materials in your work area and never carry objects that prevent you from seeing ahead of you.

Objects striking employees occur as a result of:

- a. Office supplies sliding from shelves or cabinet tops.
- b. Overbalanced file cabinets in which two or more drawers were opened at the same time or in which the file drawer was pulled out too far.
- c. Machines, such as typewriters that were dropped on feet.
- d. Doors that were opened suddenly from the other side.

Proper material storage and use of storage devices can avoid these accidents.

7. CAUGHT IN OR BETWEEN OBJECTS

The last category of leading disabling incidents occurs as a result of office workers who get their fingers or articles of clothing caught in or between objects. Office workers may be injured as a result of:

- a. Fingers caught in a drawer, door, or window.
- b. Fingers, hair or articles of clothing and jewelry caught in office machines.
- c. Fingers caught under the knife-edge of a paper cutter.

While working with office equipment, concentrate on what you are doing.

8. MATERIAL STORAGE

Office materials that are improperly stored can lead to objects falling on workers, poor visibility, and create a fire hazard. A good housekeeping program will reduce or eliminate hazards associated with improper storage of materials. Examples of improper storage include - disorderly piling, piling materials too high, and obstructing doors, aisles, fire exits and fire-fighting equipment. The following are good storage practices:

- a. Boxes, papers, and other materials should not be stored on top of lockers or file cabinets because they can cause landslide problems. Boxes and cartons should all be of uniform size in any pile or stack. Always stack material in such a way that it will not fall over.
- b. Store heavy objects on lower shelves.
- c. Try to store materials inside cabinets, files, and lockers.
- d. Office equipment such as typewriters, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.
- e. Aisles, corners, and passageways must remain unobstructed.
There should be no stacking of materials in these areas.
- f. Storage areas should be designated and used only for that purpose. Store heavy materials so you do not have to reach across something to retrieve them.

Fire equipment, extinguishers, fire door exits, and sprinkler heads should remain unobstructed. Materials should be at least 18 inches minimum away from sprinkler heads.

Section 2.05 Workstation Ergonomics

Ergonomics means fitting the workplace to the workers by modifying or redesigning the job, workstation, tool, or environment. Workstation design can have a big impact with office workers health and well being. There are a multitude of discomforts which can result from ergonomically incorrect computer workstation setups.

The most common complaints relate to the neck, shoulders, and back. Others concern the arms and hands and occasionally the eyes. For example, poor chairs and/or bad postures can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet.

Certain common characteristics of computer terminals jobs have been identified and associated with increased risk of musculoskeletal problems. These include:

- a. Design of the workstation
- b. Nature of the task
- c. Repetitiveness of the job
- d. Degree of postural constraint
- e. Work pace
- f. Work/rest schedules
- g. Physical characteristics of individual workers
- h. Worker Habits & Behaviors

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in lined with the body and slightly forward.

There are some physical measurements in the guidelines below. Following these guidelines will likely improve the ergonomics of workstations and should help defend against repetitive stress injuries.

Refer to the diagram above. The chair seat and workstation tabletop may work fine within the acceptable range, but the key guideline is to keep the correct 90 degree angle between back and upper legs, between upper and lower legs, and between upper and lower arm, while at the same time keeping the head up and the feet flat on a support surface.

If the "right" measurements do this, all well and good, but if you are not the right size for these measurements to be effective, arrange yourself and your workstation to keep your body positioned correctly regardless of the measurements.

Making the workstation ergonomically safe is most difficult for workstations shared by two or more workers. No two workers are shaped exactly the same. The key is to build in as much flexibility as possible so that each worker can make adjustments when first sitting at the workstation.

Avoid the temptation to leave the workstation as the last person left it because it is too much trouble to change the settings. Your long-range health depends on making proper adjustments.

If you experience pain which you believe is caused by factors at work, be sure to see your doctor. Living with the pain in the hope that it will go away may result in more serious injury that is harder to treat and slower to heal.

1. CHAIRS

- a. **Legs** -- Chair should have 5 legs for stability and appropriate casters for easy movement while seated.
- b. **Height** -- Seat height should be pneumatically adjustable while seated. A range of 15-21 inches off the floor should accommodate most users. Thighs should be horizontal, lower legs vertical, feet flat on the floor or on footrest. Seat height should also allow a 90 degree angle at the elbows for typing.
- c. **Seat** -- A seat width of 17-20 inches suffices for most people and should be deep enough to permit the back to contact the lumbar backrest without cutting into the backs of knees. The front edge should be rounded and padded. The seat slant should be adjustable (0 to 10 degrees). Avoid bucket-type seats. The seat should swivel easily.
- d. **Backrest** -- The backrest should offer firm support, especially in the lumbar (lower back) region, should be 12-19 inches wide, and should be easily adjustable both in angle and height, while sitting. The optimum angle between seat and back should permit a working posture of at least 90 degrees between the spine and thighs. Seat pan angle and backrest height and angle should be coordinated to allow for the most comfortable weight load on the spinal column.
- e. **Padding** -- A chair seat and back should be padded enough to allow comfortable circulation. If a seat is too soft, the muscles must always adjust to maintain a steady posture, causing strain and fatigue. The seat fabric should "breathe" to allow air circulation through clothes to the skin.
- f. **Armrests** -- Armrests are optional, depending on user preference and tasks performed. They should not restrict movement or impede the worker's ability to get close enough

to the work surface. The typist should not rest his or her forearms on armrests while typing.

2. TABLES AND WORK SURFACES

- a. **Copy Stand** -- Use of a copy holder-instead of resting copy on the table top-helps eliminate strain and discomfort by keeping the copy close to the monitor and at the same height and distance from the user's face as the screen.
- b. **Bi-Level** -- User comfort (and strain avoidance) dictate that the keyboard should be at a lower level than the screen so that the screen can be viewed comfortably and the keyboard used comfortably. The familiar arrangement of stacking the monitor on the computer while keeping the keyboard on the table top can be successful. Another possibility is to use a special lower shelf for the keyboard. This may be especially useful when the table top is also needed as a writing surface-writing height for an individual is usually higher than that person's keyboard height.
- c. **Height** -- Correct table height depends upon the user of a workstation and upon the chair and other factors that interact with the user and table. The ideal is for the user to be able to sit at the table with the keyboard in place and be able to easily maintain a 90° elbow angle and straight wrists while typing. The height of an adjustable keyboard support should adjust between 23" and 28" to accommodate most-but not all-users. 26" is a recommended compromise position, while leg clearance must still be considered.
- d. **Surface Area** -- The table top should be big enough to allow space not only for all computer-related necessary equipment, but also for paperwork, books, and other materials needed while working at the computer. Working with materials on chairs and at odd angles has the potential for neck and other body strain. Frequently used items should be kept close to avoid long reaches. A general recommendation is that the table top should be at least as big as the standard office desk -- 30" by 60". A depth of at least 30" allows flexibility in use/reuse of the table. Usable space may be maximized by good wire/cable management.
- e. **Leg Room** -- Knee spaces should allow a worker to feel uncrowded and to allow some changes of position -- even with the keyboard support lowered to the correct level for use. The knee space should be at least 30" wide by 19" deep by 27" high to comply with the requirements of the Americans with Disabilities Act. Leg clearance should be greater than the height of the thigh and knee of the largest

person using the workstation; for those using a footrest, clearance must be calculated with the legs in place on the footrest. Likewise, depth of the "clearance envelope" for both knees and toes should be evaluated while the workstation user is in a normal working position at the table (determined by the design of the seating system and the way the user sits). Drawers and support legs (for furniture) should not go where human legs need to fit.

- f. **Footrests** -- Situations will arise in which a user is perfectly adjusted for keyboard use and with the monitor at a correct angle, but her/his feet do not rest flat on the floor. A footrest may be used to correct this problem.
- g. **Edges** -- Table edges should be smoothed or rounded to avoid discomfort on the part of the user as hands, arms, and wrists contact the table.
- h. **Construction** -- Sturdily built tables help avoid irritating vibrations.
- i. **Surfaces** -- Medium and light-colored surfaces may help avoid excessive contrast with printed materials. A non-shiny surface is recommended to help in reducing glare.

3. COMPUTER HARDWARE (Monitors)

Selection (Monitors)

- a. "Refresh rate" refers to how often a screen image is "redrawn." Too Slow a refresh rate produces noticeable screen flicker, contributing to eyestrain. The minimum refresh rate for the selected monitor should be 70 MHz.
- b. The monitor should be of the non-interlaced type.
- c. The monitor should be of a tilt-swivel type, to enable the user to adjust its positioning for optimum ergonomic benefit, i.e., to minimize neck twisting and craning.
- d. Monitor screens should be as flat as possible, to minimize potential focus problems.
- e. When selecting an LCD (liquid crystal diode) monitor or screen, the active matrix type offers the clearest image for minimizing eyestrain.

Use (Monitors)

- a. Optimum monitor distance from the eyes is between 18 and 24 inches. Closer distance magnifies possible eyestrain, and dust and radiation exposure.
- b. The top of the screen should be at eye level, or not more than 15 degrees below eye level. If lower than this, the monitor should be raised by means of a monitor stand or other stable lift.

- c. If the monitor offers a manual focus adjustment, use it frequently to ensure the image is as sharp as possible.
- d. The electrical charges in monitors attract much dust. Clean the screen frequently to keep the image sharp.
- e. Eliminate or reduce screen glare by keeping direct light sources away from the screen. Use indirect lighting if possible. Don't position the monitor in front of a brighter light source.
- f. A monitor that utilizes dark letters on a light background, or that offers this setup option, is preferable to reduce eyestrain. In building your monitor's "desktop" or creating a document, avoid using red or blue for either the background-where they tend to be brighter than the work document-or for the regular font (text) color-where they are less distinct.

Safety (Monitors)

- a. Monitors not only attract dust but repel it toward the face. Keeping the screen free of dust also minimizes potential allergic reactions.
- b. Monitors are a source of radiation. While some dangers thought to exist have been found to be minimal, others are still being studied. Radiation is most prevalent out the backs and sides of monitors. Workstations backing upon one another should be at least 48 Inches apart. Workstations placed side-by-side should be at least 36 inches apart.
- c. For optimum radiation safety, turn off the monitor when not in use. On most newer workstations this can be done without shutting down the computer.

Keyboards

Height -- The keyboard should be placed at approximately seated elbow height. A worker's fingers should fall on the "home" row of keys while the arms fall straight down from the shoulders and the forearms are held parallel to the floor.

Wrists -- Wrists should be held in a neutral position, in line with the forearm, with no bend up, down, or to either side, while typing. When your arms are dangling straight down from the shoulders and relaxed, the wrists are in their natural position. This position should be duplicated as closely as possible while using the keyboard. Studies show that cumulative trauma disorders associated with computer use can be attributed to

repetitive movements made while the wrist is bent up, down or sideways from a neutral position. This causes pressure to be exerted on the tendons, nerves, and blood vessels passing through the carpal tunnel.

Arms -- Arms should rest at your sides, with forearms held at approximately a 90 degree angle from the upper arms. Elbows should be kept as close to the body as possible with the shoulders relaxed to reduce strain on the upper body.

Posture -- The head should be kept over the shoulders to reduce strain on the neck and improve blood flow to the upper body. The back should be upright, against the back of the chair, so the weight of the upper body is supported by the chair. The chair should support the natural inward curve of the spine in the lower back. A pillow or rolled towel can be used to provide extra lumbar support if needed.

Pressure -- Moderate to light pressure should be used when typing. Use of excessive force can play a major role in cumulative trauma disorders. Keyboards should be operable with a light touch.

Keyboard slope -- The surface angle of the keyboard should be adjustable so the keys can be reached easily with the wrists in a neutral position. Some keyboards can be placed flat or angled slightly upwards at the back. A new keyboard is on the market that incorporates a negative slope, down and away from the user, and is also advertised as encouraging a neutral wrist position.

Keys -- Keys should be slightly concave on top to conform to the shape of the fingers and to keep them from sliding off keys. Keys should be large enough and should be spaced comfortably.

Finish -- A matte finish in a neutral color is needed to keep glare to a minimum and reduce distraction.

Wrist rests -- Wrist rests should only be used to support the wrists in pauses between typing if this is comfortable for the individual. Placing the wrists on a wrist rest while typing can create a bend in the wrists and pressure on the carpal tunnel. Wrist rests should have rounded, not sharp, edges and should provide a firm but soft cushion.

Split keyboard -- Split keyboards with a raised middle may facilitate a more natural position for the wrists while typing. Many alternative keyboard designs are available, but most are expensive and not widely available. There is much difference of opinion about their effectiveness in preventing cumulative trauma disorders.

Mice

- a. Always maintain a neutral wrist position, keeping wrists straight and relaxed.
- b. If you find it useful, use a mouse wrist support.
- c. Never use force when clicking or dragging the mouse.
- d. Use the whole arm to move the mouse, rather than just the forearm, which will prevent strain on the hand and wrist muscles.
- e. The mouse should be in the "immediate reach zone", avoiding placing it too far away, too low, or extended from the keyboard.
- f. Setting the mouse on a platform, slightly above the keyboard, offers natural comfort and maximum hand-eye coordination.
- g. If possible, switch the mouse to your other hand occasionally to avoid too much stress on one shoulder arm.

4. ENVIRONMENTAL FACTORS

Air - Keep as much fresh air inside as possible—at least two air exchanges per hour. Maintain plenty of air circulation (but not drafts) especially around printers and copiers, but don't direct airflow toward the face.

Dust - The computer creates an electrostatic field that attracts negatively charged particles, creating a film of dirt and repelling positively charged particles toward the operator's face. Keep dust in the area to a minimum.

Temperature and Humidity - Maintain a comfortable temperature, from 68-72 degrees F. Maintain the humidity level in the air to about 30- 50% relative humidity, but exercise caution as some computer equipment (notably laser printers) cannot operate with higher humidity levels.

Lighting/Glare - Keep bright lights out of your field of vision. Lights should not flicker. Monitors should be turned 90 degrees from light sources such as windows. Use shades or blinds to dampen outside light. Indirect lighting is preferable, but it should not overpower the brightness of the screen. In general, the luminance of the monitor and the surroundings should vary by no more than a factor of 3, though recent research seems to indicate that a wider variance may be acceptable under certain circumstances. Ambient lighting should be in the 200-500 lux range. Keep luminance in the room at a constant level (i.e., there should be no bright spots). Use task lighting only if

necessary; keep it as low as possible to do the job, but no brighter than the screen; and, make sure it does not spill light into your eyes or produce glare on the screen. Tilt the screen as appropriate to avoid glare from overhead sources. Some experts recommend not wearing white clothes which can create more glare on the screen. No one anti-glare device is best for all situations, and some (such as nylon mesh screen covers) are usually counterproductive by making the screen too dark for the surrounding light levels. In general, glare increases with the luminance, size, angle of incidence, and proximity of the source of light to the line of sight.

Noise - Music, conversations, and other office noise should be low enough so as not to be distracting. Use acoustic panels and ceilings to balance sound. Ambient noise levels should be below 55 decibels.

Radiation - Modern monitors have much lower radiation levels than earlier models. Maintain space behind monitors where most radiation occurs. No one should be within four feet of the back of a workstation for an extended period (and partitions do not block extremely low frequency (ELF) radiation). Because copiers contribute to higher radiation levels, they should be situated away from staff members whenever possible.

Room surfaces - Use matte finishes and neutral tones. Avoid pure white or reflective surfaces and avoid gloss or semi-gloss paint. Floors should be carpeted or have a dull finish.

Space - You should have enough space to adopt various comfortable positions. While privacy may be important, you should be able to easily shift your focus to a distant object. Keep the most frequently used items within easy reach.

Static electricity - Decrease static in the area by using carpet sprays, increasing humidity levels, etc.

5. **HUMAN FACTORS**

Once you have a workstation ergonomically suited to you (and remember to adjust your workstation as soon as you sit at it), there are additional steps that you can take to avoid repetitive stress and ensure the success of a healthy working environment.

Relaxation - Maintain good, relaxed posture. Don't crook the telephone headset between your ear and neck. Keep wrists flat in a neutral position. Use as light a keystroke as possible.

Exercise - Exercise is one of the key elements in the successful outcome of an ergonomics program. You should move around at least once an hour during intensive computer use. Stretch; use recommended stretching exercises. Shift

positions frequently. Vary your work routines; try to mix non-computer work with computer work. Participate in a regular fitness program away from work.

Vision - Remember to blink! A normal blink rate is once every five seconds. Give your eyes a rest before they tire; close them for a few seconds. Use eye moisturizing drops to help soothe strained or dry eyes. Choose a distant focal point and frequently refocus from the monitor to that object (about every 10 minutes). Get sufficient rest. Schedule an eye exam. Buy computer glasses if recommended. Computer glasses are especially helpful for wearers of bifocal, trifocal, and/or corrective lenses.

Preferred Posture - Ergonomics, the science of designing workplaces so they fit the person, can help reduce the stress of the repetitive motions you perform at your job. Try adjusting your office furniture so that you can keep your wrists straight while typing. (Typing with your wrists and elbows lower than your fingers is very stressful for the tendons and can put pressure on the main nerve in your hand.) Position your chair high enough so that your elbows are even with, or slightly higher than, your keyboard while you type.

3. EMERGENCIES

Section 3.01 Emergency Action Plan

Purpose

To familiarize Village of Lincolnwood personnel with procedures to be utilized in the event that a fire, bomb, tornado, or other threat that could present a danger to lives or property.

Policy

It shall be the responsibility of the Village of Lincolnwood to establish procedures which are designed to provide guidance during emergencies and, if necessary, for the safe and orderly evacuation of buildings. It shall be the responsibility of all employees to familiarize themselves with these procedures and to follow them in the event of an emergency. It shall be the responsibility of the Safety Coordinator to ensure that FLOOR PLANS of each of our buildings are developed, showing evacuation routes including essential emergency equipment locations, and to post them in conspicuous locations with the assistance of the Lincolnwood Fire Department.

Procedure

To effectuate the objectives of the Village of Lincolnwood's Emergency Operations Plan, the Safety Coordinator shall coordinate annual training of all employees with emphasis being placed on the training of *Emergency Team* members. Additionally, each employee shall familiarize him or herself with the Organizational Emergency Plan procedures and know the location of exits, fire alarm pull boxes, fire extinguishers, and other essential emergency equipment.

1. Emergency Team Membership

The Emergency Team is made up of at least one to two employees from each major operating department and the Village of Lincolnwood Safety Coordinator. Two people are designated in an attempt to assure that there will be at least one on duty in the event of absence of the other, and these individuals will be determined by the Department Head of each major operating department. They assist in fire and other emergencies by carrying out assigned duties. Team members wear orange vests during the emergency so others can identify

them as trained personnel. The training of this team is the responsibility of the Safety Coordinator, with the assistance of the Lincolnwood Fire Department.

2. Emergency Team Member Responsibilities

- a. If there is a fire alarm system in the building, sound the alarm, if not already done. Otherwise, call the Lincolnwood Fire Department - Dial 911.
- b. Remain calm and promote calmness. **AVOID PANIC.**
- c. Guide and direct employees and visitors to Exits to evacuate the building or appropriate shelter/location. This depends on the type of emergency.
- d. Quickly make one last check to be sure all people are out of the building.
- e. Close and lock all personnel file cabinets. Close, but **do not** lock doors behind you.
- f. Assemble all people at the predetermined meeting place and begin to account for all departmental personnel.
- g. If someone is missing, immediately notify the FIRE or POLICE personnel at the scene. Do not attempt to re-enter the building.

Section 3.02 Fire Procedure

The best protection against fire is **PREVENTION**. However, fires can begin in a number of ways, ranging from spontaneous combustion, electrical hazards, lightning, vandalism, explosion, etc.

To stop or impede the spread of fire, early detection, notification to the Fire Department, evacuation of building occupants and extinguishments are essential. The impact of a fire is greatly affected by staff's response to the above-mentioned factors as well as the operation of fire alarms, exit signs, emergency lighting and employees trained to use extinguishers.

1. Basic Action and Evacuation

If the fire alarm in your building sounds, or a visual sighting of fire or smoke is made, proceed as follows:

- a. Activate the nearest fire alarm and have a staff member call 911, if not already done.

- b. Begin the evacuation of the building's occupants and give directions for staff to assist in the procedure. Follow the nearest, safe exit route according to the emergency plan for your building. Proceed to these exits calmly, do not run.
- c. Make sure occupants are accounted for to the best of your knowledge. Make evacuation announcements in washrooms, locker rooms, etc. Upon exiting the building, have staff members take a head count and locate any persons for whom they may be responsible.
- d. Have staff hold doors open for patrons.
- e. Keep anyone from re-entering the building, have occupants stay at least 500 feet from building.
- f. Close doors and windows on your way out if the situation allows.
- g. Do not open any door if it is hot to the touch. If a fire is suspected to be located behind a closed door, check the door, or if you are unsure, do not open it.

2. Fire Extinguisher Operation

Employees are not required to use a fire extinguisher or to attempt to extinguish a fire. Should you choose to use a fire extinguisher, follow the following four steps. An easy way to remember them is the word - PASS.

Pull the ring pin on the side of the handle.

Aim the extinguisher at the base of the fire.

Squeeze the handle of the extinguisher.

Sweep back and forth at the base of the fire.

Remember to always keep yourself between an exit and the fire at all times. Never attempt to use another fire extinguisher, in the event the fire was not extinguished during the first attempt. Leave the area immediately and inform Lincolnwood Fire Department personnel of the location and your attempt to extinguish the fire.

3. Predetermined Location

Employees working in the Village Hall and Community Center should assemble at the flag poles in front of the Village Hall. Employees working at the pool or concession area should assemble at "Grandma's Mountain", just south of the complex.

Section 3.03 Severe Weather Procedure

Purpose:

In the event of an emergency, follow these specific procedures for the safety of program participants and yourself. In the event of severe weather, knowledge of, and training in these procedures could save your life and that of others. Severe Weather Procedures involving key employees must consider the following information and will be unique to each facility.

WATCH CONDITIONS: There is the possibility of severe weather in your area. When conditions for severe weather are present caution should be taken. When a watch is announced, plans should be reviewed in the event the watch is updated to a WARNING.

WARNING CONDITIONS: Issuance of a severe weather warning means that an actual condition has been sighted or is about to occur in your immediate area. The threat of a severe thunderstorm or tornado is imminent and you should take shelter immediately.

1. Severe Thunderstorm Warning Procedures:
 - a. Stay inside. Do not go outside unless you have to warn others.
 - b. Notify all staff members and any groups that are inside or in rooms with high ceilings of warning. Have them follow all appropriate procedures.
 - c. Close windows. Stay away from sinks, metal pipes, stoves and electrical appliances.
 - d. Turn off computers, televisions, etc. until warning or lightning has passed.
 - e. Do not let children go outside or leave the building unless accompanied by their parent or guardian. If

children must be detained due to weather, call parents and notify them.

- f. Do not stay in rooms with high ceilings or long roof spans. Gymnasiums and auditoriums are dangerous in severe thunderstorms because high winds or microbursts can rip the roof off or make it collapse.
- g. If you are outside, move indoors immediately.
- h. If you are outside and feel your hair stand up and your skin tingle, lightning is about to STRIKE. Drop to your knees, lean forward and place your hands over your head. This will decrease your chances of becoming a conductor for lightning.
- i. Do not stand under trees or out in the open, get to a low area, ravine or dense woods if possible.

2. Tornado Warning Procedures:

- a. Refer immediately to the individual facilities' Severe Weather Procedures for finding the best shelter. Notify all occupants in the building of the warning and to take cover in the closest shelter area of the building as designated by the procedure.
- b. Do not take time to open windows or gather personal belongings. If you are near the weather radio, unplug it and take it with you.
- c. Proceed to the nearest designated shelter as quickly and calmly as possible. When in the nearest designated shelter, get on your knees and cover your head with your hands or get under sturdy furniture.
- d. Do not leave the shelter until the warning or storm has passed. When it does, assess the facility for damage and injuries. If you smell gas or other fumes, follow the evacuation route and leave the building immediately. Call the Fire Department at 911.

Section 3.04 Bomb Threat Procedure

Purpose

The following procedures and information is provided to help organize an evacuation of a facility in the event of a bomb threat. The Bomb Threat Procedures shall be set up much like fire and severe weather procedures and can utilize the same employees and steps.

If a call is received that a bomb has been planted in a building, proceed according to the following plan:

Person taking the telephone threat:

1. All threats must be taken seriously.
2. Be calm and courteous. Prolong the conversation as long as possible; be alert for background noises such as music, voices, trains, aircraft, etc.
3. Note distinguishing voice characteristics.
4. Record call in detail, in writing, including the time received.
5. Ask questions:
 - a. Where is the bomb located?
 - b. When will the bomb explode?
 - c. Why was the bomb placed there?
 - d. What does the bomb look like?
 - e. Notify the Lincolnwood Police Department at 911 on another line or immediately after hanging up.

Evacuation:

1. In the event of a bomb threat, total evacuation will be effective immediately.
2. Follow procedures of evacuation according to Bomb Threat Procedures for the facility.
3. Make sure that all patrons and staff are accounted for before ending evacuation procedure.

Facility Inspection:

1. If a bomb threat is received, it is not recommended that staff stay inside the building and search for the bomb. However, if a suspicious item is noted or you are in the vicinity of the suspected bomb, make note of anything out of the ordinary. This information could prove vital to the authorities.
2. If a suspicious item is found:
 - a. Do not touch!
 - b. Clear the area.
 - c. Notify management.
 - d. Try to isolate the object by closing doors.
 - e. Police Department personnel and trained bomb team will take over at this point.
 - f. Staff should not return to the building until the Police Department officials declare the area safe.
3. Do not pull the fire alarm, use cell phones or any two-way radios during the evacuation as this may trigger an explosion.

4. SPECIFIC PARKS & RECREATION DEPARTMENT SAFETY PROCEDURES

Section 4.01 Employee Job Training Procedures

Purpose:

When employees are hired and periodically throughout their employment, it is necessary to train them on the safe operation of equipment. This is especially true in maintenance areas. In order to prevent injury to an employee and prolong the life of equipment, sufficient training of employees must be provided on all equipment used within the limits of his/her job.

Job instruction must take place at the beginning of employment and should be an ongoing process with all employees, especially if there are problems with the way equipment is being operated. Equipment and jobs performed with particular machines should be evaluated, with employees being subsequently trained in all phases of use and job completion. Such jobs as safely using pool chemicals, golf cart require employee training initially and on a periodic basis.

Supervisor:

1. Each time a new employee is hired, they must be trained on all aspects of the proper and safe operation of each piece of equipment they will be using to perform their job. New employees also include part-time and seasonal employees.
2. Each time a new piece of equipment is purchased, leased or borrowed, the employee using it must be trained on the proper use of the equipment.
3. Someone who is knowledgeable on the use of such equipment may perform the training and the employee must read the operator's manual. If video training tapes are available on a particular piece of equipment, their use is recommended.
4. Upon completion of each training session, all affected employees must sign an Employee Training Completion Form (See EXHIBIT A, SECTION VIII), if it is a general session.
5. The supervisor shall keep an individual, updated file for all employees.

Section 4.02 Employee Driving Procedures and Rule

All drivers of Parks & Recreation Department vehicles, and those using their personal vehicles for Department business, will comply with all applicable laws of the State of Illinois as well as any additional regulations of the Department and municipality.

General Procedures

1. The operation of any Department vehicle, equipment or personal vehicle when on department business while under the influence of alcohol or drugs is strictly prohibited.
2. Safety belts will be worn at all times by all drivers and passengers. The number of passengers in any vehicle will not exceed the number of seat belts available in the vehicle, and no more than three (3) persons will ride in the front seat of any vehicle.
3. Backing up vehicles without a clear view of the area in back of the vehicle will be done with the assistance of a guide when possible. If a second person is in the vehicle, he/she will get out and guide the vehicle back using the appropriate hand and voice signals. If the driver is alone, he will get out of the vehicle and inspect the area behind before backing. Strict caution is to be observed.
4. Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate or to material extending past the gate.
5. Drivers will carry their State driver's license at all times when operating motor vehicles.
6. Each employee whose position requires the operation of a vehicle, regularly or occasionally, is required to sign a consent form on his or her application agreeing to verbal license verification by the Secretary of State. All employees operating vehicles for District business will have a driver's license abstract completed each subsequent June.
7. Riding on the sides, toolboxes, tailgates or roof of any truck is prohibited. Further, standing in the back of any truck is not permitted. Riders will be seated only in the proper seating area.

8. Drivers will direct their full attention to driving only, not to filling out forms, etc.
9. Turn signals will be utilized by all drivers at all times to warn oncoming or following vehicles of intent, i.e., all turns, lane changes, etc.
10. Drivers will check “blind spots” of vehicle by turning head quickly to left or right, prior to moving the vehicle laterally on the highway ,i.e. lane changes.
11. During periods of limited visibility or any time windshield wipers are in use, vehicle headlights will be turned on as required by state law.
12. Trailers are to be fastened securely to hitches. Safety pins in locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
13. All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
14. No vehicles, turf equipment or tractors should drive across grass when frost is present, unless there is an emergency or employee is so directed.

Parking Procedures

1. Department vehicles are not to park in “NO PARKING” zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a “NO PARKING” zone, emergency flashers will be turned on.
2. No Department vehicle is to be left unattended with the key left in the ignition.
3. All Department vehicles should be locked when not in use for long periods of time or when they contain Department equipment.
4. Employees who occupy a metered parking place will pay the meter for the duration of the stay.
5. Department vehicles shall not park in “Handicapped Zones”.

Pre-trip Inspection – Non-assigned vehicles

1. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under inflated tires, or any other condition which may create an unsafe situation.
2. Drivers will insure that the windows, headlights, taillights and windshield wipers are clean and operational at all times.
3. Any deficiency encountered will be reported to a Supervisor immediately. It will be the Supervisor's responsibility to insure that appropriate action is taken to correct the problem.
4. All pre-trip inspections will be documented on a Pre-Trip Inspection Form. (See EXHIBIT A, this section).

Section 4.03 Operation of Parks & Recreation Department and/or Private Vehicles

1. All Department and private vehicles shall only be driven in parks when absolutely necessary to accomplish the work. Employees who need to enter the park for purpose of inspection or other reasons for which the transportation of heavy tools or equipment is not necessary, should park the vehicle in the nearest public parking area and enter the park on foot.
2. If necessary to enter the park with a vehicle for the transportation of tools and/or equipment, the following procedures must be followed:
 - a. Operation of the vehicle shall be confined to the service drive or other paved surface, if at all possible.
 - b. When the vehicle must be driven off the paved surface, it should be operated at the lowest speed and parked in such a way so that as the employee leaves the site, he will not have to back the vehicle up. The vehicle should always be parked with a minimum of ten (10) feet of clearance on all sides to permanently fixed obstructions such as benches, water fountains, picnic tables, etc. The employee, upon leaving, must walk completely around the vehicle and familiarize himself with the conditions before operating the vehicle.

- c. If more than one person is in the vehicle, a minimum of one person must get out of the vehicle and observe all backing operations.

5. REPORTS

Section 5.01 Accident Reporting Procedure

Purpose:

Prompt and thorough reporting of accidents and resulting claims is vital in controlling claim costs, preventing similar accidents and revising future procedures.

The purpose of this procedure is to educate employees and to encourage them to report all accidents promptly and thoroughly, regardless if a claim is made or not.

Accident investigations and resulting reports should be completed in the event of the following:

1. Personal injury to an employee or volunteer.
2. Personal injury to a program participant.
3. Property damage, which results in personal injury.

Accident Investigation:

Even minor employee and participant accidents should be reported (EXHIBIT A, this section) and reviewed (Section 1, 1.04), for the seriousness of an accident often is a matter of luck. Accident statistics have shown that a pattern of minor injuries will almost always lead to a severe case.

Every accident should be investigated immediately. The longer we wait, the harder it is to gather facts. As time passes, evidence can be lost and important details may be quickly forgotten. The only time an accident investigation should be delayed is when medical treatment is being given or a person is emotionally upset.

Conducting accident investigations for employee and participant injuries are essentially the same, but employees should avoid certain subjects when investigating patron injuries:

1. **DO NOT** discuss insurance coverage or potential agency liability.
2. **DO NOT** discuss **ANY** negligence on the part of the agency involving personnel or equipment.

3. **DO NOT** discuss corrective action that should or might be taken to prevent future reoccurrence.
4. **DO NOT** release a copy of the Accident Report Form to anyone but the Village IRMA Representative, Department Director and/or IRMA. **DO NOT** photocopy Accident Report Forms. Send the original to the Village IRMA Representative.

Conducting The Interview:

1. Interview the employee or patron who is most directly involved, and then move on to other witnesses.
2. Put the individual at ease. The most important thing to remember while making the investigation is that you are not trying to blame any individual for the accident. A friendly and understanding manner is a necessity in gaining cooperation.
3. Conduct the interview at the scene of the accident whenever possible. Try to make the interview as private as you can to put the individual at ease, prevent ideas from being influenced by others and avoid possible embarrassment over any work mistakes or poor judgment.
4. Ask for the employee or participant's version of the accident. Let the individual know that you only want a step-by-step account of what happened, and then let them tell it. Always avoid interpreting or clarifying a statement. If you don't understand something, wait until they have finished before asking questions. A good investigator is a good listener. Avoid making any judgmental remarks that may put the person on the defensive.
5. Ask any necessary questions. Limit your questions to only those needed in finding the ultimate cause of the accident:
 - a. Where did it happen?
 - b. How did it happen?
 - c. What were the causes?
 - d. Why did the causes exist?
 - e. What actions did witnesses or employees take?

f. How many witnesses were there?

Whenever possible, ask open-ended questions that cannot be answered by a simple yes or no. These questions will obtain more information and details.

6. Repeat the story, as you understand it. This allows the person to be sure that you understood. It will also give the person a chance to correct any details before ending the interview.
7. With employee injuries **ONLY**, end the interview on a positive note by discussing actions that can be taken to prevent the accident from happening again.
8. Use the same techniques when interviewing other witnesses. Again, the sooner the interviews take place, the fresher the details will be.
9. Be sure that all applicable information requested on the form is completed.
10. Never re-enact an accident unless there is no risk of injury.

Accident Report Forms: (See EXHIBIT A, this section).

1. Employee Accidents

When an employee is involved in an accident the following forms need to be completed: Lincolnwood Parks and Recreation Department Accident Report, IRMA Supervisor's Investigation Form, Employee Statement of Injury Form, and Form 45. (See Section 5.05 Workers' Compensation). Form 45 must be sent to the IRMA Representative by the end of the workday on which the accident occurred or the first business day if it occurs on a weekend or holiday. A Duty Status Report needs to be filed with the IRMA Representative upon return from medical treatment and/or evaluation.

2. Volunteer Accidents

Volunteer accidents will be reported on the Department Accident Report Form.

3. Patron Injuries

When an injury occurs to a user of a facility or program participant, the person in charge should fill out the Department Accident Report Form.

ALL original report forms must be forwarded to the Village IRMA Representative. If the accident is serious, results in a police report being filed, is a recurring accident or one which could cause public concern, the Department Director should receive the report as soon as it is completed and the accident reported to IRMA immediately.

Follow up on the results of your accident investigation.

Take action! Try to eliminate or control the conditions that caused the accident. All of your time and effort will be wasted if you do not use the results of your accident investigation to prevent similar accidents.

Follow these general guidelines on accident follow up:

1. If employee failure was involved, be sure to re-instruct and emphasize correct procedures. Also, be sure that any employees involved in similar operations received additional instruction.
2. Change any operations or procedures within your authority to eliminate a hazard. If necessary changes exceed your authority, seek management approval.
3. Document all phases of your investigation on Accident Report Forms or with memos. With the Tort Immunity Act, the Village must be proven willful and wanton to be held negligent. The Village can be proven negligent when accidents have occurred from a known hazard, yet no preventive actions have been taken to control the hazard. The follow up documentation from accident investigations (work orders, memos, etc.) could make a difference in claims filed against the Village.

4. Only directors, managers or supervisors should complete the Directors Investigation and Recommendations section on the Accident Report. The recommendations must be approved by the Department Director. Be sure to avoid the following in your narrative on the accident investigation:

Avoid:

- a. Stating that no unsafe action was committed or any unsafe condition existed.
 - b. Being too vague or too general to construct a preventative action plan.
 - c. Using the report to find fault and fix blame rather than a fact finding and prevention tool.
 - d. Failing to dig for all of the facts or not letting the individual tell the full story.
5. Be sure that all sections of the report form(s) are complete with names, dates, phone numbers, etc. and have a complete description of what happened and what actions were taken. Remember to complete Form 45 for Workers' Compensation accidents for all employees.
 6. Form 45 and an Accident Report need to be completed regardless of whether an employee seeks medical attention, goes to any hospital or health provider, or takes ANY time off work due to the injury. This will prevent delays in reporting and investigation.
 7. If possible or necessary, take and attach photographs of the accident scene or draw a sketch. Attach all related written statements regarding the accident.

Section 5.02 Incident Reporting Procedure

Purpose:

Prompt investigation and reporting of incidents, other than personal injury, will help recover lost property in a timely manner, prevent similar losses and aid in keeping track of property losses and loss of or damage to another's property.

Incident investigations and resulting reports should be completed in the event of the following: (See EXHIBIT B, this section).

1. Property destruction/damage with no personal injury.
2. Vehicle/Equipment damage or loss.
3. Incidents involving damage to another's property.
4. Theft of property belonging to the Department/Village or another if property was taken from a Department/Village facility.
5. Damage to or destruction of leased property belonging to the Department/Village or leasing agency.
6. Observation of any wrongful act on Department/Village property.

Incident Reporting:

The investigation of an incident is to be handled in the same manner as an accident. Find out exactly what happened, who was involved; obtain personal statements, personal information, then complete forms, etc. However, some situations will be handled differently.

Incidents can involve the loss of property or a wrongful act observed on Department/Village property. An incident is anything that happens on Department/Village property that does not result in personal injury, or any activity, which could have further implications.

1. It is important that all incidents of damage/loss of property are reported, police reports and a damage/loss estimate obtained. The Department/Village has a deductible with IRMA and any losses must be reported to the Village IRMA Representative so it can be determined if the Department/Village will be reimbursed for any losses.

2. Incidents which involve police calls, the arrest of anyone on Department/Village property, theft or vandalism, also need to be documented and investigated.

Reporting Incidents

1. Investigate the situation as you would a personal injury.
2. Complete a Parks and Recreation Department Incident Report and attach all supporting documentation such as Police reports, Fire Department reports, photographs, memos, etc.
3. Route information to Village IRMA Representative for review by the **end of the day**, or the first business day if it is a weekend or holiday.
 - a. Incident reports may be faxed to ensure the Village IRMA Representative receives the reports by the end of the workday. The original must be placed in inter-office mail the same day the report is faxed.
 - b. A copy of the incident report must be provided to the Department Director at the same time as the report is sent to the Village IRMA Representative. Note on the Incident Report the date and time this step was completed.
 - c. Staff completing the incident report must notify their Department Director in case immediate attention is required.

Section 5.03 Vehicle Accident Reporting

If a Department/Village vehicle is involved in an accident with another vehicle, the police must be called immediately. The only exception is in the case of Department/Village vehicles becoming involved in an accident with another Department/Village vehicle.

Any accident involving a Department/Village vehicle must be reported to the Department Director and Village IRMA Representative immediately, especially if the accident involves bodily injury or costly damage. This is necessary to facilitate the filing of insurance claims.

The Department/Village has a deductible amount for each occurrence. However, even if the accident seems minor, it must be reported to the

Department Director and Village IRMA Representative, even if a claim is not made. Estimates may need to be obtained in order to determine if a claim is to be filed.

Pictures should be taken of the accident scene or resulting damages if it was serious or may have serious implications.

When an accident has occurred between a Department/Village vehicle and another's vehicle the...

Driver or Representative should:

1. Survey accident scene to determine if occupants of vehicles are injured.
2. Facilitate calling proper authorities.
3. Take precautions to protect occupant(s) and vehicle(s) from harm.
4. Present Driver License, Department/Village identification to authorities when they arrive.
5. Record the following information:
 - a. Place, date, time of accident
 - b. Name, badge number of police officer
 - c. Name, address, phone number and operator's license number of other driver
 - d. Name of those receiving citation, if any, as well as above information
 - e. Name, address, phone number of any witnesses
 - f. Action taken at the scene, first aid, safeguards, etc.
 - g. Information on other vehicle:
 - 1) Manufacturer, model and year of vehicle
 - 2) License plate number, state
 - 3) Registered owner's name, address, phone number

- 4) Operator's name, drivers license number, insurance company and agent's name, phone number and policy number
- h. Name, address and phone number of any injured person(s)
- i. Explanation of how accident occurred
- j. Sketch of what happened and/or photographs
6. Notify your supervisor from the scene, if possible.
7. Obtain a copy of Police reports and any other reports as soon as possible and route them to the Village IRMA Representative.

If an accident takes place between Department/Village vehicles, most of the above information does not need to be obtained. However, all pertinent accident information does. Police do not need to be called. Complete a Department/Village Incident Report; notify your supervisor and the Village IRMA Representative. Estimates may need to be obtained to determine if a claim is to be filed.

Section 5.04 Property Damage Reporting

Purpose:

The purpose of property damage reporting is to report loss/damage to Department/Village property or loss/damage to another's property caused by the Department/Village or its employees. Any damage to property owned by the Department/Village, any other organization or individual, must be immediately reported to your Supervisor and the Village IRMA Representative.

Reporting Property Damage

Employee Causing/Discovering Property Damage:

1. Notifies supervisor of damage immediately.
2. Takes steps to minimize damage or prevent additional accidents.
3. Investigates and reports on causes of the damage.

4. Take pictures if possible, or draw a sketch, etc.
5. Contact the Village IRMA Representative to determine which forms need to be completed.

Section 5.05 Workers' Compensation Reporting

Purpose

When an employee is injured, the employee is entitled to certain rights as dictated by the Workers' Compensation Act and over-seen by the Illinois Industrial Commission. The Handbook on Workers' Compensation & Occupational Diseases provides an overview of rights and benefits. It is necessary to report All employee accidents, whether a claim is made or not. Whether an employee receives medical treatment or not and/or misses any time from work, an Employer's First Report of Injury/Illness, Form 45 must be completed, as well as the Department/Village Accident Report Form. Keeping track of these injuries and recording them properly is important in protecting both the rights of the employee and the Department/Village.

Injured Worker

1. Reports injury immediately to supervisor.
2. Assists the immediate supervisor in properly completing a Workers' Compensation Form 45, Employers First Report of Injury. This should be done by the end of the workday. (EXHIBIT A, this section).
3. Depending on the nature of the injury, the worker will:
 - a. be taken to the nearest Hospital by ambulance, or
 - b. be transported to Occupational Medicine at St. Francis Hospital
4. Will provide documentation of treatment, description of injury, and any work restrictions immediately following treatment.
5. Before returning to work after any injury, the worker must have verification that he/she is able to do so. This will either

come from Occupational Medicine or from the worker's own physician. (See Section 5.07 for more information on the Return to Work Policy).

6. If the worker went to his/her own physician, then the diagnosing physician must prove fitness for duty. This must be provided in written form, listing any and all limitations and approximate length of disability. The worker's supervisor and the Village IRMA Representative must be notified as soon as possible. If the worker will be off work due to injury for any length of time, the physician must call the Village IRMA Representative as soon as possible and provide written information within three days of the accident.
7. The employee may return to work on a restricted or modified duty basis, adhering to all medical restrictions. (See Section 5.06, Modified Duty Program). Modified Duty assignments shall be determined on a case-by-case basis.
8. The injured employee will be allowed an initial visit and one follow up for work related injuries during normal work hours. Any subsequent follow up, treatment or diagnostic testing shall be scheduled other than during normal work hours.

If the injured employee is requested by the Department/Village to be evaluated by a physician of the Department/Village's choice, the employee shall be compensated at their regular pay. Time above and beyond that which is necessary for the Department/Village requested doctors visit, and reasonable transportation time, will be charged against the employee's available sick, vacation, or other time off. If the employee does not have any available time, he/she will be compensated for such time only to the extent required by law.

Section 5.06 Modified Duty Program

The Lincolnwood Parks and Recreation Department is committed to providing employees with every reasonable opportunity to maintain career and employment status and benefits. To that end, the Department/Village has developed this Modified Duty Program for employees who have sustained work-related injuries or illness. The Department/Village feels that the 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 (Exhibit C, this section), when feasible and applicable, in accordance with the Americans with Disabilities Act (ADA).

The feasibility of modified duty assignments shall be determined on a case-by-case basis, taking several factors into consideration, including but not limited to, the employee, the work specific physical or mental impairment, the essential functions of the job, the work environment and the ability of the Lincolnwood Parks and Recreation Department to provide accommodation.

For the purpose of this program, the following definitions apply:

1. **“Employee”** means any individual who is employed by the Department/Village in a valid, authorized position. It does not include independent contractors or volunteers.
2. **“Modified Duty Program”** is a temporary assignment of duties to a worker with an occupational injury or illness, whose doctor indicates he/she can continue or return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to his/her regularly assigned duties.

Program Objectives

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury to themselves and/or does not directly or indirectly affect the safety of others.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced employees.
5. When applicable, to comply with the accommodation requirements with the Americans with Disabilities Act.

Modified Duty Program Requirements

1. Employees may be assigned to a modified duty assignment when temporarily unable to perform their normal work duties due to occupational injury or illness, within the following guidelines.
 - a. The assignment shall fulfill a meaningful job function(s) within the limitations set by treating and/or evaluating physicians.
 - b. The assignment does not create a new job, but instead incorporates or modifies an existing position on a temporary basis and may include duties anywhere within the Department/Village.
 - c. Modified duty assignments shall be handled on a case-by-case basis.
 - d. Modified duty assignments that meet the required work restrictions must be approved by the employee's Department Director and the Human Resources Manager.
2. There shall be regular communication between the Village IRMA Representative, the Human Resources Manager, the Department Director, the employee's supervisor, and the physician throughout the course of treatment and recovery.
3. An employee who fails to provide work restriction documentation or declines a modified duty assignment, which is within the limitations as determined by the treating or evaluating physician, may be subject to discipline up to and including termination.
4. Reviews shall be conducted after an employee has been on modified duty status at three months, six months, nine months and one year to determine the appropriateness and reasonableness of continuing the employee in the assignment. The Department/Village reserves the right to conduct a review at any time. The time limit for each modified duty assignment will be established on a case-by-case basis.

Section 5.07 Return to Work Policy

If a modified duty assignment was not feasible in a particular work related injury case the following policy will be implemented to ensure that employees return safely to work after a work related injury. This policy should establish communication lines between the Department/Village and the injured employee.

1. The employee is expected to perform duties as assigned in their job description. The only exception would be verification from a medical doctor, as noted below:
 - a. The doctor specifies amount of weight to be lifted in relation to the injured area.
 - b. The doctor specifies length of time allowed to be standing or performing a specific task in relation to the injured area.
 - c. The doctor specifies certain environmental concerns, temperatures, humidity, gases, etc. as they relate to the injury.
2. All medical records in relation to returning to work after the injury must be submitted immediately following each doctor visit.
3. All records must have specific measurable increments in which to return to work over a specific period of time.
4. The immediate supervisor of the injured employee must:
 - a. Be informed of all the employee's work constraints.
 - b. Ensure that there is not a probability of re-injury to the employee and/or that the employee does not directly or indirectly affect the safety of others.
 - c. Ensure the employee adheres to the doctor's recommended restriction and/or guidelines, including follow up appointments.
 - d. Keeps the Village IRMA Representative informed of the employee's progress.

5. The employee must adhere to requirements of the doctor and not exceed the doctor's recommended guidelines. The work place is not a place for the employee to test their strength, nor is it a rehabilitation center.
6. The employee will be denied work for failure to adhere to any portion of the policy.
7. The employee must submit evaluation forms specifying work constraints for their injury immediately following any subsequent visits for the same injury.
8. Under the Illinois Workers' Compensation Act, the Department/Village may ask for a follow up evaluation by a doctor of its choice.

6. GENERAL FIRST AID AND INJURY PROCEDURES

Purpose:

If you are the first person on the scene of an accident, then you are the first person in a link of those who help injured people in emergencies. Whether or not an employee knows first aid, he/she is a vital link in the EMS (Emergency Medical Service) and knowing the correct plan of action is necessary.

Each employee should be aware of proper procedures in first aid and emergency situations. Not knowing what to do or doing the wrong thing can be catastrophic to the victim and the Department/Village. Do not attempt to give first aid to an adult victim if they do not wish it, nor, attempt to administer first aid, which is beyond your realm of knowledge.

Section 6.01 First Aid and the Law

Legally, a victim must give consent to an offer for help before a person trained in first aid begins to help him/her. The law assumes that an unconscious person would give consent. If a victim is conscious, ask permission before helping him/her.

You should also make a reasonable attempt to get consent from the parent or guardian of a victim who is a minor or who is mentally or emotionally disabled. If a parent or guardian is not available, you may give first aid without consent. Consent is also implied for a person who is so badly injured or ill that he/she cannot respond.

The Illinois Good Samaritan Law gives legal protection to rescuers who act in good faith and are not guilty of gross negligence or willful misconduct.

Section 6.02 First Aid and Supplies

A First Aid Kit shall be available in all buildings where employees work regularly or programs take place. These kits can be either a mobile kit, or a permanent wall mounted kit, depending upon the circumstances of building use. All First Aid Kits shall be stocked on a regular basis by the supplier service, which is under contract with the Department/Village.

All kits shall contain the minimum of adhesive bandages of various size and shape, gauze pads and rolls, at least two ice packs, anti-bacterial cream, alcohol or medicated wipes, eye wash solution, adhesive tape, scissors and tweezers.

Each area of the Department/Village shall define particular needs for first aid supplies with the vendor and will have the kits stocked with such items. Special eye wash stations, burn cream, sting treatments, etc. may be necessary in some areas and another site may have different needs.

All Department/Village vehicles shall have an adequately stocked first aid kit available. When vehicles are serviced, these kits will be checked and supplies ordered if necessary.

All programs will have field kits available at the site. Programs such as basketball, football, traveling programs and camps shall have field kits available at all times.

The Park District does not administer aspirin, non-aspirin, analgesic pain medications, antacids or any other medications to others, especially patrons except as allowed with written request (Permission to Dispense Medication Form) by a parent or guardian of a child participating in our programs.

Section 6.03 Injuries

The Department/Village makes an effort to have as many of its personnel trained in first aid, AED and CPR as possible. A current list shall be maintained at each facility. This list will be updated each year as employees receive training.

1. Minor Injuries:
 - a. For minor injuries, cold packs, antiseptic wipes, bandages, etc. should be the only treatment given. If someone is stung by an insect, sting treatment may be used. Always use latex gloves and wash your hands after treating.
 - b. When a minor is injured, remind the child to tell their parents of the injury when they get home.

- c. A follow up call shall be made for all injuries to minors to see that the parent or guardian is notified of the injury and to see that the child is all right.
- d. If you feel that the injury requires medical treatment but is obviously not serious enough to call the EMS, make the recommendation to the victim or the parents/guardian of the victim. Note on the Incident Report Form that the victim was told that medical treatment was recommended.
- e. In all cases of injury, an Incident Report Form (see Exhibit A, Section 5) shall be completed; even the most minor injury shall be reported.

2. Serious Injuries:

In the event of a serious injury, even a person who is not certified in first aid, AED or CPR can follow an important series of steps to help an accident victim.

- a. Is the scene safe? If you cannot get to a victim because of extreme hazards, call EMS immediately. The number for **EMS** is **911**.
- b. What happened? If victim is conscious, ask specific questions to determine what happened and the extent of the victim's injuries. If you are unable to determine the cause of injury, look around the scene for clues.
- c. How many are injured? Determine if there are others who were injured.
- d. If you are certified in first aid, put on latex gloves and begin a Primary Survey of the victim if this is within the scope of your training. Primary Survey includes activating EMS, maintaining an open airway, checking for pulse, bleeding and signs of shock.
- e. Phone the EMS. If there are bystanders, have him/her call the EMS and tell them of the location, extent of the injury and the situation. Send two by-standers to make the phone call, if possible, so that the correct information will be passed on.

- f. Stay with the victim and reassure him/her that help is on the way. Keep the victim calm and comfortable.
 - g. If you are certified in first aid, begin a Secondary Survey.
 - h. Do not move the victim unless there are hazards which make it necessary. By moving a victim or letting him/her move around, further injury could occur.
 - i. Observe the victim while you are waiting for help to arrive. If any changes in the victim's condition occur, let the EMS staff know what they are upon arrival.
 - j. Direct someone to wait for the ambulance to arrive. Have gates or doors unlocked and open to facilitate entry of EMS personnel.
 - k. Have the supervisor on duty contact the victim's parents or next of kin and notify him/her of the accident and action being taken.
 - l. Complete an Incident Report Form as soon as possible and notify the Village IRMA Representative of the situation.
3. If it is your opinion that a victim needs emergency treatment or transportation to a hospital but the victim refuses to have the EMS called, indicate this in the appropriate section of the Incident Report Form. If the victim is a minor, do not hesitate to call the EMS if you feel it is necessary.
 4. If you are not currently certified in first aid, AED or CPR, do not attempt to treat a victim. Defer to a trained individual or call EMS.

Section 6.04 Bloodborne Pathogens/Exposure Control Plan

Purpose:

It is OSHA's (Occupational Safety and Health Administration) intent to eliminate or minimize occupational exposure to bloodborne pathogens such as the HBV and HIV viruses as well as many other pathogens.

The final rule that is being used as the guideline for the following policy and procedures is to ensure that no employee will suffer material

health or functional impairment due to exposure to hazardous agents while in the course of their employment at the Department/Village.

“Occupational Exposure” is any reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or any other potentially infectious materials that may result from the performance of an employee’s duties.

“Exposure Incident” means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee’s duties.

“Parenteral” means piercing mucous membranes or other skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

“Potentially Infectious” materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Employee Exposure Determination

There are certain positions within the Department/Village, which may be presented with potential situations in which an employee may become exposed to bloodborne pathogens. As required by OSHA, the following list is a determination of positions, which may, during the performance of duties, come into contact with bloodborne pathogens, however, not necessarily as a requirement of employment.

- | | |
|------------------------|-------------------------|
| 1. Aquatic Staff | 5. Custodians |
| 2. Program Instructors | 6. Coaches and Referees |
| 3. Day Care Workers | 7. Facility Supervisors |
| 4. Camp Staff | |

Employees in these positions may, at times, be required to treat minor injuries such as cuts, abrasions, or clean up of vomitus, urine or feces. However, at some point in time, any employee of the Department/Village may be put in the situation or rendering first aid on a “Good Samaritan” basis or come into contact with body fluids.

Rendering of First Aid

1. Any employee who is going to render first aid to an injured person must first assess the situation and determine the extent of the injury. Upon examination of the injured person, if bleeding is present, the employee shall obtain a First Aid Kit. In these kits are the following infection control devices:
 - a. Latex gloves
 - b. CPR microshield
 - c. 2 “Zip Lock” plastic bags
 - d. Gauze bandages, adhesive bandages and tape
 - e. Absorbent, disinfectant materials
 - f. Disinfectant hand wipes
2. Before rendering first aid to a person who is bleeding or has broken skin, the employee shall put on a pair of latex gloves, making certain that the gloves are not defective or do not have holes in them. Treatment may then be given to the injured person by stopping the bleeding with a gauze pad or applying a bandage. If blood is on the floor or any other surface, including other skin areas, it shall be wiped up with a gauze pad or other cloth and then cleaned with either adsorbent disinfectant material or an antiseptic hand cleaner.
3. After treatment of an open wound, all blood soaked materials, including gauze, absorbent material, cloths, etc., shall be placed into one of the zip lock bags and disposed of in the trash or hazardous waste basket/bag, if available. The latex gloves shall be taken off inside out, pulling from above the wrist and down, placing them into the zip lock bag.
4. In the event of having to give CPR or Rescue Breathing, the employee shall put on the latex gloves and utilize the CPR Microshield as a protective barrier between the mouth of the victim and their own.
5. If an employee must clean up vomitus, urine, feces or blood from any surface, then an absorbent disinfectant material shall be poured on the fluid and scooped up. Always wear the latex

gloves provided. The fluid shall then be placed in a plastic bag and sealed tightly. A garbage bag may be used if there is a large amount of fluid.

6. Immediately following the rendering of first-aid, the employee shall wash their hands with proper disinfectant solutions, even if they wore latex gloves.
7. Following the treatment of any open wound, an Incident Report Form must be completed promptly. The method of first aid treatment shall be listed, as well as the methods of infection control that were used.
8. Precautions must be taken when changing diapers or other soiled clothing. Latex gloves shall be worn when changing diapers and the diapers must be disposed of properly.
9. When picking up sharp items such as broken glass, metal or hypodermic needles, gloves must be worn and the employee should take care not to puncture their skin with these items. The sharp items shall then be disposed of in a can, plastic container or other non-penetrable container. If one is not available at the scene, then one shall be found before handling the sharp items.
10. It should be noted that if an emergency situation arises and an First Aid Kit is not readily available, consideration for lifesaving first-aid treatment should be given. A person can bleed to death in minutes and the human brain begins to die within four minutes without oxygen. If a life-threatening situation is at hand, good judgment must be used in the treatment of the victim.

Exposure Incidents

An employee who has been or thinks that they may have been exposed to another person's body fluid shall notify his/her supervisor.

1. An Exposure Incident can be defined as follows;
 - a. Any contact with blood or other body fluids.
 - b. Getting blood or other body fluids in an open wound, in the mouth, eyes or other mucous membranes.
 - c. Getting blood injected or penetrated through the skin by a puncture, such as picking up broken glass, a used hypodermic needle or other sharp objects.

Section 6.05 Clean Up Procedure

The following routine procedure should be followed when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nosebleed), excrement (cleaning up bathroom accident), or other body fluids:

1. Non-sterile gloves, which are puncture resistant and impervious to blood, should be worn. Such gloves should be immediately available for use in areas where need is most predictable. Even if gloves are used, hands should be washed immediately and thoroughly after the gloves are removed.
2. Soiled surfaces should be promptly cleaned with disinfectants such as household bleach (diluted ¼ cup bleach to 1 gallon of water) or the disinfectant provided in the infection control kit. Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in disinfectant.
3. Disposable towels or tissues should be used whenever possible. After use, they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
4. Exposure of open skin lesions, weeping dermatitis or mucous membranes to blood or body fluids should be avoided. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, employees should wear non-sterile, puncture-resistant gloves. Employees should avoid placing their hands in trash or waste containers in order to “pack down” the trash and should otherwise handle trash with care.

7. SAFETY DISCIPLINE

Purpose:

Disciplinary action will be taken when any person causes injury to himself and/or to others, destroys/damages equipment by willfully violating safe work rules, failing to take appropriate safety precautions, disregarding traffic regulations or by demonstration of an attitude of indifference or defiance to safety policy or procedures.

The correction of improper performance, which leads to the unsafe act, requires much more attention than the correction of mechanical and machine hazards. Further, the correction of improper or unsafe actions requires possible instruction, a demonstration of how to do the job, and the follow up to see that the instructions are being applied on the job.

Failure to observe safety rules or failure to use safety devices, personal protective equipment and/or equipment when required to do so may result in the following forms of discipline. It is the policy of the Department/Village to apply progressive discipline, however persons who commit serious first offenses will receive appropriate discipline up to and including discharge.

1. Oral reprimands
2. Written reprimands
3. Suspensions
4. Demotion (Except for Bargaining Unit Members)
5. Discharge

8. EMPLOYEE TRAINING PROGRAMS

Purpose:

Employee training is one of the most basic and essential elements of a successful risk management program. Previous training programs have been mentioned in this manual. However, there are other aspects which must be covered with all employees in all departments each year. As employees become more experienced and knowledgeable, they become more proficient at their work, thus making them less prone to accidents. Knowing what to do in an emergency situation decreases liability and the chance of serious injury.

Employee training shall be conducted on an annual basis, at time of hire and as needed. Upon completion of any training program, supervisors will require employees to sign an Employee Training Completion Form (Exhibit A, this section) and a New Employee Orientation Checklist at the time of hire.

Section 8.01 Training Programs

1. Full-Time Employees: Annual Training
 - a. Safety Manual Review
 - b. Standard First Aid
 - c. Cardiopulmonary Resuscitation (CPR/AED)
 - d. Emergency Procedures
2. All Employees, Time of Hire
 - a. Job Description
 - b. Accident/Incident Reporting
 - c. Communicable Disease
 - d. Personnel Policies & Procedures
 - e. All trainings Listed Above

September 01, 2013

Lincolnwood Parks and Recreation Board,

CRC (Christian Romanian Churches) is a charity sporting event put together by several Chicago land Romanian Churches. CRC first started in 2009 with just a simple yearly charity volleyball tournament, but has now grown to multiple charity sporting events a year. Proceeds from each event go to fund mission trips that one of our churches is currently involved in. Since 2009 the money raised at these events have built schools and churches in 3rd world countries such as the jungles of Guatemala, as well as supported orphanages in Romania, and most importantly preached the gospel of Christianity along the way.

Soccer is our next upcoming event and we would love to host it at Proesel Park. A majority of people that participate in these CRC events spend most of the summer days and nights at the park. You can find them playing basketball, soccer, tennis, volleyball, and football. Some of us recently just entered into the summer 16in softball league; we didn't play very well, but we very much enjoyed it and will defiantly be joining the league again next year. As you can see, we are very much involved with the community and the park and would greatly appreciate if we can host our soccer tournament here in October.

All proceeds from this event will go to a group of missionary workers that will build a garage in a Kenyan village and supply it with everyday hand tools. These tools will help local villagers build new houses for those in need, repair houses that are damaged and repair vehicles that are desperately needed to travel from town to town for living supplies and food.

No grills will be used at this event or any tents set up. We will be simply setting up 3 sets of goals in one of the parks grassy areas and playing soccer on the field. Participants will bring there own coolers and chairs from home with any snacks they might need throughout the day. We estimate a total of 12 teams (each team containing a maximum of 10 players) that will be participating in this event, however an exact number of teams can not be given at this time since an official date is not yet given to the players. We will abide by any rules the park may ask of us and will host the event in the utmost respectful manner to the park and community around us.

Thank you,

David Joshua Mihaila

Founder and President of CRC Charity Sporting Tournaments



DIRECTOR'S REPORT August/September, 2013

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Congratulations Katie Smith Gamroth!

Love is in the air at the Parks and Recreation Department. First Andy, then Jan, and now Katie! Katie married long-time boyfriend, Doug Gamroth at the Grand Geneva in Lake Geneva on September 1. Congrats to the Gamroths! Enjoy your honeymoon in the East Caribbean!

Accreditation

We are finally in the home stretch! Our final visit has been scheduled for Friday, September 27. We have some work to do before then, but we are confident that we will be the first municipality to go through the program in Illinois. Wish us luck!

Lincolnwood Receives Recognition

The Illinois Association of Park Districts' "Best of the Best" Award winners were announced at the end of August. The nominations were scored and the top three in each category will be honored at the Awards Gala at the end of September. Lincolnwood Baseball President, John Lovestrand will receive an Outstanding Volunteer award for his passion and dedication to Lincolnwood Baseball for the past three years as President and his time as coach and sponsor.

Lincolnwood will also be recognized for one of the top three arts programs in the state with the "Arts in the Park" award presented by the Illinois Arts Alliance. Programs featured for this award include the sculpture collection, the Village Hall art exhibit, the concerts in the park, the Lincolnwood Chamber Orchestra, Lincolnwood Youth Strings and the many arts-related programs offered through the Village.

Bike Paths

The required IDOT form, the Local Agency Agreement, was sent to IDOT for approval since our last meeting. Accompanying the agreement was a letter requesting permission to engage the services of IDOT approved contractors to serve as appraiser, review appraiser and negotiator. This process can take up to six months.

Final approval has not been received from ComEd to execute a lease for the proposed bike path. A grant application was submitted on August 20 for the Illinois Transportation Enhancement Program in cooperation with the Village of Skokie to build a plaza at Lincoln and Jarvis. The plaza will serve as a respite for cyclists and pedestrians utilizing the trail and will serve as the transition point from Lincolnwood to Skokie.

Position Vacancies

The part-time positions of Youth Program Coordinator and Community Outreach Coordinator are currently vacant. Melanie Unterfranz and Genelle Iocca were previously in these positions. Both left for full-time work and planned many wonderful programs and services during their time here. Interviews have been held for the Community Outreach Coordinator and the Youth Program Coordinator position has been advertised. We hope to have both positions filled by October 15, just in time for Halloween and Turkey Trot.

Purple Hotel Development

Along with many of you, I attended the “Demolition Celebration” at the Purple Hotel site. I have also met with Neal Stein of the North Capital Group to discuss possible partnerships within the development. Staff have completed the initial review of their site plan and have returned comments for their review. This is an exciting time for Lincolnwood.

Turkey Trot

This year’s event is planned for Sunday, November 24. Solicitation is underway for product and monetary sponsors. If you are interested in volunteering please let us know.



Superintendent of Recreation Report

Jan Springer Wu, CPRP

September 2013

jwu@lwd.org

Department Communication

- **Facebook**

The Department continues to have a strong Facebook presence. We have a total of 455 (as of 9/5/13) followers. Posts that reached the largest audience include: Making Memories at Lincolnwood Summer Day Camp (452), Good Luck Swimmers/Swim Meet Closure Notice (301), Village Closure for Employee Appreciation Event (294) and Way to Go, Marlins (281).

- **Website**

Staff is updating text to be integrated in the new website design. The new site should be operational later this month.

- **Constant Contact**

We have 3,196 current contacts, and our emails are greatly exceeding industry average of 20% for open rates. The following items were sent out during the past month with open rates listed for each:

1. August Summer Concert Series (29.2%)
2. Libido Funk Rocks Lincolnwood (32.6%)
3. **July Swim Meet Closures (52.2%)**
4. July Summer Concert Series (31.4%)
5. **Pool Hours and Closures (56.9%)**

Fall Brochure

The fall brochure was mailed the week of August 5. Staff did a great job with the turn-around of each draft. New programs being introduced include Introduction to Disc Golf, Kayaking, D'Original Jazz Dance Group and Polar Express Trolley.

37th Annual Turkey Trot – November 24, 2013

Yes, it's that time of year – Turkey Trot reporting has official begun! Online registration is open via the Active Network. Registration fees have not increased; the fee for mailing packets has been increased to \$12 per person. Additional changes include the addition of X-Small and XX-Large adult shirts and the official tagline – “Official Kick-off to the Holiday Season”. We are researching applying for the “Green Certification” with the Chicago Area Runners Association (CARA).

Staffing Update

Genelle Iocca, Community Outreach Coordinator, resigned effective August 13. Genelle has accepted a marketing position with Simon Mall/Lincolnwood Town Center. We are sad to see Genelle go, but very happy to continue working with her in her new role. Melanie Unterfranz resigned from the Youth Program Coordinator position effective August 24. We wish Melanie well in her endeavors. Staff is working with human resources to fill both positions.



Superintendent's Report

September 2013

Andy Thurman, Superintendent of Parks and Facilities athurman@lwd.org

Pool

Another pool season has come to an end. The summer was not as busy as last summer, but we still saw a large number of people come out for August. The month of August, 2013, saw 12,980 visit the pool while August 2012 saw 11,016. The temperature in August in both 2012 and 2013 averaged 84 degrees. The pool brought in \$22,970 in daily fees in August 2013 while August 2012 brought in \$17,867.

The last week of the pool we struggled to find staff to manage all areas of the pool. Several sections of the pool, including the diving boards and slide, were closed due to limited staff. We also had a couple days that the kiddie pool had to be closed. When we did not have a full shift of guards these areas were closed for safety reasons. The sections that were closed were marked off and observed by management staff so no one would swim in the unguarded areas.

The managers, assistant managers, head guards and lifeguards did a tremendous job keeping our pool safe and following the policies. There is a lot that goes into a long summer at the pool and the staff this year did an amazing job. They came in every Saturday morning to participate in the in-service training and stayed late for pool rentals. The managers held a mid-summer lifeguard boot camp for those staff members who needed a little extra help with their skills. There will be more information presented in the 2013 pool report.

Drake Park

The Drake Park option #2 was selected by the Park Board, staff and the campers at the Lincolnwood camps this summer. We are opening bids on September 5, 2013. We are working with "Kids around the World" to donate the equipment for use in another country.

Softball League

We have one softball league for the fall starting on Wednesday, September 4. We have six teams in the 16in softball league. Thank you.

Office Operations

The fall brochure has hit the mailboxes and people are starting to come in and sign up. Chris has had a chance to put all of the new programs in the computer system and working through and kinks with RecTrac.

Park Patrol Report and Playground Inspections Attached

Park Patrol Report
September 2013

- Andy Thurman was getting complaints from home owners at Central Park and Columbia Park about people drinking beer and not obeying park rules. He instructed Park Patrol to stay at the parks. Andy also talked to the Police Department. A park patrol staff member stayed at these two parks for their entire shift for 10 days and nothing happened. Park patrol went back to their normal shift of checking all the parks. The neighbors in the parks also thanked us.
- Park Patrol staff has been checking with the pool staff every day to make sure there are no problems.
- On August 30, a terrible storm hit Lincolnwood, there was thunder and lightning everywhere. Power was lost at Village Hall and swimming pool, a huge tree limb was knocked down across from Village Hall. Park Patrol notified the Police Department and Andy Thurman about the tree limb and the loss of power at the pool as well.
- There have been a lot of wasps in all of the parks. Park patrol has monitored the problem spraying them to kill them and Andy has had public works spraying in all of the parks too.
- At Columbia Park there was a broken fence. It was reported to Andy Thurman and he had public works fix the fence post.
- The men's bathroom by the concession stand had a broken faucet and water was running. Andy Thurman put in a work order and Public Works fixed the problem.
- Park Patrol installed all of the bases on the fields for all of the summer softball leagues and cleaned up afterwards. Park Patrol is looking forward to fall softball.
- Park Patrol is always checking the permits for the soccer fields and the picnic permits in the park. We have caught people trying to play soccer without permits and we have directed them to Parks and Recreation.

Vic Kast
Park Patrol Supervisor

Playground Inspection Report Summary

Date(s) of Inspection: August 28, 29 & 30

Inspector: Andy Thurman

Hazard Ranking System

- #1 – Condition should be corrected immediately, hazard level high
- #2 – Condition should be corrected as soon as possible, hazard level low
- #3 – Condition is aesthetic, brings the appearance of the park down
- #4 – ASTM Standard, will be fixed when the park is remodeled

PROESEL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please remove the blue floating board in the park.
#2	PW		Please use the patch kit and repair poured and play

KENNETH PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report August 2013

KILDARE PARK (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report August 2013

GOEBELT PARK (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		There is a bolt missing from a small red wall on the walkway up on the platform. The wall is not secured and needs to be bolted down.

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		The swings need new U shaped bolts where the swing and the chain connect. They are very worn and should be replaced ASAP>

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		The swings need to be higher. They are very low. Please cut some of the rungs off of the chains. Thank you.

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report August 2013

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report August 2013

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Drake Park is being replaced fall of 2013

SPRINGFIELD PARK

Rank Reported Fixed Description
Nothing to report August 2013

G.G. ROWELL PARK

Rank Reported Fixed Description
Nothing to report August 2013

FLOWERS PARK

Rank Reported Fixed Description
Nothing to report August 2013



Community Center Program Supervisor Report

September 2013

Katie Gamroth

ksmith@lwd.org

Summer Camp

It has been another successful camp season! Below is the final registration breakdown per camp:

Day Camp Program	Session 1		Session 2		Pick-a-Week	
	2012	2013	2012	2013	2012	2013
Prairie Dogs	33	31	21	33	35	60
Little Lincolns	57	56	32	54	118	123
Camp Potawatomie	35	33	43	51	85	84
Rutledge Rockets	41	45	47	55	146	148
Adventure Camp	28	15	21	25	80	73
Camp 74	59	46	NA	NA	NA	NA
Warm-Ups	10	7	7	6	17	17
Overtime	23	22	31	36	44	46
TOTAL	286	255	202	260	525	551

A big thank you to all of our wonderful staff who did a great job this summer!

Club Kid

I can't believe it is back to school time - we just finished summer camp! It again has been a slow start with registration, but once the first week of school rolled around the program more than doubled. New this year, Club Kid C.I.T (Counselor-in-Training) will be running in conjunction with Club Kid for 6th graders. We currently have 33 total participants enrolled in the Club Kid and C.I.T program. Below is a breakdown of numbers for the 2013-2014 Club Kid program. (As of 8/26/13 at 10:30am)

	Monday	Tuesday	Wednesdays	Thursday	Friday
2012-2013	15	20	15	22	18
2013-2014	26	27	24	28	20

**This number comparison is from the original registration numbers in August of 2012 and our current registration numbers in 2013.*

Community Center

We currently have 11 rentals booked this September (10 in the large room and one in the small room) totaling \$5,260.00 in rental revenue. We are right on track with our 2012 numbers; we had nine rentals (eight in the large room and one in the small room) totaling \$4,830.00. The Community Center was not available for rent August 1-4 due to Lincolnwood Fest and August 30 - September 1 due to Labor Day.