

**VILLAGE OF BLOOMINGDALE  
RISK MANAGEMENT & LOSS PREVENTION MANUAL  
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# BLOOMINGDALE RISK MANAGEMENT & LOSS PREVENTION PROGRAM PURPOSE & RESPONSIBILITIES

## I. PURPOSE

Employee safety is one of the Village's top priorities. The well-being of employees is essential for successful public service operations. Bloomington's Risk Management and Loss Prevention Program Manual, (Manual), has been developed to minimize the risk of injury to employees, the general public, and to prevent damage to property.

Copies of this manual will be distributed to all current employees, with policy updates distributed annually thereafter. The most current version of this manual will be maintained and posted on the employee website. New employees are to be provided with a copy of this manual when hired.

## II. OBJECTIVE

The objective of this manual is to protect Bloomington's human and financial assets by ensuring a safe environment for employees, equipment, and for members of the general public by reducing or eliminating the unsafe acts and/or conditions that cause accidents. Risk Management includes processes of planning, leading, organizing, and controlling personnel by incorporating decisional aspects that focus on the following:

- Identifying and analyzing potential loss exposures.
- Identifying risk management techniques/solutions.
- Selecting and implementing the chosen solution.
- Re-evaluating to determine if the solution is effective.

## III. RESPONSIBILITIES

The success of this program depends on support from the top on down, and for all employees to be actively involved with the day-to-day aspects of safety, loss control and risk reduction, as follows:

**A. Assistant Village Administrator** -- directs the overall Risk Management & Loss Prevention Program for the Village. Specific responsibilities include:

1. Leads safety program through example, encouragement and establishing accountability.
2. Oversees establishment of annual goals and objectives of the risk management program.
3. Heads the Executive Safety Committee and serves as a management liaison to the Employee Safety Committee, to enhance communication and to guide the committees towards achieving the goals set forth in the overall risk management program.
4. Selects appropriate risk management techniques for resolving exposure and loss issues.
5. Assists in identifying adverse organizational loss trends.
6. Reviews the annual risk management program audits and appraises the effectiveness of the program.
7. Claims Coordinator for all work related accidents and injuries.

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**B. Department Directors** -- responsible for creating and maintaining a safe and healthful work environment within their departments. To achieve such a work environment, it is necessary to put into place operating procedures that will promote, to the highest degree possible, the safety of their employees and that of the general public. Specific responsibilities include:

1. Demonstrates importance of safety through actions.
2. Develops and actively support a departmental safety program that will effectively control the frequency and severity of accidents. This includes the scheduling of regularly held safety training and awareness sessions at which attendance by employees is mandatory.
3. Appoints representatives to serve on the employee safety committee.
4. Ensures that Safety Committee recommendations for their department are reviewed and implemented, (if appropriate).
5. Develops specific risk management objectives for supervisors.
6. Ensures thorough and consistent job and safety training for all employees assigned to or working for the department.
7. Establishes, maintains, and uses Job Safety Analysis to develop appropriate operating procedures and to assist in proper training.
8. Appropriately budgets for needed safety expenditures.
9. Holds supervisors accountable for implementing both department and organizational-wide risk management programs and activities.

**C. Supervisors** -- responsible for communicating and maintaining safe and healthful work environments for the employees assigned to them. Supervisors will ensure all employees assigned to them are fulfilling risk management procedures. Supervisors also act as a liaison between Department Directors and employees regarding safety issues. Specific responsibilities include:

1. Demonstrates, by example, good safety practices and a positive attitude towards safety.
2. Monitors and enforces compliance with established safety rules and procedures and to discipline violators in accordance with the provisions of the Village Personnel Manual.
3. Conducts safety talks for the purpose of planning and laying out daily work assignments, and to make frequent, individual contacts with employees emphasizing potential hazards and pointing out proper procedures for avoiding them on established schedule.
4. Inspects the design of new equipment and vehicles and to ensure that operators have been properly trained before they operate them.
5. Conducts and signs off on safety orientation for new employees.
6. Ensures safety equipment, protective devices, and proper clothing are provided and used by employees in accordance with Village policy.
7. Thoroughly investigates the causes of all accidents, completes all necessary reports, and take whatever action is necessary to prevent their re-occurrence. All accident and on the job injury reports and accompanying documentation must be forwarded promptly to the Assistant Village Administrator, in accordance with the Accident Reporting Policy.

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8. Inform all employees, whether on permanent or temporary assignment to the department, to report immediately all injuries or accidents.
- D. Employees** -- As a condition of employment, each employee is responsible for securing his or her own safety, the safety of fellow workers and that of the general public to the extent to which the general public is affected by an act carried out by an employee. Specific duties include:
1. To follow and actively support all approved safety rules and/or procedures.
  2. To anticipate safety hazards that may arise from of a situation not previously contemplated by the written rules or procedures.
  3. To consult with a supervisor before proceeding with a particular job, if the appropriate procedure for handling the job is questionable or unknown.
  4. To concentrate on the job at hand, work on the job at a reasonable pace, and use the precautions necessary to avoid exposure to injury.
  5. To notify a supervisor promptly of an unsafe condition, activity, or procedure observed.
  6. To actively participate in the safety effort by making safety suggestions either to the departmental safety committee representative or to the supervisor.
  7. To keep the work areas clean and orderly.
  8. To use the proper tool or equipment to do a job.
  9. To operate no equipment without having obtained proper authorization.
  10. To refrain from engaging in horseplay that can lead to serious injury and disciplinary action.
  11. To avoid distracting others while they are at work.
  12. To wear protective equipment as required either by rule, practice, or common sense.
  13. To arrive at work suitably attired for the job to be performed.
  14. To participate in accident investigation by identifying correctable causes and preventing their recurrence.
  15. To report to their immediate supervisor any incident, injury, occupational illness, or vehicular accident, in accordance with the Accident Investigation and Reporting Procedures.
- D. SAFETY COMMITTEES:** The Employee and Executive Safety Committees review the Village's accident history, identified loss trends and/or potential loss exposures on an annual basis, to prepare Risk Management & Loss Prevention Goals and Objectives on an annual basis. Once established, the goals and objectives will be distributed to all employees, as Section I-A of this manual. It is the responsibility of each and every employee to perform their job responsibilities in a manner necessary to assist in accomplishing the annual loss prevention goals and objectives.

**VILLAGE OF BLOOMINGDALE  
HAZARD COMMUNICATION POLICY**

**I. PURPOSE**

This policy establishes procedures for the Village of Bloomingdale to comply with the O.S.H.A. Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200. By compiling a hazardous chemicals list, by using Material Safety Data Sheets (MSDS) by ensuring that containers are labeled, and by providing our employees with training. This policy also applies to all work operations where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

**II. OVERVIEW**

Under this policy employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers. The Assistant Village Administrator is the policy coordinator, who in consultation with the WRF Plant Chemist, designated Police Sergeant, and Police Evidence Technician will establish, review and update the policy as necessary. The master MSDS books are kept at Public Works and Water Reclamation facilities, with an applicable MSDS kept at the Village Hall or Police Department facilities

**III. RESPONSIBILITY**

**A. Assistant Village Administrator:**

1. To maintain and update this policy.
2. To ensure all employees receive a copy of this policy, and any substantive revisions to this policy.
3. To maintain the master file of employee training acknowledgements.
4. To ensure proper notifications are posted in Village facilities.

**B. WRF Plant Chemist:**

1. To maintain the master MSDS books for all Village Facilities and for all Hazardous Substances. The MSDS are categorized numerically and departments that are associated with these chemicals are noted.
2. To forward copies of updated MSDS sheets to the applicable department representative.
3. To document compliance with the Hazardous Substance/Right-To-Know regulations for the Village Services Department.
4. To train all new Village Services employees thereafter on the Right-To-Know and Hazardous Substances requirements.
5. To train all existing Village Service employees on any new hazard exposure in their work environment.

**C. Designated Police Sergeant:**

1. To train all new Police Department Employees on the Right-To-Know and

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Hazardous Substance Requirements.

2. To train all existing Police Department Employees on any new hazard exposure in their work environment.
3. To document compliance with the Hazardous Substance/Right-To-Know regulations for the Police Department.

**D. Police Evidence Technician**

1. To maintain the MSDS file for all Hazardous Substances in the Police Department.
2. To forward updated MSDS sheets to the designated Police Sergeant and WRF Plant Chemist.

**E. Department Directors**

1. To require supervisors to comply with their assigned responsibilities.
2. To ensure that their work sites MSDS are readily available to their employees during all shifts.
3. To ensure that supervisors inform outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.

**F. Supervisors**

1. To label Hazardous Substance containers as directed.
2. To request a MSDS every time a Hazardous Substance is purchased, and forward the MSDS to the WRF Plant Chemist upon receipt.
3. To perform formal facility safety inspections as part of monthly activities with particular emphasis on detecting hazardous material violations.
4. To keep their employees informed of any additions to their Division's MSDS as changes happen.
5. To advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. To also inform these individuals of the location and availability of MSDS's.
6. To ensure that each contractor bringing chemicals on-site provides the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

**G. Employees:**

1. To comply with the cautions and restrictions noted on the MSDS.
2. To immediately advise their direct supervisor of an unlabeled container that he/she suspects might contain a hazardous substance.

**IX. LIST OF HAZARDOUS CHEMICALS**

The WRF Plant Chemist will make and maintain a master list of all hazardous chemicals and related work practices used in all Village facilities, including the Village Hall, Police

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Department, Public Works, Water Reclamation, Golf Club, and Old School House, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in our work areas. A separate list will be provided to each facility location where it is to be conspicuously identified and available at all times. Each list shall also identify the corresponding MSDS for each chemical.

**X. MATERIAL SAFETY DATA SHEETS (MSDS)**

MSDSs provide the specific information concerning the chemicals used. The WRF Plant Chemist will maintain a binder in his office with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be a fully completed O.S.H.A. Form 174 or equivalent. Every Department Director will ensure that their work sites' MSDS for hazardous materials are readily available to their employees during all shifts.

Every supervisor is responsible for requesting, acquiring and forwarding updated MSDS's to the Plant Chemist. The Plant Chemist will contact the chemical manufacturer or vendor if additional research on the chemical is necessary.

**XI. LABELS AND OTHER FORMS OF WARNING**

Supervisors will ensure that all hazardous chemicals within their facilities are properly labeled and updated, as necessary. Labels will list (at minimum) the chemical identity, appropriate hazardous warnings, and the name and address of the manufacturer, importer or other responsible party.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. Written materials (MSDS) that correspond with labeled containers will be made readily available for every work shift in the facility.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled but their contents will be described in training sessions.

**XII. TRAINING**

**A.** Every employee who works with or is potentially exposed to hazardous chemicals will receive initial training on this Hazardous Communication Policy, and the safe use of those hazardous chemicals. Said training will include:

1. An overview of this Policy.
2. Viewing of a Right-To-Know Video that covers
  - a) Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.

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- b) Physical hazards of chemicals (e.g. potential for fire, explosion, etc).
- c) Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- d) Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance, work practices or methods to assure proper use and handling of chemicals).
- e) Work procedures to follow to assure protection when cleaning hazardous chemical soils and leaks.
- f) Instruction on how to read and interpret the information on both labels and MSDS's and how employees may obtain additional information.

3. A review of the employees facility MSDS, with a sign-off.

- B. NON-ROUTINE TASKS:** When employees are required to perform hazardous non-routine tasks (e.g. cleaning tanks, entering confined spaces, etc), a special training session will be conducted by the applicable division supervisor, (after consulting with the Plant Chemist and Assistant Village Administrator) regarding the hazardous chemicals to which the employee might be exposed and the proper precautions to take to reduce or avoid exposure.
- C. NEW HAZARDS:** Whenever a new hazard is introduced, the applicable supervisor will ensure that all of the applicable employees have read the new MSDS for the new hazard, with a copy of the signature sheet forward to the Assistant Village Administrator.
- D. ON-GOING:** Supervisors are to conduct regular safety meetings with their employees to review the information presented in the initial training. Department Directors in coordination with the Assistant Village Administrator are to keep their supervisors training current with regards to hazards and appropriate protective measures so they will be able to answer questions from employees and provide daily monitoring of safe work practices.
- E. OFFICE/ADMINISTRATIVE:** In most instances, office/administrative personnel are exempt from receiving formal training, but still must receive a copy of this policy, orientation of MSDS binder and its location, including the list of hazardous chemicals.
- F. RETRAINING:** The Assistant Village Administrator in consultation with the Department Director will review the employee training policy and determine retraining needs. Retraining is required when a hazard changes or when a new hazard is introduced into the work place.

**XIII. ADDITIONAL INFORMATION**

All employees can obtain further information on this written policy, the hazard communication standard, applicable MSDS's, and chemical information lists from the Assistant Village Administrator, WRF Plant Chemist or their Department Director at anytime.

**VILLAGE SERVICES DEPARTMENT  
LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM**

**I. PURPOSE**

This program establishes procedures for de-energizing, isolating, and ensuring the energy isolation of equipment and machinery. The program will be used to ensure that equipment and machinery is de-energized and isolated from unexpected start-up by physically locking machinery in a state of zero energy. In the absence of locking capabilities, tagout the device to warn against energization, and take at least one additional precaution, such as removing the fuse.

These procedures will provide the means of achieving the purpose of this program, prevention of injury to Village Services Department Employees (employees) from the unexpected energization or start-up of equipment and machinery, or from the release of stored energy.

**II. APPLICATION**

This program applies to the control of energy during the servicing and/or maintenance of equipment and machinery at Village of Bloomingdale.

Normal operations are covered by this program if a guard or other safety device is removed or bypassed, or any part of the body is placed into an area of the equipment or machinery where work is performed on the material, or a danger zone exists during the operating cycle. Minor tool changes, adjustments, and other minor servicing activities which take place during normal production operations do not require isolation and lockout/tagout if they are routine and integral to the use of the equipment, and the operator has direct control over all energy sources to the equipment. (Note: Once the operator leaves the area, direct control of the equipment has been lost and lockout/tagout is required.) Other exclusions include, but are not limited to the following:

- Work on cord and plug connected electric equipment when it is unplugged, and the employee working on the equipment has complete control over the plug.
- Hot tap operations involving gas, steam, water or petroleum products when the employer shows that continuity of service is essential, shutdown is impractical and documented procedures are followed to provide proven effective protection for employees.

**III. SCOPE**

This program will include all Village of Bloomingdale employees whose duties require them to service, install, repair, adjust, lubricate, inspect, or perform work on powered equipment or machinery which may also have the potential for stored energy.

**IV. DEFINITIONS**

**Affected employee** . An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under

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lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Authorized employee** . A person who locks or implements a tagout system procedure on machines or equipment to perform servicing or maintenance. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or tagged out.

**"Capable of being locked out"** . An energy isolating device will be considered to be capable of being locked out either if it is designed with a clasp or other attachment or integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Energized** . Connected to an energy source or containing residual or stored energy.

**Energy isolating device** . A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch, and other control circuit type devices.

**Energy source** . Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Lockout** . The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout device** . A device that utilizes positive means such as a lock, either key or combination type, to hold an energy isolating device in the safety position and prevent the energizing of a machine or equipment.

**Normal production operations** . The utilization of a machine or equipment to perform its intended production function.

**Servicing and/or maintenance** . Work place activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

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**Setting up** . Any work performed to prepare a machine or equipment to perform its normal production operation.

**Stored energy** . Energy that is available and may cause movement even after energy sources have been isolated. Stored energy may be in the form of compressed springs, elevated equipment components, hydraulic oil pressure, pressurized water, air, steam, or gas, or rotating flywheels, shafts or cams.

**Tagout** . The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout device** . A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be opened until the tagout device is removed.

**V. PROGRAM RESPONSIBILITIES**

- A.** The Assistant Director of Village Services and Utilities Superintendent will have overall responsibility of the program to ensure that: authorized and affected employees receive adequate training and information; the program is evaluated annually; the lockout/tagout equipment is properly used; and the procedures of this program are followed. All Village Services Department Supervisors (supervisors) will have the responsibility to insure that their respective departments are complying with this program. They will insure that training, implementation, audits, and program evaluations are performed and the results are forwarded to the appropriate personnel as designated by the Assistant Director of Village Services and Utilities Superintendent.
- B.** The program evaluation will be conducted to ensure that the procedures and requirements of the program are being followed and will be utilized to correct any deviations or inadequacies that may be discovered. The evaluation will consist of one or more inspections or audits of actual lockout/tagout procedures being used to isolate equipment. Audits will be completed as determined appropriate by the Assistant Director of Village Services and Utilities Superintendent and/or after the any modification to applicable equipment or installation of new equipment covered under this program. A review of the authorized and affected employees responsibilities will be conducted at the time of the inspection/audit. The inspection/audit may be performed by any authorized employee, except the one(s) utilizing the energy isolation procedure being inspected.
- C.** A record will be maintained of program evaluation inspections and will include, at minimum:
  - 1. The identity of the equipment or machine on which energy control procedures were being utilized
  - 2. The date(s) of the inspection(s)
  - 3. The employee(s) included in the inspection(s)

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4. The person performing the inspection.
  
- D. Authorized employees (persons who implement lockout/tagout procedures) will be responsible for following the procedures established by this program (see Attachment B to this Program).
  
- E. Affected employees are responsible for understanding the significance of a lockout/tagout device and the prohibition relating to attempts to restart or re-energize equipment or machinery that is locked out or tagged out

**VI. TRAINING**

- A. Employees will be provided instruction in the purpose and function of the energy control program to ensure that they understand the significance of locked or tagged out equipment and also have the knowledge and skill to correctly apply and remove energy controls. Training will be divided into two categories: ~~%~~Affected Employees+ and ~~%~~Authorized Employees.+
  
- B. **Affected Employees:**
  1. Affected employees will be made aware of the purpose and use of energy control procedures and the prohibition relating to attempts to remove lockout or tagout devices, or operate locked out or tagged out equipment.
  2. Initial training will be provided to all new employees during their introductory period or when reassigned to a job that requires lockout/tagout training.
  3. Retraining will be conducted whenever there is a change in equipment that presents a new hazard, a change in the energy control procedures or when the program evaluation identifies inadequacies in the energy control program procedures.
  
- C. **Authorized Employees**
  1. Authorized employees will be made aware of the purpose, the recognition of applicable hazardous energy source(s), the type and magnitude of energy available, and the policies and procedures of the energy control program.
  2. Instruction in the limitations of tagout as a sole means of energy control.
    - a. Tags are warning devices and do not provide the physical restraint that a lock would.
    - b. Tags may provide a false sense of security.
    - c. Tags may become detached during use. Initial training will be provided during energy control program implementation.
    - d. Each Supervisor will receive initial training and will be provided with materials to train designated employees in their respective divisions, and provide training when new employees are hired. Training will be provided to employees who change status from an affected employee to an authorized employee.

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3. Retraining will be conducted whenever there is a change in job assignments that requires the employee to utilize energy control procedures, a change in equipment that presents a new hazard, a change in the energy control procedures or when the program evaluation identifies inadequacies in the energy control program procedures.
4. Initial training of a new employee will be conducted during the first sixty (60) days of employment and must be completed prior to an employee being allowed to work independently without direct and continuous supervision.

**B. Training Records**

Records of employee training will be maintained and will include the employee's name and date(s) of training (see **Attachment D**). All training records will be maintained with appropriate copies distributed to the Assistant Director of Village Services, Plant Chemist, Superintendent, Supervisor, Division copy.

**VII. STANDARD OPERATING PROCEDURES**

**A. General**

The Village of Bloomingdale will provide the necessary devices to effectively lockout or tagout energy isolating devices. Lockout/tagout devices will be the only devices used for controlling energy and shall not be used for other purposes. Any devices used for lockout/tagout will be capable of withstanding the environment to which they are exposed for the maximum period they are expected to be exposed. The devices will be substantial enough to prevent removal without excessive force. Excessive force for a locking device would be bolt cutters or other metal cutting tools. Tagout devices will be attached by a non-reusable method, attachable by hand, and very difficult to remove by hand. A nylon cable tie or equivalent will be used.

Lockout/tagout devices will indicate the identity of the employee who applied the device, the date applied, and the tagout device will warn against the hazards if the equipment is energized.

Lockout is the preferred method of energy isolation. When physical lockout is not possible, the energy isolation device will be tagged out of service with a warning tag attached at the power source. In the case of plug-in power source, the tag or a plug lock-out device will be attached at the Plug. To ensure full employee protection using tagout instead of lockout, additional steps should be taken to guard against accidental or inadvertent energization. These steps may include, where applicable: removal of fuses, blocking of switches, and removal of a valve handle.

Each Village Services Division (Division), which has equipment requiring lockout/tagout procedures, shall ensure the information is included in the Lockout/tagout database. New equipment and/or changes in the lockout/tagout procedures will require completing Appendices E and F of the Lockout/Tagout Policy and ensure that a copy is forwarded to the Superintendent or designated representative.

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LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM**

**B. Application of Controls**

1. Preparing to Shut Down Equipment
  - a. Prior to equipment shutdown, the authorized employee(s) must have knowledge of:
    - i. The type(s) and magnitude of power
    - ii. The hazards of the energy to be controlled.
    - iii. The method(s) to control the energy.
    - iv. The location and identity of all isolating devices that control or feed the equipment to be locked/tagged out.
    - v. Notify all affected employees that the lockout/tagout system will be in effect. When shutting down equipment which will affect other personnel, insure that these personnel or areas are notified and signs or warnings are posted as necessary.
    - vi. Assemble applicable lockout/tagout devices . padlocks, tags, multiple lock hasps, etc.
2. Equipment Shutdown and Isolation
  - a. If equipment is in operation, shut it down by the normal stopping procedure (stop button, switch).
  - b. Operate disconnects, switches, valves, or other energy isolating devices so that the equipment is de-energized and isolated from its energy source(s).
  - c. Verify that equipment is shut down by operating equipment from the normal operating location and any remote locations.
3. Installation of Lockout/Tagout Device, Release of Stored Energy, and Verification
  - a. Attach individually assigned lock(s) or tag(s) to energy isolating device(s). Where it is not possible to lock a switch, valve, or other isolating device, electrical fuses must be removed, blank flanges installed in piping, lines disconnected, or other suitable methods used to ensure that equipment is isolated from energy sources. A tag must be installed at the point of power interruption to warn against energizing.
    - i. Each lock or tag must positively identify the person who applied it and locks must be individually keyed.
    - ii. If more than one person is involved in the task, each employee will place their own lock and tag. Multiple lock hasps are available for this.
  - b. Release, restrain, or dissipate stored energy such as spring tension, elevated machine members, rotating flywheels, hydraulic pressure, pistons and air, gas, steam, water pressure, etc. by repositioning, blocking, bleeding, or other suitable means.
  - c. Prior to starting work on equipment and after ensuring that no personnel are exposed, the authorized employee will verify that isolation and de-energization have been accomplished by:

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- i. Attempting, through normal effort, to operate energy isolating devices such as switches, valves, or circuit breakers with locks or tags installed.
  - ii. Attempting to operate the equipment or machinery that is locked or tagged out. This includes all sources of energy . electrical, hydraulic, gravity, air, water, steam pressure, etc.
  - iii. Verifying the presence and effectiveness of restraints (blocking) and energy dissipation or release (bleeding).
- d. If there is a possibility of the re-accumulation of stored energy to a hazardous level, verification of isolation will be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
4. Group Lockout/Tagout
- a. When more than one individual is involved in locking or tagging equipment out of operation, each individual will attach their individual lock or tag, or the equivalent, to the energy isolating device(s).
    - i. An equivalent lockout device may be in the form of a group lockout device such as a multiple lock hasp or lock box.
    - ii. Primary responsibility for a group of authorized employees working under a group lockout device will be vested in a designated authorized employee.
    - iii. Group lockout methods will provide a level of protection equal to that afforded by a personal lockout/tagout device.

**C. Returning Equipment to Service**

- 1. Restore Equipment to Normal Operating Status
  - a. Re-install all parts or subassemblies removed for servicing or maintenance.
  - b. Re-install all tools, rests, or other operating devices.
  - c. Re-install all guards and protective devices (i.e., limit switches).
  - d. Remove all blocks, wedges, or other restraints from the operating area of the equipment (ways, slides, etc.).
  - e. Remove all tools, equipment, and shop towels from the operating area of the equipment.
- 2. Verify Equipment Ready for Operation
  - a. Inspect area for non-essential items.
  - b. Ensure that all employees are safely positioned clear of the operating areas of the equipment. Post a watch if energy isolation devices are not in line of sight of the equipment.
- 3. Notify Affected Employees of Impending Start-up

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- a. The sudden noise of start-up may startle nearby employees.
  - b. Equipment may need to be tested to determine operational safety by a qualified operator.
4. Remove Energy Isolation Devices: (Only by authorized employee(s) who installed it/them.)
- a. Remove line blanks, reconnect piping (if applicable), and remove warning tag.
  - b. Close bleeder valves, remove warning tag.
  - c. Replace fuse(s), close circuit breaker(s), and remove warning tag.
  - d. Remove lock and tag from control panel, valve, etc.
  - e. Exception to removal of lockout/tagout devices by employee who installed it.
5. If it is necessary to operate a piece of equipment which is locked/tagged out, every effort must be made to locate the employee whose lock or tag is on the equipment. If he or she cannot be located and only after positive assurance is made that no one is working on the locked out equipment, the supervisor, with the express permission of the appropriate Superintendent, may personally remove the lock.
6. If a lock is removed during the absence of the employee who installed it, positive stops must be put in place. The stop/s must ensure that the employee will meet with supervision for an explanation of what has transpired in his/her absence. One method would be to use a form note, which states %to see the supervisor prior to returning to work.+
7. Employees will recheck locked out equipment if they have left the equipment (breaks, lunch, and end of shift) to make sure it is still de-energized and locked out.

**D. Temporary Removal of Lockout/Tagout Protection**

1. In situations when the equipment must be temporarily energized to test or position the equipment or its components, the following steps will be followed:
  - a. Clear the equipment of tools and materials that are non-essential to the operation.
  - b. Ensure the equipment components are operationally intact.
  - c. Remove employees from the equipment area.
  - d. Remove the lockout/tagout devices by the employee who installed it/them.
  - e. Energize and proceed with testing or positioning.
  - f. De-energize all systems and re-install all energy control measures.
  - g. Verify re-installed energy control measures are effective.

**E. Shift or Personnel Changes**

1. The following steps will be followed to ensure continuity of employee protection during personnel changes.

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- a. All personnel involved in the maintenance or servicing activity will be notified that a transfer of personal locks/tags is about to occur.
- b. Clear all personnel from hazardous area(s) of equipment.
- c. Under the supervision of the division supervisor or designee, the off-going employee will remove his/her lock and tag and the on-going employee will immediately install his/her lock and tag.
  - i. If an entire group or more than one employee will be transferring work responsibility, locks/tags will be removed and replaced one at a time in order of installation. All employees must be present during this exchange.
- d. When the transfer of lockout/tagout devices is complete, the effectiveness of all energy isolation devices will be verified to the satisfaction of all personnel involved.
- e. Once the effectiveness of energy isolation protection is confirmed, the service/maintenance operation may continue.

**E. Contractor Notification**

1. Whenever outside personnel may be engaged in activities covered by this program, the Department administering the contract will inform the contractor of applicable lockout/tagout procedures used to protect Village of Bloomingdale employees from the hazards of working near energized equipment.
  - a. The contractor will be expected to ensure that his/her employees understand and comply with the restrictions and prohibitions of this program.
  - b. Requires, under these circumstances, the contractor to inform us of their lockout/tagout procedures so that Village of Bloomingdale employees can comply with the restrictions and prohibitions of the contractor's program.
  - c. Also requires the contractor to notify the Public Works Superintendent/Utilities Superintendent or designee, and affected employees prior to de-energizing, isolating, and locking out equipment. Conversely, notification is also required when this equipment will be returned to service.

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ATTACHMENT A - AUDIT FORM

DATE OF INSPECTION: \_\_\_\_\_

NAME OF EMPLOYEE(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT/DIVISION: \_\_\_\_\_

EQUIPMENT AND/OR MATERIAL(S) ON WHICH ENERGY CONTROL MEASURES BEING UTILIZED:

_____	_____
_____	_____
_____	_____

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF INSPECTOR/AUDITOR: \_\_\_\_\_

TITLE OF INSPECTOR/AUDITOR: \_\_\_\_\_

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**ATTACHMENT B - AUTHORIZED EMPLOYEES**

<b>NAME (Optional)</b>	<b>JOB TITLE/POSITION</b>	<b>DEPARTMENT/DIVISION</b>
Calvin Boyd	Crew Leader/Buildings Grounds	PW . Buildings & Grounds
Kelly Cusack	Maintenance II Worker	PW . Buildings & Grounds
Rich Meyer	Bldg & Grounds/ Vehicle Maintenance Supervisor	PW . Buildings & Grounds
James Monkemeyer	Asst Dir of Village Services	Public Works
Robert Maguire	Utilities Superintendent	Utilities
Kevin ODea	Water Production Supervisor	UT . Water Production
Pat Maranto	Water Systems Operator	UT . Water Production
John Thorpe	Maintenance II Worker	UT . Water Production
Vacant	Maintenance II Worker	UT . Water Production
Juana Stoiser	Plant Operator I	UT . Water Reclamation
Shirley Burger	Water Rec Supervisor	UT . Water Reclamation
Grant Sharp	Plant Chemist	UT . Water Reclamation
Kurt Domianus	Plant Operator II	UT . Water Reclamation
Tim Heffron	Plant Operator I	UT . Water Reclamation
Juan Arce	Plant Mechanic II	UT . Water Reclamation
Mike Young	Plant Mechanic I	UT . Water Reclamation
Anthony Coronato	Plant Mechanic I	UT . Water Reclamation
Joe Witczak	Maintenance I Worker	UT . Water Reclamation
Vern Fasse	Water Distribution Supervisor	UT . Distribution
Rob Blum	Crew Leader	UT - Distribution
Robert Jensen	Crew Leader	UT . Distribution
Ed Lewen	Streets Supervisor	PW - Streets
Paul Dublin	Crew Leader	PW . Streets

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ATTACHMENT D  
TRAINING CERTIFICATION RECORD

\_\_\_\_\_ has been trained to  
*(Employee Name/Title) (Print)*

recognize the type and magnitude of hazardous energy sources  
encountered in the \_\_\_\_\_.  
*(Department/Division and/or Member Name)*

Additionally, all applicable methods and means for energy  
isolation and control have been instructed/reviewed on \_\_\_\_\_.  
*(Date)*

\_\_\_\_\_  
Instructor's Signature      Title      Date

\_\_\_\_\_  
Employee's Signature      Date



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ATTACHMENT F  
ADDITIONAL MEASURES

EQUIPMENT/LOCATION

ENERGY SOURCES/LOCATION

\_\_\_\_\_

ADDITIONAL MEASURES THAT WILL BE IMPLEMENTED TO ENSURE A LEVEL OF SAFETY EQUIVALENT TO A LOCK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EQUIPMENT/LOCATION

ENERGY SOURCES/LOCATION

\_\_\_\_\_

ADDITIONAL MEASURES THAT WILL BE IMPLEMENTED TO ENSURE A LEVEL OF SAFETY EQUIVALENT TO A LOCK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ATTACHMENT G  
OSHA REGULATION 29 CFR 1910.147**

**Scope, application and purpose -**

**1910.147(a) (1)**

**Scope**

**1910.147(a)(1)(i)**

This standard covers the servicing and maintenance of machines and equipment in which the **unexpected** energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

**1910.147(a)(1)(ii)**

This standard does not cover the following:

**1910.147(a)(1)(ii)(A)**

Construction, agriculture and maritime employment;

**1910.147(a)(1)(ii)(B)**

Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and

**1910.147(a)(1)(ii)(C)**

Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by Subpart S of this part; and

**..1910.147(a)(1)(ii)(D)**

**1910.147(a)(1)(ii)(D)**

Oil and gas well drilling and servicing.

**1910.147(a)(2)**

**Application.**

**1910.147(a)(2)(i)**

This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

**1910.147(a)(2)(ii)**

Normal production operations are not covered by this standard (See Subpart O of this Part).

Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if:

**1910.147(a)(2)(ii)(A)**

An employee is required to remove or bypass a guard or other safety device; or

**1910.147(a)(2)(ii)(B)**

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An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

Note: **Exception to paragraph (a)(2)(ii):** Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection (See Subpart O of this Part).

**1910.147(a)(2)(iii)**

This standard does not apply to the following:

**..1910.147(a)(2)(iii)(A)**

**1910.147(a)(2)(iii)(A)**

Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

**1910.147(a)(2)(iii)(B)**

Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that-

**1910.147(a)(2)(iii)(B)(1)**

continuity of service is essential;

**1910.147(a)(2)(iii)(B)(2)**

shutdown of the system is impractical; and

**1910.147(a)(2)(iii)(B)(3)**

documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

**1910.147(a)(3)**

**Purpose.**

**1910.147(a)(3)(i)**

This section requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.

**1910.147(a)(3)(ii)**

When other standards in this part require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this section.

**1910.147(b)**

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**Definitions applicable to this section.**

**Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Authorized employee.** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

**Capable of being locked out.** An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Energized.** Connected to an energy source or containing residual or stored energy.

**Energy isolating device.** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

**Energy source.** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Hot tap.** A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

**Lockout.** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout device.** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

**Normal production operations.** The utilization of a machine or equipment to perform its intended production function.

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**Servicing and/or maintenance.** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the **unexpected** energization or startup of the equipment or release of hazardous energy.

**Setting up.** Any work performed to prepare a machine or equipment to perform its normal production operation.

**Tagout.** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout device.** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**..1910.147(c)**

**1910.147(c)**

**General -**

**1910.147(c)(1)**

**Energy control program.** The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

**1910.147(c)(2)**

**Lockout/tagout.**

**1910.147(c)(2)(i)**

If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system.

**1910.147(c)(2)(ii)**

If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.

**1910.147(c)(2)(iii)**

After January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

**1910.147(c)(3)**

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**Full employee protection.**

**1910.147(c)(3)(i)**

When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

**..1910.147(c)(3)(ii)**

**1910.147(c)(3)(ii)**

In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tagout-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

**1910.147(c)(4)**

**Energy control procedure.**

**1910.147(c)(4)(i)**

Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

Note: **Exception:** The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: (1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees; (2) the machine or equipment has a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment; (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; (5) a single lockout device will achieve a locker-out condition; (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.

**1910.147(c)(4)(ii)**

The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

**1910.147(c)(4)(ii)(A)**

A specific statement of the intended use of the procedure;

**1910.147(c)(4)(ii)(B)**

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Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

**1910.147(c)(4)(ii)(C)**

Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and

**..1910.147(c)(4)(ii)(D)**

**1910.147(c)(4)(ii)(D)**

Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

**1910.147(c)(5)**

**Protective materials and hardware.**

**1910.147(c)(5)(i)**

Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

**1910.147(c)(5)(ii)**

Lockout devices and tagout devices shall be singularly identified; shall be the only devices(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

**1910.147(c)(5)(ii)(A)**

**Durable.**

**1910.147(c)(5)(ii)(A)(1)**

Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

**1910.147(c)(5)(ii)(A)(2)**

Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

**1910.147(c)(5)(ii)(A)(3)**

Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

**..1910.147(c)(5)(ii)(B)**

**1910.147(c)(5)(ii)(B)**

**Standardized.** Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

**1910.147(c)(5)(ii)(C)**

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**Substantial -**

**1910.147(c)(5)(ii)(C)(1)**

**Lockout devices.** Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

**1910.147(c)(5)(ii)(C)(2)**

**Tagout devices.** Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

**1910.147(c)(5)(ii)(D)**

**Identifiable.** Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

**1910.147(c)(5)(iii)**

Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: **Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.**

**..1910.147(c)(6)**

**1910.147(c)(6)**

**Periodic inspection.**

**1910.147(c)(6)(i)**

The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

**1910.147(c)(6)(i)(A)**

The periodic inspection shall be performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected.

**1910.147(c)(6)(i)(B)**

The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

**1910.147(c)(6)(i)(C)**

Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

**1910.147(c)(6)(i)(D)**

Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section.

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**..1910.147(c)(6)(ii)**

**1910.147(c)(6)(ii)**

The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

**1910.147(c)(7)**

**Training and communication.**

**1910.147(c)(7)(i)**

The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

**1910.147(c)(7)(i)(A)**

Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

**1910.147(c)(7)(i)(B)**

Each affected employee shall be instructed in the purpose and use of the energy control procedure.

**1910.147(c)(7)(i)(C)**

All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

**1910.147(c)(7)(ii)**

When tagout systems are used, employees shall also be trained in the following limitations of tags:

**..1910.147(c)(7)(ii)(A)**

**1910.147(c)(7)(ii)(A)**

Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

**1910.147(c)(7)(ii)(B)**

When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

**1910.147(c)(7)(ii)(C)**

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Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

**1910.147(c)(7)(ii)(D)**

Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

**1910.147(c)(7)(ii)(E)**

Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

**1910.147(c)(7)(ii)(F)**

Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

**1910.147(c)(7)(iii)**

Employee retraining.

**..1910.147(c)(7)(iii)(A)**

**1910.147(c)(7)(iii)(A)**

Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

**1910.147(c)(7)(iii)(B)**

Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

**1910.147(c)(7)(iii)(C)**

The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

**1910.147(c)(7)(iv)**

The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

**1910.147(c)(8)**

**Energy isolation.** Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

**1910.147(c)(9)**

**Notification of employees.** Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

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LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM**

**..1910.147(d)**

**1910.147(d)**

**Application of control.** The established procedures for the application of energy control (the lockout or tagout procedures) shall cover the following elements and actions and shall be done in the following sequence:

**1910.147(d)(1)**

**Preparation for shutdown.** Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

**1910.147(d)(2)**

**Machine or equipment shutdown.** The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

**1910.147(d)(3)**

**Machine or equipment isolation.** All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

**1910.147(d)(4)**

**Lockout or tagout device application.**

**1910.147(d)(4)(i)**

Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

**..1910.147(d)(4)(ii)**

**1910.147(d)(4)(ii)**

Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

**1910.147(d)(4)(iii)**

Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

**1910.147(d)(4)(iii)(A)**

Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

**1910.147(d)(4)(iii)(B)**

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Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

**1910.147(d)(5)**

**Stored energy.**

**1910.147(d)(5)(i)**

Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

**..1910.147(d)(5)(ii)**

**1910.147(d)(5)(ii)**

If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

**1910.147(d)(6)**

**Verification of isolation.** Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

**1910.147(e)**

**Release from lockout or tagout.** Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

**1910.147(e)(1)**

**The machine or equipment.** The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

**1910.147(e)(2)**

**Employees.**

**1910.147(e)(2)(i)**

The work area shall be checked to ensure that all employees have been safely positioned or removed.

**1910.147(e)(2)(ii)**

After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

**1910.147(e)(3)**

**Lockout or tagout devices removal.** Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. **Exception to paragraph (e)(3):** When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that

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specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements:

**1910.147(e)(3)(i)**

Verification by the employer that the authorized employee who applied the device is not at the facility:

**1910.147(e)(3)(ii)**

Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

**1910.147(e)(3)(iii)**

Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

**..1910.147(f)**

**1910.147(f)**

**Additional requirements.**

**1910.147(f)(1)**

**Testing or positioning of machines, equipment or components thereof.** In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

**1910.147(f)(1)(i)**

Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section;

**1910.147(f)(1)(ii)**

Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section;

**1910.147(f)(1)(iii)**

Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section;

**1910.147(f)(1)(iv)**

Energize and proceed with testing or positioning;

**1910.147(f)(1)(v)**

Deenergize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

**1910.147(f)(2)**

**Outside personnel (contractors, etc.).**

**1910.147(f)(2)(i)**

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Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.

**..1910.147(f)(2)(ii)**

**1910.147(f)(2)(ii)**

The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

**1910.147(f)(3)**

**Group lockout or tagout.**

**1910.147(f)(3)(i)**

When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

**1910.147(f)(3)(ii)**

Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c)(4) of this section including, but not necessarily limited to, the following specific requirements:

**1910.147(f)(3)(ii)(A)**

Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);

**1910.147(f)(3)(ii)(B)**

Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and

**1910.147(f)(3)(ii)(C)**

When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

**..1910.147(f)(3)(ii)(D)**

**1910.147(f)(3)(ii)(D)**

Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

**1910.147(f)(4)**

**Shift or personnel changes.** Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

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Note: The following appendix to §1910.147 serves as a non-mandatory guideline to assist employers and employees in complying with the requirements of this section, as well as to provide other helpful information. Nothing in the Attachment Adds to or detracts from any of the requirements of this section.

**VILLAGE SERVICES DEPARTMENT  
PROCEDURES FOR CONFINED SPACE ENTRY**

**I. INTRODUCTION:**

The purpose of these procedures is to protect our employees' health and welfare from improper entry into confined spaces. Proper entry into confined spaces minimizes risk in these hazardous areas.

**II. DEFINITIONS OF CONFINED SPACE**

**A.** As defined by the Illinois Department of Labor as having any one of the following characteristics:

1. Limited openings for entry and exit.
2. Unfavorable natural ventilation.
3. Not designed for continuous worker occupancy.

**B.** Most common types of confined space within the Village are as follows:

1. Manholes, for access to water sanitary and storm systems, which are at a greater depth than the height of the employee who is making the entry.
2. Lift stations, both dry and wet can types.
3. Subsurface structures, such as some basements, crawl spaces, wet wells, and storage facilities.

**C.** By no means is this intended to be a complete list of every type of confined space but rather an indication of the most common. Remember if any area has one of the three characteristics mentioned above it should be treated as a confined space.

**III. IDENTIFYING POTENTIAL HAZARDS**

After an area has been determined as a confined space it is necessary to identify what potential hazards may or do exist. The different types of hazardous conditions that may be encountered are as follows:

**A. Oxygen Deficient or Enriched Atmosphere:** an oxygen deficient atmosphere has LESS than 19.5% available oxygen; an oxygen enriched atmosphere has GREATER than 21% available oxygen. If the oxygen levels in the confined space are not between 19.5% and 21% it is **EXTREMELY DANGEROUS** for anyone to enter without proper safety measures.

**B. Flammable Atmospheres:** Exist when there are oxygen enriched atmospheres,  
**SECTION II.C**

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products stored in the confined space such as sewerage in a manhole, work being performed in the confined space such as solvent cleaning, or other chemicals that may have leached into the confined space. If the confined space has a flammable atmosphere rating GREATER than 10% L.F.L., it is **EXTREMELY DANGEROUS** for anyone to enter without proper safety measures.

- C. Toxic atmospheres:** Most substances should be considered hazardous in a confined space. Toxic substances can come from, the material stored in the confined space such as removing sewerage or sludge from a manhole can produce hydrogen sulfide; the type of work being performed such as painting, or cleaning solvents can produce toxic vapors, areas adjacent to a confined space may produce toxicities that can enter and accumulate in the confined space. If the confined space has ANY levels of toxicities it is **EXTREMELY DANGEROUS** for anyone to enter without proper safety measures. It is also important to remember that toxic gases and vapors can be lighter or heavier than air and can be at different levels within the confined space.

**IV. LEVELS OF ENTRY**

Entry to a confined space can be accomplished safely if proper precautions, equipment, and procedures are followed. Using section one to define an area as a confined space is the first step necessary to determine what level of entry is to be performed. The following classifies the level of entry based on conditions of the confined space and lists the minimum requirements for entry to the area.

- A. Level One:** A level one entry is a minimum entry level determination. This consists of one or more of the characteristics of confined spaces but none of the hazards exist in or around the area of the confined space. Additionally, the work to be performed upon entry will not produce a hazardous condition. Two employees are necessary for this level of entry, one employee to enter, and the second to standby on the outside of the confined space to insure the first employee's safety and be in a position to obtain help if necessary. Under no circumstances should the second employee enter the confined space.
- B. Level Two:** A level two entry consists of one or more of the characteristics of confined space and one or more of the hazards of a confined space exist. This level of entry would require three employees, one employee to enter, the second for rescue, and the third to be in a position to monitor the entry and obtain help if necessary. Under no circumstances should the employee that is standing by for rescue enter the confined space until the third employee indicates that help is on the way, and then only if he has the proper equipment on. The third employee in this level of entry must be a crew leader and under no circumstance enter the confined space.
- C. Level Three:** A level three entry consists when conditions in the confined space

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are or could rapidly change posing a life threatening situation. The number of employees would be determined by the Division Supervisor for the particular area to be entered. The Supervisor will assign the duties for each employee involved and be on the site when the entry occurs. A level three entry must be thoroughly planned and executed even in the event that the entry is being performed to repair an emergency situation, it is important that no one is rushed or hurried, and that all precautions are methodically taken.

**V. ENTRY PROCEDURES**

Before any confined space is entered all measures of performing the task without entering should have been exhausted, if the only means of accomplishing the task is by entering then the following procedures must be followed.

**A. Pre-Entry Inspection:** A non-entry inspection of the confined space is performed to determine the characteristics, hazardous conditions, and the level of entry necessary to perform the work. This inspection will be documented on a Confined Space Pre-Entry Request Form (Page 7) and given to the Division Supervisor.

**B. Entry Permit:** The Supervisor will determine the level, assign an entry team and issue a Confined Space Entry Permit (Page 8) for that job. The permit will have specific conditions that must be followed.

**C. Level One Procedures:** A level one entry consists of the following procedures:

1. Submit pre-entry request to Supervisor.
2. Obtain entry permit from Supervisor.
3. Permit will designate one employee as the enterer, the second employee as the stand by/rescuer.
4. The entry team will have all necessary confined space equipment on the site and readily available for use.
5. All necessary paperwork listed on the permit will be completed and given to the Supervisor as soon as possible but no later than the end of the employees shift.

**D. Level Two Procedures:** A level two entry consists of the following procedures:

1. Submit pre-entry request to Supervisor.
2. Obtain entry permit from Supervisor.
3. Permit will designate one employee as the enterer; this employee will be responsible to perform the work in the confined space. This employee must wear, a harness, retrieval system (man rated), and self contained breathing apparatus (S.C.B.A.).
4. The second designated employee will be the stand by/rescuer, this employee will be responsible to stand by the entrance to the confined space to rescue the

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enterer if that should become necessary. This employee must wear the same equipment as the enterer.

5. The third employee will be the Crew leader; this employee will be responsible for the monitoring of the confined space entry, tri-meter readings, and compliance with safety rules and procedures of confined space entry. In addition, he would be in a position to call for assistance if any problems arise.
6. The Crew leader shall notify the Supervisor when the employee enters and when the final exit occurs. All necessary paperwork listed on the permit will be completed and given to the Supervisor as soon as possible but no later than the end of the employees shift.

**E. Level Three Procedures:** A level three entry consists of the same procedures (A-F) as a level two entry with the following additions:

1. Upon receipt of a pre-entry inspection the Supervisor will issue a permit and prepare a plan for the entry. The plan and permit will be discussed with all employees involved with the entry. The Supervisor will also notify the Bloomingdale Fire Department and Public Works Facility Base of the time and date of the impending entry.
2. The Supervisor must be on the site during a level three entry. It is the Supervisors responsibility to insure that all the safety rules and procedures are followed and that his employees are not placed in a dangerous situation without proper precautions.
3. The Supervisor has the authority to cancel, postpone, or re-schedule the entry, if in his judgement the entry would be or becomes too hazardous for our employees, or exceeds the limits of our equipment and/or abilities. In addition, the Supervisor also would have the authority to contract the equipment and/or manpower necessary to accomplish the work.

**VI. RESCUE PROCEDURES**

In the event a rescue becomes, necessary the following procedures apply:

- A.** The Crew leader or the Supervisor will make the call for help. The caller should state clearly that he has a confined space emergency, and the exact location. The call should be placed by radio to Public Works Base or to the Police Department.
- B.** The base station receiving the call should immediately notify the Bloomingdale Police and Fire Departments of the emergency and then notify the entry team of the E.T.A. The next call should be to the Supervisor if he is not already on site. After that the Public Works Operations Superintendent and the Director of Village Services should be notified.
- C.** Any Public Works unit hearing the call for help that is near the site should respond to the site to lend assistance as time may be crucial. It is important that anyone responding to the call in no way interfere with emergency vehicles in route, or

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block access to the site.

- D. Upon notice that help is on the way the Crew leader can then send in the standby rescue employee if necessary, to help the injured employee. The Crew leader or Supervisor shall coordinate efforts with arriving emergency units.
- E. Rescue procedures vary depending on what type of trouble the employee is in. In most cases the employee will be able to be rescued by the retrieval system without the stand by rescue employee having to enter the confined space.

**VII. GENERAL CONCERNS**

There are many concerns that employees have regarding confined space entry. The following identifies some of them:

- A. **Questions and Concerns:** If an employee has any question or concern during any phase of these procedures, it should be brought to his supervisor. The supervisor should encourage this. No one on a confined space entry team should have any doubt of what is expected of him.
- B. **Communications:** Open lines of communications between employees and there supervisor are essential. No one should feel intimidated into performing a confined space entry. Employees should only have the task at hand on his mind when performing a confined space entry.
- C. **Equipment:** The Village supplies all the necessary equipment for confined space entry. If an employee has any question regarding the equipment usage or adequacy for the job, ask the supervisor.

**VIII. TRAINING**

The Village will provide annual training for confined space entry in accordance with federal and state regulations. The training consists of the following:

- A. Physical exams will be performed annually to determine if an employee is physically capable of wearing a respirator.
- B. Respirator training for qualified employees will be conducted annually by qualified instructors.
- C. Equipment training with factory representatives and or video tape will be conducted annually with hands on experience.
- D. Procedure training will be conducted annually with the employees, ways to improve

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procedures, equipment, and safety.

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**Confined Space Pre-Entry Inspection for Permit**

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

Photo Attached: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Reason for proposed entry: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe confined space (including type of access, depth, and width): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Characteristics of space (ie: Sanitary or Storm Manhole, Sub Level Material stored in space etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tri-Meter readings at inspection:

Oxygen: \_\_\_\_\_ Time: \_\_\_\_\_

Flammables: \_\_\_\_\_ Time: \_\_\_\_\_

Toxics: \_\_\_\_\_ Time: \_\_\_\_\_

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

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**CONFINED SPACE ENTRY PERMIT**

Permit # \_\_\_\_\_

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

Equipment Checklist

Usage                    /On Site  
Required

_____	_____	Tri-Meter Constant Monitoring
_____	_____	Self Contained Breathing Apparatus
_____	_____	Harness/Life Line
_____	_____	Retrieval System/Davit Arm and/or Tri-Pod
_____	_____	Air Blower
_____	_____	Non Sparking Light (Explosion Proof)
_____	_____	Communication Equipment
_____	_____	Protective Clothing (Rubber Boots, Etc.)
_____	_____	Other _____

Special condition of permit: \_\_\_\_\_

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

**EMERGENCY NUMBERS**

POLICE & FIRE:                    911  
PUBLIC WORKS:                    (630) 529-5865  
VILLAGE SERVICES:                (630) 893-7073



**VILLAGE OF BLOOMINGDALE  
RESPIRATORY PROTECTION PROGRAM**

**I. PURPOSE**

This program is to provide management guidance on the selection, use and maintenance of respirators, and employee medical/training requirements of the respiratory protection program in accordance with applicable regulations while providing a high degree of protection for employees exposed to potentially hazardous atmospheric conditions.

**II. SCOPE**

This program covers any employee using any type of respiratory protection, including but not limited to single use disposable, maintenance free respirators; air purifying respirators, and air supplying respirators on a mandatory or optional basis. This program does not pertain to maintenance-free disposable dust masks as these are not considered respirators.

The requirements of this program will therefore apply to the employees in the following job classifications who have potential of being assigned tasks requiring the use of a respirator.

Equipment Maintenance Supervisor	Street Maintenance Supervisor
Forester	Distribution Supervisor
Water Production Supervisor	Water Reclamation Supervisor
Crew Leaders	Engineering Technician
Equipment Maintenance Mechanic	Chemist
Water Systems Operator	Plant Mechanic II & I
Plant Operator II & I	Maintenance Worker II & I

This list is subject to change upon written approval by the Director of Village Services.

**III. APPLICABLE REGULATIONS**

The respiratory protection program shall be maintained to comply with all applicable state or federal regulations, including OSHA standard 29 CFR 1910.134 - Respiratory Protection.

**IV. RESPONSIBILITIES**

**A.** The Village Services Department (hereinafter referred to as 'the Department') is responsible for:

1. Administering the Department respiratory protection program, including

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RESPIRATORY PROTECTION PROGRAM**

evaluation of the work environment for potential hazards designation of appropriate respirator selection, and employee medical surveillance, training and fit-testing.

2. Insuring that any contractors, hired by the Department, using respiratory protection are complying with federal, state, and local regulations and policies.
3. Periodically auditing the use of respirators at each facility to insure compliance with established guidelines, procedures, and applicable regulations.

**B.** The Division Superintendents and Supervisors are responsible for:

1. Insuring that respirator users under their supervision have been provided the proper medical surveillance, training, and fit-testing prior to using any type of respiratory protection, and that the appropriate respirator for the potential hazard is being properly worn. Initial fit testing may be completed by the manufacturer or by a qualified competent individual.
2. Being knowledgeable regarding which specific areas and tasks under their jurisdiction have been designated as requiring mandatory respiratory protection and the minimum number of qualified employees required to staff those requirements.
3. The enforcement of these mandatory requirements.

**C.** All personnel shall be responsible for:

1. Reporting to a Superintendent or Supervisor any discrepancies or problems associated with the use of respirators and new conditions which may require investigation for the use of respiratory protection.
2. To use respiratory protection in accordance with prescribed procedures and training, guard against damage to respirators, and report any malfunction of the respirator to supervision.
3. Self fit-testing respirators each time a respirator is worn, using techniques demonstrated during the respirator training.
4. To remove facial hair, (Beard, sideburns, etc) as necessary to maintain a proper seal at all times.

**V. RESPIRATOR SELECTION**

- A.** Respirators selected for use shall be approved by the ANSI Z88.2-1980, National Institute of Occupational Safety and Health (NIOSH), or the Mine Safety and Health Administration (MSHA) and properly labeled or color coded per the requirements of OSHA 29 CFR 1910.134 (g).
- B.** Respirator selection shall be based on the potential hazard(s) to which the user may be exposed. The selection shall require consideration of:

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1. Nature, extent-of, and adverse health effects of hazard or characteristics of hazardous operation
  2. Air contaminant concentration in area which may be used to supply respirable air
  3. Time period for respirator use and activity level of user
  4. Physical characteristics and limitations of respirator types
  5. Respirator protection factors and respirator
- C.** Respirators selected for use shall be approved by the Superintendent/Supervisor prior to purchase. Respirator purchase order requisitions shall be approved by Superintendent & Supervisor.
- D.** The Department shall maintain a current list of all approved respirators being used in the facility. The listing shall include the manufacturers' make and model numbers of respirators.
- E.** Only manufacturer specified replacement parts shall be utilized for repair. Repair parts shall not be interchanged between various manufacturers' respirators.
- F.** Appendices I and II to this program may be used as guides for determining appropriate types of respiratory protection.

**VI. MEDICAL EVALUATION**

Prior to assignment to any position requiring respirator use, a medical evaluation of the employees ability to work while wearing a respirator will be necessary.

- A.** Employees shall not be provided or use respiratory protection without prior written certification stating the employee is capable of using respiratory protection.
- B.** Determination of medical certification for respirator use shall be made by a certified physician or other qualified medical personnel under the direction of a certified physician approved by the Village of Bloomingdale.
- C.** Parameters to be included in the medical evaluation shall be determined by the directing physician and include consideration of:
1. Make/model number of respirators under consideration for use
  2. Duration of respirator usage
  3. Activities which will be performed during respirator use
  4. Type of potential exposure hazard
- D.** Prior to the medical evaluation, the employee shall complete a "Medical Questionnaire - Respirator Use," Attachment All, or equivalent facility Health

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Services Department designated form. Questionnaire responses shall be reviewed with the employee by qualified medical personnel at the time of respiratory medical evaluation.

- E. Repeat medical evaluations or "Medical Questionnaire - Respirator Use" or equivalent shall be conducted for all respirator users on an annual basis or as determined by the direction of the Village of Bloomingdale's certified physician.
- F. Records of "Medical Questionnaire - Respirator Use," physician or qualified medical personnel comments, and other information pertaining to the respirator medical evaluation shall be maintained in the employee's medical file.

**VII. RESPIRATOR TRAINING**

- A. Prior to use of any respirator training in the use and limitations of respirators will be provided to all respirator users. Training shall be given on each type of respirator that the employee will use.
- B. The direct Supervisor of an employee wearing respiratory protection shall be knowledgeable in the proper use of the respirator and have received at least the amount of training as received by the employee.
- C. Respirator training shall be performed by a competent individual who is knowledgeable about the Village's respiratory protection program, requirements of applicable state and federal regulations, and shall include at least the following information:
  - 1. Instruction in nature, extent and effects of respiratory hazards.
  - 2. Discussion as to why a particular respirator is used.
  - 3. Discussion of respirator capabilities and limitations.
  - 4. Classroom and shop instruction (actual conditions) in recognizing and coping with emergencies.
  - 5. Training as may be required for special use
  - 6. Instruction in how to inspect, wear and remove the specific respirator
  - 7. Instruction in testing for leaks
  - 8. Instruction in how to recognize any potential problems with the respirator
  - 9. Explanation of the procedures for maintenance and storage of the respirator
  - 10. General provisions of OSHA 29 CFR 1910.134 and Respiratory Protection Program
- D. In addition to the initial training, refresher training shall be given to respirator wearers on an annual basis. Refresher training shall be a review of the elements presented in the initial training.

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RESPIRATORY PROTECTION PROGRAM**

**VIII. FIT-TESTING**

- A.** Initial fit-testing shall be performed during employee respirator training for all types of respirators.
- B.** Fit-testing shall include instruction on negative and positive pressure tests as appropriate for the specific respirator.
- C.** Fit-test evaluation shall be made using recognized quantitative fit-testing procedures.
- D.** An acceptable fit is achieved if the respirator wearer is unable to detect penetration of the test agent into the respirator.
- E.** Self fit-testing shall be performed by the employee each time the respirator is worn, using the techniques demonstrated during the respirator training.
- F.** Fit-testing shall include a series of exercises such as normal breathing, deep breathing, turning head from side to side, nodding head up and down, talking, or other activities that may simulate actual working conditions, to insure a proper seal at all times.
- G.** Employees shall not use, or be fit-tested for, tight-fitting respirators that require a seal for effective performance when facial hair or other conditions prevent the seal. In addition to a beard, other conditions which may prevent a seal include absence of normally worn dentures, facial configuration, facial scars or eyewear that projects under the facepiece seal.
- H.** Determination of the degree of facial hair and assessment of an adequate seal shall be made using Attachment AV as a guideline at the time of initial training/fit-testing and reviewed by departmental supervision on a continuing basis for compliance.
- I.** Respirator users may be issued prescription spectacle kits if they are required to wear a full face respirator and use prescription glasses. The determining factor for the purchase of spectacle kits will be based on how often he/she must wear the respirator, what functions will he/she most likely have to perform with the respirator, and can the individual see to perform these tasks without spectacles. Judgement will be used in determining the purchase of spectacle kits. Wearing contact lenses in a contaminated atmosphere is not permitted with a respirator.
- J.** A "Respirator Training and Fit-testing Verification Form", Attachment D., or equivalent designated form shall be completed following training and acceptable

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fit-testing of each respirator make/model.

- K. Records of respirator training shall be maintained by the Department. Retention of these records shall be in accordance with OSHA Standard 29 CFR 1910-20.
- L. The Department is responsible for maintaining a current "Employee Respirator Eligibility Roster: Which shall be issued annually to Supervisor and respirator users. Notification to applicable departmental management of new respirator eligible employees shall be given immediately after the medical evaluation, training and fit-testing have been completed. The roster shall include the dates of the last medical evaluation, training, and fit-testing for each type of respirator.

**IX. ISSUANCE OF RESPIRATORS**

- A. Employees shall only be issued or have readily available respiratory protection which is known to provide adequate protection from the type and concentration of potential exposure.
- B. Issuance of respirators shall be controlled with verification, using the latest edition of the "Employee Respirator Eligibility Roster" Attachment DII to insure that the employee being issued a respirator has had an updated respiratory medical evaluation, training, and fit-testing for the specific respirator desired.
- C. The Village issues respirators for specific individual use only and also provides respirators used by more than one qualified person. Respirators only to be used by specific individuals are to be labeled with the individual name on them

**X. INSPECTION OF RESPIRATORS**

- A. The Village issues respirators to specific individuals and issues respirators used by more than one person. Individuals who are assigned their own respirator to use are responsible for cleaning, sanitizing, and inspecting their respirator. Respirators, used by more than one person shall be cleaned, sanitized, and inspected by designated individuals on a monthly basis. These respirators are also to be inspected by the user immediately before each use. This is to ensure that the respirator is in proper working condition. The following are guidelines for inspection of respirators.
- B. Single use, disposable, maintenance-free respirators are to be inspected by the respirator user prior to and after each use, for the following:
  - 1. Holes in the filter (obtain new disposable respirator)
  - 2. Straps for elasticity and deterioration (replace straps, contact manufacturer, or obtain new respirator)
  - 3. Metal nose clip for deterioration, if applicable (obtain new disposable respirator)

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- C. Single use, disposable, maintenance-free respirators shall be properly discarded when damaged or unusable for any reason or when efficiency has been lost.
  
- D. Air purifying respirators (including quarter-mask, half-mask, full facepiece, and gas mask) used by more than one person are to be inspected monthly by a designated employee/s, before and after each use and/or as needed, and should be checked for:
  - 1. Facepiece
    - a. Excessive dirt (clean all dirt from facepiece)
    - b. Cracks, tears, or holes (obtain new facepiece)
    - c. Distortion (allow facepiece to sit free from any constraints and see if distortion disappears--if not, obtain new facepiece)
    - d. Cracked, scratched, or loose-fitting lenses (contact respirator manufacturer to see if replacement is possible--otherwise, obtain new facepiece)
  - 2. Headstraps
    - a. Breaks to tears (replace headstraps)
    - b. Loss of elasticity (replace headstraps)
    - c. broken or malfunctioning buckles or attachments (obtain new buckles)
    - d. Excessively worn serrations of the head harness that might allow the facepiece to slip (replace headstrap)
  - 3. Inhalation and exhalation valves
    - a. Detergent residue, dust particles or dirt on valve or valve seat (clean residue with soap and water)
    - b. Creaks, tears, or distortion in the valve material or valve seat (contact manufacturer for instructions)
    - c. Missing or defective valve cover (obtain valve cover from manufacturer)
    - d. The filter elements
    - e. Proper filter for the hazard
    - f. Missing or worn gaskets (contact manufacturer for replacement)
    - g. Worn threads--both filter threads and facepiece threads (replace filter or facepiece whichever is applicable)
    - h. Deterioration of gas mask canister harness (replace harness)
    - i. Service life indicator, expiration date, or end-of-service date
  - 4. Gas mask
    - a. Cracks or holes (replace tube)
    - b. Missing or loose hose clamps (obtain new connectors)
    - c. Service-life indicator on canister (or contact manufacturer to find out what indicates the end-of-service date for the canister)
    - d. Air supplying respirators are all to be inspected monthly by a designated employee/s and by the user before and after each use.
  - 5. Air-supplying respirators

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6. Hood, helmet, blouse, or full suit
  - a. Rips and torn seams (if unable to repair the tear adequately, replace)
  - b. Headgear suspensions (adjust properly for wearer)
  - c. Cracks or breaks in faceshield (replace faceshield)
  - d. Protective screen to see that it is intact and fits correctly over the faceshield, abrasive blasting hoods, and blouses (obtain new screen)
7. Air supply system
  - a. Breathing air quality
  - b. Breaks or kinks in air supply hoses and end fitting attachment (replace hose and/or fitting)
  - c. Tightness of connections
  - d. Proper setting of regulators and valves (consult manufacturer's recommendations)
  - e. Correct operation of air-purifying elements
  - f. Proper operation of carbon monoxide alarms or high-temperature alarms
8. The facepiece, headstraps, valves, and breathing tube inspection check are the same as for the air-purifying respirators.
9. Replacement of worn or damaged respirators parts shall be made only with manufacturer-designated replacement parts.

**XI. CLEANING AND SANITIZING OF RESPIRATORS**

- A.** Each time an employee uses a respirator, it should be in a cleaned and sanitized position. Respirators to be used in a non-routine basis should be cleaned and sanitized after every use and as a part of the monthly inspection, as necessary. Cleaning procedures include:
  1. Removing and dismantling of any facepiece replaceable parts
  2. Washing facepiece and associated parts (using a brush) in a warm soapy solution or commercially available respirator cleaning solution
  3. Rinsing facepiece and parts in a sanitizing solution
  4. Air drying
  5. Inspecting facepiece and parts prior to reassembly
  6. Covering respirator with a plastic bag or other clean storage container
- B.** If possible, detergents containing a bactericide should be used. Organic solvents should not be used, as they can deteriorate the elastomeric (rubber or silicone) facepiece. If these detergents are not available, a disinfectant may be necessary. Check with the manufacturer for disinfectants.
- C.** After cleaning and sanitizing, each respirator should be reassembled and inspected for proper working condition and repair or replacement of parts.

**XII. STORAGE OF RESPIRATORS**

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- A.** Respirators should be stored to protect them from dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals. Unprotected respirators can sustain damaged parts or facepiece distortion that make them ineffective.
- B.** Before being stored, a respirator should be carefully wiped with a damp cloth and dried. It should be stored without sharp folds or creases. It should never be hung by the elastic headband or put down in a position which will stretch the facepiece.
- C.** Since heat, air, light, and oil cause rubber to deteriorate, respirators should be stored in a cool, dry place and protected from light and air as much as possible. Wood, fiber, or metal cases are provided with many respirators. Respirators should be sealed in clean plastic bags. Respirators should not be thrown into tool boxes or left on the benches where they may be exposed to dust and damaged by oil or other harmful materials.
- D.** After cleaning and inspection, place respirators in individual, sealable plastic bags. Then store them in one layer with the facepiece and exhaustion valve in normal position. Respirators should not be stored in lockers unless they are protected from contamination, distortion and damage.

**XIII. RESPIRATORS FOR EMERGENCY USE**

- A.** Possible emergency uses of respirators shall be anticipated and planned for; however, if potential hazard and concentration of contaminant cannot be determined prior to using a respirator in an emergency situation or in atmospheres suspected to be **immediately dangerous to life or health (IDLH)**, qualified employees shall be issued self-contained breathing apparatus.
- B.** Self-contained breathing apparatus are not to be used for escape purposes for employees who have not been medically evaluated or trained on its use. In addition, tight-fitting facepieces of self-contained breathing apparatus cannot be used at any time, including for escape, by individuals for facial hair which will not provide a tight seal.
- C.** Entry to an IDLH atmosphere shall be subject to the Village Confined Space Program. At no time shall a single employee enter an IDLH atmosphere.
- D.** Entry to a contaminated atmosphere shall be subject to the Village Confined Space Program.
- E.** Respirators for emergency use shall be cleaned, inspected, and maintained so they are readily available and operational when needed.

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**XIV. RECORDKEEPING**

- A.** A listing of all manufacturer and respirator model numbers for respirators approved for use at each facility shall be maintained by the Village Services Department. (Superintendents & Administrative Assistant)
- B.** Results of the completed "Medical Questionnaire-Respirator Use" shall be maintained in the employee's medical file and retained as required by OSHA 29 CFR 1910.120
- C.** A current copy of the "Employee Respirator Eligibility Roster" shall be maintained by the Village Services Department and published quarterly to Supervisors of respirator users. The roster shall include the date of the last respiratory medical evaluation, training, and fit-testing for each type of respirator.
- D.** Monthly inspection and/or repair records for self-contained breathing apparatus shall be maintained by the Village Services Department.
- E.** Copies of the written respiratory protection program, administrative guidelines, or other pertinent forms shall be retained on file in the Village Services Department.

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**ATTACHMENT A  
CLASSIFICATION OF RESPIRATORY HAZARDS**

**I. Particulate Contaminants**

- A. Relatively Inert** - May cause discomfort and minor irritation (Examples: paper, cardboard, wood dust, gypsum, plaster board)
- B. Pulmonary Fibrosis** Producing - cause modulation and fibrosis in lungs. (Examples: quartz, silica, asbestos, coal dust, diatomaceous earth)
- C. Chemical Irritants** - produce irritation, inflammation and ulceration in upper respiratory tract, (Examples: caustics, lime, sodium hydroxide)
- D. Systematic Poisons** - produce pathological reactions in - various systems of the body, (Examples: cadmium, lead).

**II. Gas and Vapor Contaminants**

- A. Simple Asphyxiants** - physiologically inert substances that dilute oxygen in the air, (Examples: helium, methane, hydrogen, propane, carbon dioxide).
- B. Chemical Asphyxiants**, - low concentrations interfere with oxygen supply in the blood, (Examples: carbon monoxide, cyanide)
- C. Irritants** - corrosive in action, cause inflammation and irritation of parts of the respiratory system, (Examples: ammonia, hydrogen chloride, formaldehyde, chlorine).
- D. Anesthetics** - cause loss of feeling and/or sensations; may injure body organs
- E. Systematic Poisons** - damage organs in the body, (Examples: phosphine gas).

**III. Oxygen Deficiency**

Atmospheres of less than 19.5 percent oxygen, (Examples: confined or unventilated tanks and other enclosures).

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**ATTACHMENT B - RESPIRATOR SELECTION GUIDE**

**I. Air-Purifying, Particulate-Removing Filter Respirators**

These are generally called "dust", "mist", or "fume" respirators, and by a filtering action, remove particulate before they can be inhaled. High efficiency filters are available for dusts with a threshold limit value of less than 0.05 mg/m<sup>3</sup>.

- A. Maintenance-Free: Single-Use Respirators** are for individual use and are discarded after use, when damaged, or when breathing resistance becomes excessive. Generally, these respirators are approved for use against pneumoconiosis or fibrosis producing dusts.
- B. Replaceable Cartridge, Quarter and Half-mask:** Reusable air-purifying respirators are equipped with cartridges which are replaced when breathing becomes excessive. Quarter-mask covers the mouth and nose; the half-mask fits over the nose and under the chin. The half-mask usually provides a better facepiece-to-face seal.
- C. Replaceable Cartridge, Full Face:** Full facepiece respirators cover the face from the hairline to below the chin. This respirator provides additional protection to the face and gives better seal than half or quarter-masks. Type of protection provided is dependent on the type of filter used.
- D. Powered Air Purifying:** The powered air-purifying respirator (PAPR) uses a blower to pass contaminated air through an element that removes the contaminants and supplies the purified air to a respiratory inlet covering, which may be a facepiece, helmet or hood. A popular configuration consists of the air-purifying element(s) attached to a small blower worn on a belt. Limitations:
1. Air purifying respirators do not provide oxygen; cannot be worn in oxygen-deficient atmospheres
  2. Particulate-removing air-purifying respirators offer no protection against atmospheres containing contaminant gasses or vapors
  3. Performance of some filter materials is affected by open storage in very humid atmospheres
  4. Air flow resistance of a particulate-removing respirator filter increases as the quantity of particles it retains increases, thus increasing the breathing resistance
  5. Should not be used for abrasive blasting operations
  6. Power air-purifying respirators use constant flow through the air-purifying element reducing service life of elements compared to negative pressure respirator elements

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- E. Air-Purifying Chemical Cartridge/Canister Respirators for Gases/Vapors:** Vapor and gas-removing respirators use cartridges or canisters containing chemicals to trap or react with specific vapors and gases and remove them from the air breathed.
1. **Quarter, Half, and Full Facepiece:** Available for protection against single chemicals, such as ammonia or entire classes, such as organic vapors. Cartridge/canister label identifies that the cartridge/canister protects against, the maximum concentration in which the element can be used, and in some instances, the service life or expiration date of the element.
  2. **Powered Air Purifying:** Available for protection against a limited number of gases and vapors as specified by the air-purifying filter (see Appendix B, Section 1-D for further information). Limitations:
    - a. These respirators do not supply oxygen; cannot be used in oxygen deficient atmospheres
    - b. Cannot be used in atmospheres with contaminants with limited warning properties
    - c. Provide protection only from specific gases or vapors as per design; they are useless for other gases or vapors
    - d. Cannot be used in IDIE atmospheres, except for escape
- F. Atmosphere Supplying Respirators - Supplied Air:** Rather than removing the contaminant from the air, these respirators provide clean air from an independent source through an air supply line or hose. These respirators are grouped as either airline device, or hose masks with or without a blower.
1. **Airline Devices** use a stationary source of compressed air delivered through a high-pressure hose. They can be equipped with half or full-face masks, helmets, or hoods, or complete suit. They provide protection against particulate, gases, or vapors.
    - a. **Demand Airline Devices:** Air enters the facepiece only when the person inhales. During inhalation there is negative pressure in the mask, potentially causing the contaminant to enter the mask.
    - b. **Pressure Demand Airline Devices:** There is a continuous flow of air into the facepiece regardless of the demand of the user. The airflow into the mask creates a positive pressure, eliminating the potential of contaminant leakage into the mask.
    - c. **Continuous-Flow Airline Device:** A constant airflow is maintained at all times through an airflow control valve or orifice rather than a regulator. A positive pressure is maintained in the mask eliminating the potential of contaminant leakage into the mask. Limitations:
      - i. Cannot be used in IDIE atmospheres since user is dependent upon

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- an air hose which if damaged leaves user with little or no protection
- ii. Trailing air supply hose restricts the user's mobility
2. Hose Masks supply air from an uncontaminated source through a large diameter hose and do not use compressed air or have a pressure regulating devices.
- a. Hand or Motor Operated Air Blowers have a full facepiece and hose length can be up to 300 feet.
  - b. Without Blowers have a tight fitting full facepiece and hose length up to 75 feet.
  - c. Limitations:
    - i. Hose mask cannot be used in IDLH atmospheres
    - ii. Trailing air supply hose of user restricts mobility
    - iii. Without a blower are restricted to a maximum hose length of 75 feet
    - iv. Without a blower require the user to inhale against the resistance of air flow offered by the air hose

**G. Atmosphere Supplying Respirators - Self Contained Breathing Apparatus**

- 1. Closed Circuit SCBA: When using these respirators, air is rebreathed after exhaled carbon dioxide has been removed and the oxygen content restored by a compressed oxygen source or an oxygen-generated solid. As negative pressure is created in the facepiece, there is increased leakage potential.
- 2. Open Circuit SCBA: An open circuit SCBA exhausts the exhaled air to the atmosphere instead of recirculating it. A tank of compressed air carried on the back, supplies air via a regulator to the facepiece.
  - a. Demand SCBA: Air flows into the facepiece only when the person inhales; i.e., on "demand." This is due to the nature of the valves and pressure regulator. During inhalation, there is a negative pressure and potential of leakage.
  - b. Pressure Demand SCBA: This SCBA has a regulator and valve design which maintains a positive pressure in the facepiece at all times regardless of the "demand" of the user.
- 3. Combination Atmosphere Supplying Respirator: Supplied Air and SCBA: This respirator combines an airline respirator with an auxiliary air supply (usually compressed air) to protect against the possible failure of the primary air supply (the airline). These devices are used as extra escape protection from toxic atmospheres. Limitations:
  - i. air supply is limited to the amount in the cylinder and needs recharging or cylinder replacement
  - ii. respirators are bulky and heavy and often are unsuitable for strenuous activity
  - iii. short service life of the auxiliary air supply on the combination units permit only use for escape purposes

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ATTACHMENT C

**Alexian Brothers Corporate Health Services**

**Mandatory OSHA Respirator  
Medical Evaluation Questionnaire**

**Patient Name:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

What type of respirator(s) will the employee be  
Wearing? \_\_\_\_\_

**In compliance with the revised OSHA Respiratory  
Protection Standard (1910.134)**

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OSHA RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE**

**To the employer:** Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

**To the employee:**

Can you read (circle one): Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

**Part A. Section 1. (Mandatory)** The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: \_\_\_\_\_

2. Your name: \_\_\_\_\_

3. Your age (to nearest year): \_\_\_\_\_

4. Sex (circle one): Male/Female

5. Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in.

6. Your weight: \_\_\_\_\_ lbs.

7. Your job title: \_\_\_\_\_

8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): \_\_\_\_\_

9. The best time to phone you at this number: \_\_\_\_\_

10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):

a. \_\_\_\_\_ N, R, or P disposable respirator (filter-mask, non- cartridge type only).

b. \_\_\_\_\_ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

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12. Have you worn a respirator (circle one): Yes/No

If "yes," what type(s): \_\_\_\_\_  
\_\_\_\_\_

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ever had any of the following conditions?

- Seizures (fits): Yes/No
- Diabetes (sugar disease): Yes/No
- Allergic reactions that interfere with your breathing: Yes/No
- Claustrophobia (fear of closed-in places): Yes/No
- Trouble smelling odors: Yes/No

3. Have you ever had any of the following pulmonary or lung problems?

- Asbestosis: Yes/No
- Asthma: Yes/No
- Chronic bronchitis: Yes/No
- Emphysema: Yes/No
- Pneumonia: Yes/No
- Tuberculosis: Yes/No
- Silicosis: Yes/No
- Pneumothorax (collapsed lung): Yes/No
- Lung cancer: Yes/No
- Broken ribs: Yes/No
- Any chest injuries or surgeries: Yes/No
- Any other lung problem that you've been told about: Yes/No

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

- Shortness of breath: Yes/No
- Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
- Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
- Have to stop for breath when walking at your own pace on level ground: Yes/No
- Shortness of breath when washing or dressing yourself: Yes/No
- Shortness of breath that interferes with your job: Yes/No
- Coughing that produces phlegm (thick sputum): Yes/No

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- Coughing that wakes you early in the morning: Yes/No
- Coughing that occurs mostly when you are lying down: Yes/No
- Coughing up blood in the last month: Yes/No
- Wheezing: Yes/No
- Wheezing that interferes with your job: Yes/No
- Chest pain when you breathe deeply: Yes/No
- Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ever had any of the following cardiovascular or heart problems?

- Heart attack: Yes/No
- Stroke: Yes/No
- Angina: Yes/No
- Heart failure: Yes/No
- Swelling in your legs or feet (not caused by walking): Yes/No
- Heart arrhythmia (heart beating irregularly): Yes/No
- High blood pressure: Yes/No
- Any other heart problem that you've been told about: Yes/No

6. Have you ever had any of the following cardiovascular or heart symptoms?

- Frequent pain or tightness in your chest: Yes/No
- Pain or tightness in your chest during physical activity: Yes/No
- Pain or tightness in your chest that interferes with your job: Yes/No
- In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
- Heartburn or indigestion that is not related to eating: Yes/ No
- Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you currently take medication for any of the following problems?

- Breathing or lung problems: Yes/No
- Heart trouble: Yes/No
- Blood pressure: Yes/No
- Seizures (fits): Yes/No

8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)

- Eye irritation: Yes/No
- Skin allergies or rashes: Yes/No
- Anxiety: Yes/No
- General weakness or fatigue: Yes/No
- Any other problem that interferes with your use of a respirator: Yes/No

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9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No

11. Do you currently have any of the following vision problems?

- Wear contact lenses: Yes/No
- Wear glasses: Yes/No
- Color blind: Yes/No
- Any other eye or vision problem: Yes/No

12. Have you ever had an injury to your ears, including a broken ear drum: Yes/No

13. Do you currently have any of the following hearing problems?

- Difficulty hearing: Yes/No
- Wear a hearing aid: Yes/No
- Any other hearing or ear problem: Yes/No

14. Have you ever had a back injury: Yes/No

15. Do you currently have any of the following musculoskeletal problems?

- Weakness in any of your arms, hands, legs, or feet: Yes/No
- Back pain: Yes/No
- Difficulty fully moving your arms and legs: Yes/No
- Pain or stiffness when you lean forward or backward at the waist: Yes/No
- Difficulty fully moving your head up or down: Yes/No
- Difficulty fully moving your head side to side: Yes/No
- Difficulty bending at your knees: Yes/No
- Difficulty squatting to the ground: Yes/No
- Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No
- Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

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1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- Asbestos: Yes/No
- Silica (e.g., in sandblasting): Yes/No
- Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
- Beryllium: Yes/No
- Aluminum: Yes/No
- Coal (for example, mining): Yes/No
- Iron: Yes/No
- Tin: Yes/No
- Dusty environments: Yes/No
- Any other hazardous exposures: Yes/No

If "yes," describe these exposures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List any second jobs or side businesses you have: \_\_\_\_\_  
\_\_\_\_\_

5. List your previous occupations: \_\_\_\_\_  
\_\_\_\_\_

6. List your current and previous hobbies: \_\_\_\_\_  
\_\_\_\_\_

7. Have you been in the military services? Yes/No

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If "yes," were you exposed to biological or chemical agents (either in training or combat):  
Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: \_\_\_\_\_

10. Will you be using any of the following items with your respirator(s)?

- HEPA Filters: Yes/No
- Canisters (for example, gas masks): Yes/No
- Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- Escape only (no rescue): Yes/No
- Emergency rescue only: Yes/No
- Less than 5 hours per week: Yes/No
- Less than 2 hours per day: Yes/No
- 2 to 4 hours per day: Yes/No
- Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a) Light (less than 200 kcal per hour): (Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines). Yes/No

- If "yes," how long does this period last during the average shift: \_\_\_\_\_hrs. \_\_\_\_\_mins.

b) Moderate (200 to 350 kcal per hour): (Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.) Yes/No

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- If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

c) Heavy (above 350 kcal per hour): (Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.). Yes/No

- If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment: \_\_\_\_\_

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):

\_\_\_\_\_

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

\_\_\_\_\_

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

- a) Name of the first toxic substance: \_\_\_\_\_
  - Estimated maximum exposure level per shift \_\_\_\_\_
  - Duration of exposure per shift: \_\_\_\_\_
  
- b) Name of the second toxic substance: \_\_\_\_\_
  - Estimated maximum exposure level per shift \_\_\_\_\_
  - Duration of exposure per shift: \_\_\_\_\_

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- c) Name of the third toxic substance: \_\_\_\_\_
- Estimated maximum exposure level per shift: \_\_\_\_\_
  - Duration of exposure per shift \_\_\_\_\_

- d) The name of any other toxic substances that you'll be exposed to while using your respirator: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):

\_\_\_\_\_

\_\_\_\_\_

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**ATTACHMENT D  
RESPIRATOR TRAINING AND FIT-TESTING VERIFICATION FORM**

I, \_\_\_\_\_, (Employee Name - Printed), \_\_\_\_\_ (Social Security No.) have been instructed and trained in the (MBC ID No.) \_\_\_\_\_, proper way to:

1. Fit my \_\_\_\_\_, respirator.  
(Manufacturer's Name and Model Number)
  
2. Test for a proper initial seal, using:  
  
\_\_\_\_\_ Saccharin/nebulizer  
\_\_\_\_\_ Isoamyl Acetate  
\_\_\_\_\_ Irritant Smoke  
\_\_\_\_\_ Other:
  
3. Test for a proper seal before and during each use, using negative and/or positive pressure.

I understand that when the respirator becomes contaminated or has lost its efficiency, I will discard it and obtain a new one (if the respirator is a maintenance-free respirator), or properly clean, sanitize and replace filter cartridges as appropriate.

I understand that I am entitled to use this respirator only after a respiratory medical evaluation, training and fit-testing, and that I will not obtain or transfer respirators for individuals other than myself.

I also understand that facial hair interferes with the proper face seal of a respirator and that I will not wear a respirator if I am unable to obtain a proper fit.

Employee's Signature: \_\_\_\_\_

Date of Training and Fit-Testing: \_\_\_\_\_

Trainer's Signature: \_\_\_\_\_

Date of Medical Evaluation: \_\_\_\_\_

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**ATTACHMENT E – OSHA STANDARDS**

Wed Oct 18, 1995  
OSHA Regulations (Standards)

Part Number: 1910

Standard Number: 1910.134

Title: Respiratory protection

(a) Permissible practice.

(1) In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to the following requirements.

(2) Respirators shall be provided by the employer when such equipment is necessary to protect the health of the employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protective program which shall include the requirements outlined in paragraph (b) of this section.

(3) The employee shall use the provided respiratory protection in accordance with instructions and training received.

(b) Requirements for a minimal acceptable program.

(1) Written standard operating procedures governing the selection and use of respirators shall be established.

(2) Respirators shall be selected on the basis of hazards to which the worker is exposed.

(3) The user shall be instructed and trained in the proper use of respirators and their limitations.

(4) [Reserved]

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(5) Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use.

(6) Respirators shall be stored in a convenient, clean, and sanitary location.

(7) Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use such as self-contained devices shall be thoroughly inspected at least once a month and after each use.

(8) Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained.

(9) There shall be regular inspection and evaluation to determine the continued effectiveness of the program.

(10) Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (for instance, annually).

(11) Respirators shall be selected from among those jointly approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health under the provisions of 30 CFR part 11.

(c) Selection of respirators. Proper selection of respirators shall be made according to the guidance of American National Standard Practices for Respiratory Protection Z88.2-1969.

(d) Air Quality.

(1) Compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration shall be of high purity. Oxygen shall meet the requirements of the United States Pharmacopoeia for medical or breathing oxygen. Breathing air shall meet at least the requirements of the specification for Grade D breathing air as described in Compressed Gas Association Commodity Specification G-7.1-1966. Compressed oxygen shall not be used in supplied-air respirators or in open circuit self-contained breathing apparatus that have previously used compressed air. Oxygen must never be used with air line respirators.

(2) Breathing air may be supplied to respirators from cylinders or air compressors.

(i) Cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49

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CFR Part 178).

(ii) The compressor for supplying air shall be equipped with necessary safety and standby devices. A breathing air-type compressor shall be used. Compressors shall be constructed and situated so as to avoid entry of contaminated air into the system and suitable in-line air purifying sorbent beds and filters installed to further assure breathing air quality. A receiver of sufficient capacity to enable the respirator wearer to escape from a contaminated atmosphere in event of compressor failure, and alarms to indicate compressor failure and overheating shall be installed in the system. If an oil-lubricated compressor is used, it shall have a high-temperature or carbon monoxide alarm, or both. If only a high-temperature alarm is used, the air from the compressor shall be frequently tested for carbon monoxide to insure that it meets the specifications in paragraph (d) (1) of this section.

(3) Air line couplings shall be incompatible with outlets for other gas systems to prevent inadvertent servicing of air line respirators with non respirable gases or oxygen.

(4) Breathing gas containers shall be marked in accordance with American National Standard Method of Marking Portable Compressed Gas Containers to Identify the Material Contained, Z48.1-1954; Federal Specification BB-A-1034a, June 21, 1968, Air Compressed for Breathing Purpose; or Interim Federal Specification GG-B00675b, April 27, 1965, Breathing Apparatus, Self-Contained.

(e) Use of respirators.

(1) Standard procedures shall be developed for respirator use. These should include all information and guidance necessary for their proper selection, use, and care. Possible emergency and routine uses of respirators should be anticipated and planned for.

(2) The correct respirator shall be specified for each job. The respirator type is usually specified in the work procedures by a qualified individual supervising the respiratory protective program. The Individual issuing them shall be adequately instructed to insure that the correct respirator is issued.

(3) Written procedures shall be prepared covering safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies. Personnel shall be familiar with these procedures and the available respirators.

(i) In areas where the wearer, with failure of the respirator, could be overcome by a toxic or oxygen-deficient atmosphere, at least one additional man shall be present. Communications (visual, voice, or signal line) shall be maintained between both or all individuals present. Planning shall be such that one

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individual will be unaffected by any likely incident and have the proper rescue equipment to be able to assist the other(s) in case of emergency.

(ii) When self-contained breathing apparatus or hose masks with blowers are used in atmospheres immediately dangerous to life or health, standby men must be present with suitable rescue equipment.

(iii) Persons using air line respirators in atmospheres immediately hazardous to life or health shall be equipped with safety harnesses and safety lines for lifting or removing persons from hazardous atmospheres or other and equivalent provisions for the rescue of persons from hazardous atmospheres shall be used. A standby man or men with suitable self-contained breathing apparatus shall be at the nearest fresh air base for emergency rescue.

(4) Respiratory protection is no better than the respirator in use, even though it is worn conscientiously. Frequent random inspections shall be properly selected, used, cleaned, and maintained.

(5) For safe use of any respirator, it is essential that the user be properly instructed in its selection, use, and maintenance. Both Supervisors and workers shall be so instructed by competent persons. Training shall provide the men an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face seal, wear it in normal air for a long familiarity period, and, finally, to wear it in a test atmosphere.

(i) Every respirator wearer shall receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skull cap that projects under the facepiece, or temple pieces of glasses. Also, the absence of one or both dentures can seriously affect the fit of a facepiece. The worker's diligence in observing these factors shall be evaluated by periodic check. To assure proper protection, the facepiece fit shall be checked by the wearer each time he puts on the respirator. This may be done by following the manufacturer's facepiece fitting instructions.

(ii) Providing respiratory protection for individuals wearing corrective glasses is a serious problem. A proper seal cannot be established if the temple bars of eye glasses extend through the sealing edge of the full facepiece. As a temporary measure, glasses with short temple bars or without temple bars may be taped to the wearers head. Wearing of contact lenses in contaminated atmosphere with a respirator shall not be allowed. Systems have been developed for mounting corrective lenses inside full facepieces. When a workman must wear corrective lenses as part of the facepiece, the facepiece and lenses shall be fitted by qualified individuals to provide good vision, comfort, and a gas-tight seal.

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(iii) If corrective spectacles or goggles are required, they shall be worn so as not to affect the fit of the facepiece. Proper selection of equipment will minimize or avoid this problem.

(f) Maintenance and care of respirators.

(1) A program for maintenance and care of respirators shall be adjusted to the type of plant, working conditions, and hazards involved, and shall include the following basic services:

- (i) Inspection for defects (including a leak check),
- (ii) Cleaning and disinfecting,
- (iii) Repair
- (iv) Storage

Equipment shall be properly maintained to retain its original effectiveness.

(2) (i) All respirators shall be inspected routinely before and after each use.

(ii) Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.

(iii) Respirator inspection shall include a check of the tightness of connections and the condition of the facepiece, headbands, valves, connecting tube, and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration. Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.

(iv) A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

(3) Routinely used respirators shall be collected, cleaned, and disinfected as frequently as necessary to insure that proper protection is provided for the wearer. Respirators maintained for emergency use shall be cleaned and disinfected after each use.

(4) Replacement or repairs shall be done only by experienced persons with parts designed for the respirator. No attempt shall be made to manufacturer's recommendations. Reducing or admission valves or regulators shall be returned to the manufacturer or to a trained technician for adjustment or repair.

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(5) (i) After inspection, cleaning, and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators placed at stations and work areas for emergency use should be quickly accessible at all times and should be stored in compartments built for the purpose. The compartments should be clearly marked. Routinely used respirators, such as dust respirators, may be placed in plastic bags. Respirators should not be stored in such places as lockers or tool boxes unless they are in carrying cases or cartons.

(ii) Respirators should be packed or stored so that the facepiece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer setting in an abnormal position.

(iii) Instructions for proper storage of emergency respirators, such as gas masks and self-contained breathing apparatus, are found in "use and care" instructions usually mounted inside the carrying case lid.

(g) Identifications of gas masks canisters.

(1) The primary means of identifying a gas mask canister shall be by means of properly worded labels. The secondary means of identifying a gas mask canister shall be by a color code.

(2) All who issue or use gas masks falling within the scope of this section shall see that all gas masks canisters purchased or used by them are properly labeled and colored in accordance with these requirements before they are placed in service and that the labels and colors are properly maintained at all times thereafter until the canisters have completely served their purpose.

(3) On each canister shall appear in bold letters the following:

(i) -  
  
Canister for  
(Name for atmospheric contaminant)

or

Type N Gas Mask Canister

1910.134 (g) (3) (ii)

(ii) In addition, essentially the following working shall appear beneath the appropriate phrase on the canister label: "For respiratory protection in

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atmospheres containing not more than \_\_\_\_\_ percent by volume of  
\_\_\_\_\_  
".  
(Name of atmospheric contaminant)

(4) Canisters having a special high-efficiency filter for protection against radionuclides and other highly toxic particulates shall be labeled with a statement of the type and degree of protection afforded by the filter. The label shall be affixed to the neck end of, or to the gray stripe which is around and near the top of, the canister. The degree of protection shall be marked as the percent of penetration of the canister by a 03.-micron-diameter dioctyl phthalate (DOP) smoke at a flow rate of 85 liters per minute.

(5) Each canister shall have a label warning that gas masks should be used only in atmospheres containing sufficient oxygen to support life (at least 16 percent by volume), since gas mask canisters are only designed to neutralize or remove contaminants from the air.

(6) Each gas mask canister shall be painted a distinctive color or combination of colors indicated in Table I-1. All colors used shall be such that they are clearly identifiable by the user and clearly distinguishable from one another. The color coating used shall offer a high degree of resistance to chipping, scaling, peeling, blistering, fading, and the effects of the ordinary atmospheres to which they may be exposed under normal conditions of storage and use. Appropriately colored pressure sensitive tape may be used for the stripes.

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TABLE I-1**

Atmospheric contaminants to be protected against	Colors assigned (1)
Acid gases.....	White
Hydrocyanic acid gas.....	White with 1/2 - inch green stripe completely around the canister near the bottom
Chlorine gas.....	White with 1/2 - inch yellow stripe completely around the canister near the bottom
Organic vapors.....	Black
Ammonia gas.....	Green
Acid gases and ammonia gases..	Green with 1/2 - inch white stripe completely around the canister near the bottom
Carbon Monoxide.....	Blue
Acid gases and organic vapors.	Yellow
Hydrocyanic acid gas and chloropicrin vapor.....	Yellow with 1/2 - inch blue stripe completely around the canister near the bottom
Acid gases, organic vapors, and ammonia gases.....	Brown
Radioactive materials, excepting tritium and noble gases.....	Purple (Magenta)
Particulates (dusts, fumes, mists, fogs, or smokes) in combination with any of the above gases or vapors.	Canister color for contaminant, as designated above, with 1/2 - inch gray stripe completely around the canister near the top.
All of the above atmospheric contaminants.....	Red with 1/2 - inch gray stripe completely around the canister near the top.

Foot note (1) Gray shall not be assigned as a main color for a canister designed to remove acids or vapors

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ATTACHMENT F**

<b>RESPIRATOR TYPE</b>	<b>MANUFACTURE R MAKE</b>	<b>MODEL #</b>	<b>STORAGE LOCATION</b>	<b>DATE PURCHASED</b>	<b>PERSON RESPONSIBLE FOR MAINTENANCE AND CLEANING</b>	<b>DIVISION</b>
SCBA/30 min.	MSA	SCBA 30	Winston Pump Station	1991	Pat Maranto	Water Production
Ultralite II	MSA	401	Station #8	?	Pat Maranto	Water Production
SCBA/30 min.	MSA	SCBA 30	Eastside Pump Station	1992	Pat Maranto	Water Production
SCBA 15 min. Full Face	Luxfer	Scott SKA-PAK	WRF - Maint. Bldg.	1982	Shirley Burger	Water Reclamation Facility I.D. #00235
SCBA Full Face	MSA	SCBA A729/Fiberglass/ Tank Model #5- 447-1	WRF - Maint. Bldg.	1994	Shirley Burger	Water Reclamation Facility I.D. #00233
SCBA Full Face	MSA	SCBA Metal/Tank Model #7-448-1	WRF - Maint. Bldg.	1993	Shirley Burger	Water Reclamation Facility

**SECTION II.D**

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SCBA Full Face Medium Mask	MSA	Ultralite Tank Model #7-448-1/#7-212-4	WRF - Maint. Bldg.	1993	Shirley Burger	Water Reclamation Facility
SCBA	Luxfer	Scott WA-39491	WRF - Maint. Bldg.	1992	Shirley Burger	Water Reclamation Facility
(2E) SCBA 15 Min.	Scott	SKA-Pak	Storage Garage, Tool Room, Ready Room		Rob Blum	Distribution
(1E) SCBA 30 Min.	MSA	#401	Storage Garage, Tool Room, Ready Room		Rob Blum	Distribution
(2E) Tank/Regulation 90 Min.			Truck #392/492	1992	Rob Blum	Distribution

# VILLAGE OF BLOOMINGDALE

## FIRST AID/CPR/AED

### I. INTRODUCTION

An accident or sudden illness may cause an emergency which necessitates immediate First Aid, CPR, AED, and subsequent medical attention. First Aid, CPR and AED training is required for all public safety personnel, (i.e., sworn Police Officers) and Village Supervisors, and will be offered to all other employees, but is not mandatory.

### II. MEDICAL EMERGENCIES

Only qualified personnel should treat someone during a medical emergency. . The Bloomington Fire Protection District is well equipped to handle all medical emergencies and life threatening problems. In the case of a medical emergency, you or your supervisor should contact them immediately. This can be done by dialing 911 from any phone. The person calling should be ready to describe the situation, location of the emergency, and if possible, nature of the illness, complaints from the patient; medication taken if any, and the patient's doctor's name.

### III. BASIC FIRST AID TIPS

- A. First Aid Cabinets & Kits** are located in all Village facilities, and vehicles, and contain supplies to assist in an emergency. Cabinets are checked monthly by the vendor. Any cabinet or kit shortage should be reported to your supervisor.
- B. Before assisting a victim, protect yourself first.** Assess the scene and determine the prevalent hazards, if any. Whenever possible, wear gloves to protect yourself from blood and other bodily fluids.
- C. When an emergency occurs,** make sure the tongue does not block the victim's airway and that the mouth is free of any secretions and foreign objects. It's extremely important that the person is breathing freely. Only a trained employee should administer artificial respiration promptly.
- D. See that the victim has a pulse and good blood circulation as you check for signs of bleeding.** Act fast if the victim is bleeding severely, swallowed poison or his heart or breathing has stopped. Remember every second counts.
- E. It's vitally important not to move a person with serious neck or back injuries** unless you have to save him from further danger. If he has vomited and there is no danger that his neck is broken, turn him aside to prevent choking and keep him warm by covering him with blankets or coats.
- F. Have someone call for medical assistance while you apply first aid.** The person who summons help should explain the nature of the emergency and ask what should be done pending the arrival of the ambulance. Reassure the victim, and try to remain calm your self. Your calmness can relieve the fear and panic of the patient.
- G. Don't give fluids to an unconscious or semiconscious person.** Fluids may enter his windpipe and cause suffocation. Don't try to arouse an unconscious person by slapping or shaking.

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FIRST AID/CPR/AED**

- H. Look for an emergency medical identification card** or an emblematic device that the victim may be wearing to alert you to any health problems, allergies or diseases that may require special care.
- I. Heart Attacks.** Try to keep the person comfortable and calm until help arrives. If the patient has medications they are taking, have them available when firefighters arrive.
- J. Do not move a seriously injured victim.** Cover them with a blanket to keep them warm.
- K. Treating Shock.** Have the person lying down, preferably not on the bare ground. Do not give them anything to eat or drink. Elevate the legs slightly if there are no head or back injuries and keep them warm
- L. Bleeding.** Stop bleeding by placing hand over the wound and applying direct pressure, if possible, use a clean sterile cloth. Elevate the injured part above the level of the heart.
- M. Minor Burns.** Treat with cool water over the burn, and then cover with a sterile dressing.

**IV. MEDICAL DISORDERS**

If you have a medical condition (i.e. diabetes, heart condition) that could require emergency medical treatment, it is suggested you discuss this matter, confidentially, with your supervisor or with a co-worker. Make sure he/she knows how to help you if you cannot help yourself.

When someone is injured or suddenly becomes ill, there is usually a critical period before you can get medical treatment and it is this period that is of the utmost importance to the victim. You owe it to yourself and your coworkers to know and to understand procedures that you can apply quickly in an emergency.

# VILLAGE OF BLOOMINGDALE BACK INJURY PREVENTION

## I. INTRODUCTION

The National Safety Council (NSC) found that back injuries account for roughly 22 percent of all work-related disabling injuries and 49 percent of workers' compensation costs. Injuries to the back, result in more full duty restrictions since both most labor intensive as well as many office work functions are limited.

## II. MANAGEMENT COMMITMENT

Village management must have a visible presence in back injury prevention initiatives to make them effective. This means Department Directors and all Supervisors must participate in, demonstrate a commitment to safe practices, and communicate with employees at all levels, by engaging in the following:

- A. Communicating your concern about back injuries.
- B. Encouraging questions and co-worker support/assistance.
- C. Reviewing OSHA logs, accident and absentee records to identify areas where back injuries are occurring and identify specific actions to reduce those injuries.
- D. Evaluating work processes to determine how to reduce manual material handling and improve both work station design and work methods.
- E. Reducing manual material handling as much as possible through applicable engineering and administrative methods.
- F. Training employees in proper lifting methods.
- G. Observing employees at work to see if the above is having the desired effect.

## III. RE-EVALUATING WORK METHODS

A. Improve the Work Practices and Hazardous Reduction - Steps to accomplish these objectives include:

1. Minimize all material movement.
2. Automate material movement, where possible.
3. Use mechanical assistance for handling heavy loads.
4. Coordinate the overall material flow between operations and throughout the building.

B. All Lifting: If manual lifting cannot be avoided, make every effort to minimize hazards. Apply these simple guidelines:

1. Take a balanced stance with feet placed shoulder-width apart. When lifting something from the floor, squat close to the load.

## **VILLAGE OF BLOOMINGDALE BACK INJURY PREVENTION**

2. Keep your back in its neutral or straight position. Tuck in you chin so your head and neck continue the straight back line.
3. 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.
4. 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.
5. Never twist when lifting. When you must turn with a load, turn your whole body, feet first. Rearrange the space to avoid twisting. People who have to twist under a load are more likely to suffer back injury.
6. Never carry a load that blocks your vision.
7. To set something down, use the same body mechanics designed for lifting.
8. Do not lift from a seated position, as it 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.
9. 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.
10. 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.

### **C. For Heavy Lifting:**

1. Use mechanical devices to bring materials to waist level to reduce bending, stooping and twisting movements.
2. Decrease material weight and size, or reduce the weight and size of containers.
3. Reduce storage heights by storing items on skids at lower heights.
4. Use hand trucks, dollies, conveyors, slides, casters, wheels, ramps or inclines to reduce manual efforts associated with pushing or pulling.

## **IV. OFFICE EMPLOYEES**

- A. Employees involved in heavy lifting and other manual labor are not the only ones susceptible to back injuries. More and more office workers are also missing workdays due to back pain. Sitting too long at a desk puts more strain on the lower back than any other activity. To relieve this strain, office employees should periodically stand up and stretch, minimally, at least once every two hours.

## VILLAGE OF BLOOMINGDALE BACK INJURY PREVENTION

- B. The following precautions are recommended to minimize back injuries for office employees:
1. Provide well-designed chairs that support a comfortable posture and allow the user to comfortably sit in different positions.
  2. Adjust the height of the chair and backrest to meet individual employee needs.
  3. Arrange workstation to minimize frequent twisting, overreaching or other awkward movements.

### V. WHAT YOU CAN DO

Preventing a back injury is much easier than repairing one. Because your back is critically important to your ability to walk, sit, stand, and run, it is important to take care of your back. Most back pain arises from using your back improperly, so learning a few basic rules about lifting, posture and proper exercise can help keep your back in good shape.

- A. **Exercise to Strengthen your Back and Reduce Stress:** Having strong back and stomach muscles is important in order to ease the work your back is put through each day. By doing simple back-toning exercises, you not only strengthen your back, but also reduce stress. Check with your doctor as to the best exercises for you before beginning any exercise program.
- B. **Weight Reduction:** Being overweight exerts extra force on back and stomach muscles. Your back attempts to support the weight out in front by swaying backwards causing excess strain on the lower back muscles. By losing weight, you can reduce strain and pain in your back. Check with your doctor for the most appropriate diet plan for you.
- C. **Maintain Good Posture:** You can prevent many back pains by learning to sit, stand and lift items correctly. When you sit down, don't slouch. Slouching makes the back ligaments, not the muscles; stretch and hurt, thus putting pressure on the vertebrae. The best way to sit is straight, with your back against the back of the chair, with your feet flat on the floor and your knees slightly higher than your hips. Learn to stand tall with your head up and shoulders back. Do not slouch.
- D. **Maintain Good Posture While You Sleep and Drive:** Sleep on a firm mattress or place plywood between your box springs and mattress for good back support. If your mattress is too soft it could result in a back sprain or sway back. Sleep on your side with your knees bent or on your back with a pillow under your knees for support. Drive with your back straight against the seat and close enough to the wheel so your knees are bent and are slightly higher than your hips. A small pillow or rolled shirt/towel could be placed in the curve of your back to provide additional lower back support and assist in maintaining proper posture when driving
- E. **Plan Your Lift:** Lifting objects is often a mindless task, and unfortunately, many people perform their lift incorrectly resulting in unnecessary strain on their back

## VILLAGE OF BLOOMINGDALE BACK INJURY PREVENTION

and surrounding muscles. In order to lift correctly and reduce strain on your back, it is important to plan your lift in advance. This means to think about the weight of the object you will be moving and the distance you will be moving it. Is it bulky? Will you need help? Do you see any hazards that can be eliminated? Think about these factors whenever you do any type of lifting.

### F. **4 Simple Step to Follow When Lifting Any Size Object:**

1. **Position Yourself Correctly in Front of the Load:** Once you have planned your lift, the next important step is to align yourself correctly in front of the load with your feet straddling the load - one foot slightly in front of the other for balance. Raise head up to lock back in position. Slowly squat down by bending your knees, not your back and stomach. Using both hands, firmly grab the load and bring it as close to your body as you can. This will help distribute the weight of the load over your feet and make the move easier.
2. **Lift With Your Legs, Not Your Back:** Once the load is close to your body, slowly straighten out your legs until you are standing upright. Make sure the load isn't blocking your vision as you begin to walk slowly to your destination. If you need to turn to the side, turn by moving your feet around and not by twisting at your stomach.
3. **Set the Load Down Correctly:** Once you have reached your destination, it's equally important that the load is set down correctly. By reversing the above lifting procedures you can reduce the strain on your back and stomach muscles. If you set your load on the ground, squat down by bending your knees and position the load out in front of you. If the load is set down at table height, set the load down slowly and maintain your contact with it until you are sure the load is secure and will not fall when you leave.
4. **Get Help, If Needed:** If the load is too heavy, bulky or awkward for you to lift alone, find a friend to help you carry it. If no one is available, is it possible to break the load into two smaller loads? Or, can you locate a cart or dolly to help you move it? Look for simple solutions to help make the move easier on you and your back.

**VILLAGE OF BLOOMINGDALE  
OFFICE SAFETY/ERGONOMICS**

**I. INTRODUCTION**

New office technology and automation has brought with it a new set of health and safety concerns. The nature of today's office work has produced stress-related symptoms and musculoskeletal strains. 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.

**II. OFFICE SAFETY**

**A. Falls** are the most common office accident, accounting for the greatest number of disabling injuries. Most causes of falls can be prevented by practicing the Village's general housekeeping practices. The most common causes of office falls are:

1. Tripping over an open desk or file drawer.
2. Bending while seated in an unstable chair. Avoid excessive bending, twisting, and leaning backward while seated.
3. Tripping over electrical cords or wires are other common hazards.
4. Using a chair or stack of boxes in place of a ladder. Always use a stepladder for overhead reaching.
5. Slipping on a wet floor, loose carpeting, or objects stored in halls or walkways.
6. Roll, Don't Reach. If you find yourself heading for a fall, let 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.

**B. Strains** don't only occur by lifting large or heavy objects. 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, identify how high and far it needs to be carried, and whether it is too heavy or awkward to lift/carry alone. Don't try to impress anyone! If the lift is beyond your ability, contact your supervisor or ask another employee to assist you, and use the safe lifting steps in the Back Injury Prevention section.

**C. Striking Against** doors, desks, file cabinets, open drawers, and other people while walking. Striking the head on open file drawers while straightening after bending down, 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:

1. Office supplies sliding from shelves or cabinet tops.
2. 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.
3. Machines, such as typewriters that were dropped on feet.

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4. Doors that were opened suddenly from the other side. Be cautious when approaching a door that can be pushed towards you, and push door cautiously when on the other side.
5. Proper material storage and use of storage devices can avoid these accidents.

**D. Being Caught In or Between Objects** result from fingers or articles of clothing caught in or between objects as a result of:

1. Fingers caught in a drawer, door, or window.
2. Fingers, hair or articles of clothing and jewelry caught in office machines.
3. Fingers caught under the knife-edge of a paper cutter. Keep the blade of the paper down when not in use.
4. Carry all sharp objects pointed down.
5. While working with office equipment, concentrate on what you are doing.

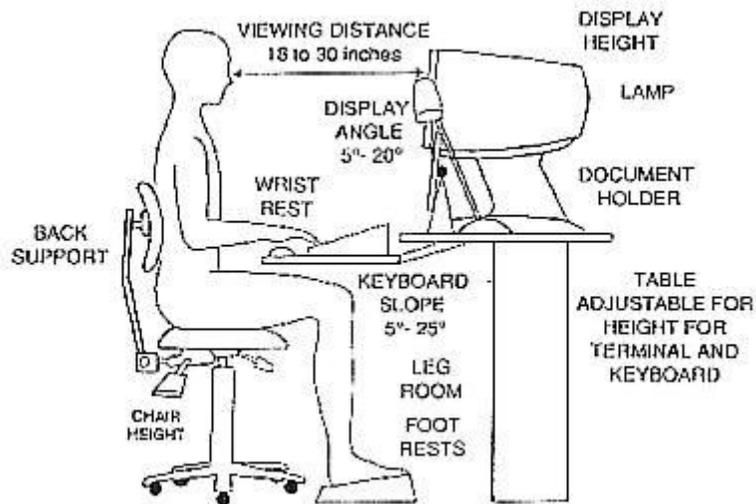
**E. Falling Objects** result from improper storage, disorderly piling, piling materials too high, and obstructing doors, aisles, fire exits and fire-fighting equipment. The following are good storage practices:

1. Boxes, papers, and other materials should not be stored on top of lockers or file cabinets because they can cause landslide problems.
2. 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.
3. Heavy objects should be stored on lower shelves.
4. Try to store materials inside cabinets, files, and lockers.
5. Office equipment such as typewriters, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.
6. Aisles, corners, and passageways must remain unobstructed. There should be no stacking of materials in these areas.
7. 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.
8. Fire equipment, extinguishers, fire door exits, and sprinkler heads should remain unobstructed. Materials should be at least 18 inches minimum away from sprinkler heads.

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**III. WORKSTATION ERGONOMICS**

- A. Ergonomics involves fitting the workplace to the worker 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.
- B. 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.
- C. 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.
- D. 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.



- E. 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.
- F. 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.
- G. 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

## VILLAGE OF BLOOMINGDALE OFFICE SAFETY/ERGONOMICS

build in as much flexibility as possible so that each worker can make adjustments when first sitting at the workstation.

### IV. 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.

### V. 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

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- 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.

## VI. COMPUTER HARDWARE

### A. Monitors

1. Selection
  - 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.

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- d. Monitor screens should be as flat as possible, to minimize potential focus problems.
- e. The selected monitor must comply with MPRII guidelines (guidelines of the Swedish National Board of Testing).
- f. When selecting an LCD (liquid crystal diode) monitor or screen, the active matrix type offers the clearest image for minimizing eyestrain.

**B. Use**

- 1. Optimum monitor distance from the eyes is between 18 and 24 inches. Closer distance magnifies possible eyestrain, and dust and radiation exposure.
- 2. 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.
- 3. If the monitor offers a manual focus adjustment, use it frequently to ensure the image is as sharp as possible.
- 4. The electrical charges in monitors attract much dust. Clean the screen frequently to keep the image sharp.
- 5. 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.
- 6. If glare can be reduced only through the use of an optional anti-glare attachment, make sure it has an AOA (American Optometric Association) Seal of Acceptance.
- 7. 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.

**C. Safety**

- 1. Monitors not only attract dust but repel it toward the face. Keeping the screen free of dust also minimizes potential allergic reactions.
- 2. 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.
- 3. For optimum radiation safety, turn off the monitor when not in use. On most new workstations this can be done without shutting down the computer.

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**D. Keyboards**

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **Finish** - A matte finish in a neutral color is needed to keep glare to a minimum and reduce distraction.
9. **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.

## **VILLAGE OF BLOOMINGDALE OFFICE SAFETY/ERGONOMICS**

10. **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.

### **E. Mice**

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

### **F. Alternative Input Devices:**

There are many alternative input devices available to help reduce keystrokes. Some of these devices may be preferable, but some (notably the trackball) may not be any better than the keyboard or mouse. Whether they are really any better depends on the person's size, personal preferences, state of technology, availability, space, etc.

1. Tablets and pens designed primarily to manipulate on-screen graphic objects.
2. Foot pedals can be used to enter a programmed set of keystrokes.
3. Trackball: a ball mounted directly into the keyboard or in its own case that is rolled to move the cursor. Visualize an upside-down mouse.
4. Touchpad: finger-operated, pressure sensitive pad-such as Apple Computer's Unmouse-that moves the cursor corresponding to the direction the finger moves.
5. Touch screen: a screen that is touched directly to place the cursor or make a choice.
6. Voice activated system (or speech recognition software) that responds to the user's voice.

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**G. Other Options**

Whenever possible use macros, function keys, "Easy Keys," or other such single key strokes that represent multiple keystrokes to the computer to decrease the number of key strokes you must make. (See appropriate user documentation for more information.)

**H. Environmental Factors**

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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 laser printers and copiers contribute to higher radiation levels, they should be situated away from staff members whenever possible.

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7. **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.
8. **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.
9. **Static electricity** - Decrease static in the area by using carpet sprays, increasing humidity levels, etc.

### I. 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.

1. **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.
2. **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.
3. **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.
4. **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.
  - a. The feet are placed flat on the floor or other support with the thighs horizontal.
  - b. Weight is taken on the buttocks and upper part of the thighs only.
  - c. The movement of the legs is not restricted.
  - d. There is no pressure at the back of the knees or underside of thighs.
  - e. The body is held comfortably erect with the back supported in the lumbar region.

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- f. The relative height of the seat and the working surface should be so adjusted that the shoulders are relaxed when the hands are resting on the keyboard. The upper arms should hang naturally with the angle between the forearm and upper arm about 90°, and with a minimum of wrist bending.
- g. The top of the visual display unit screen should be located just below the level of the operator's eyes.
- h. The source material should be positioned at the same height as the screen and at the same distance from the operator's vision, through the use of a document holder.
- i. Setting up your preferred posture position
  - i. Set the backrest lumbar support so it supports the natural curve in your back. The same mechanism that adjusts the angle of the backrest also adjusts seat tilt (most people seem to prefer the seat to be horizontal or tilted slightly forward). Do not adjust the chair so you are leaning backwards.
  - ii. Set your chair height so that your arms make a 90° angle or greater when at the keyboard. If you have a desk with an adjustable keyboard section, adjust it down to achieve the same arm position.
  - iii. If you do not have a desk with an adjustable keyboard section and after adjusting your chair up your feet are dangling, you need a footrest.
  - iv. Your eye level should now be just above the top of the screen, if it is too low you need to raise it, using a terminal elevation box or computer arm.

## **Village of Bloomingdale Protective Footwear Guidelines**

### **I. PURPOSE**

To protect the health, safety and welfare of our employees by reducing slip, trip and fall accidents caused in full or in part by improper footwear. To establish standards for protective footwear to be worn by Village employees whose primary work functions are performed outside of an office work environment.

### **II. OVERVIEW**

Slips and falls represent nearly 11% of all work related accidents and over 13% of all claim costs nationwide. In Bloomingdale, slips, trips and falls have been the leading cause of accidents, with the majority of falls resulting from slips.

### **III. RESPONSIBILITY**

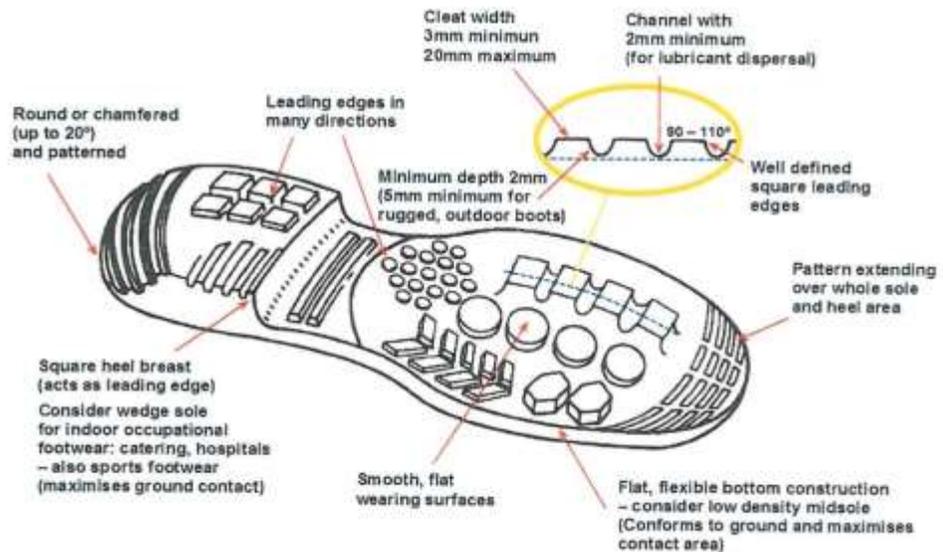
- A. Assistant Village Administrator** - To maintain and update this policy, and to ensure employees receive a copy of this policy, and any substantive revisions.
- B. Supervisor** -To reinforce the importance of wearing footwear appropriate for the work environment. To examine and document the footwear worn by an employee following any slip, trip or fall accident.
- C. Employee** - To wear footwear appropriate for the working environment and weather conditions, as set forth in these guidelines..

### **IV. APPROPRIATE FOOTWEAR**

- A.** Appropriate footwear protects the foot and ankle from injury, and also reduces the risk of slips, trips and falls that can result in injury to multiple areas of the body.
- B.** What footwear is appropriate depends on the hazards present in the work environment. In preparing these guidelines OSHA standards and the following work environment risks and exposures were taken into consideration:
  - 1. Objects falling onto, striking, rolling over, cutting, and/or penetrating the feet
  - 2. Exposure to corrosive or irritating substances
  - 3. Exposure to rotating or abrasive machinery (e.g., chainsaws or grinders)
  - 4. Potential exposure to static electrical discharges or coming into contact with energized conductors of low to moderate voltage (e.g., 220 volts or less)
  - 5. Uneven walking surfaces or rough terrain
  - 6. Wet, ice and/or snow covered walking surfaces
  - 7. Water or other liquids penetrating footwear
- C.** Appropriate footwear protects the foot from injury and reduces the likelihood of slipping. When purchasing footwear for work, the following tread design, tread material and construction and fit standards should be taken into consideration.
  - 1. Slip Resistant Sole - The objective of a slip resistant sole is to maximize contact between the outsole and the walkway surface through tread design and material.

Footwear with a specific tread design and material are typically labeled as “Slip Resistant”, as defined below. Terms such as oil resistant, fat resistant, acid resistant, alkaline resistant or skid resistant do not mean “slip resistant”.

- a. **Tread Design** - The general recommended tread design, published by the Shoe and Allied Trade Association, (pictured below) is intended to maximize contact with the walkway surface by pushing or squeezing water and contaminants away from the sole at the heel strike, mid stance and toe-off phases of the gait cycle. Tread designs that include several of these tread design features is recommended.



- b. **Tread Material** - The proper tread material is dependent on work environment, task and weather conditions.
  - 1) **Summer**– A softer rubber material with slip-resistance benefit arising from the heel and shoe sole conforming to the surface of the floor. Styrene butadiene rubber (SBR), nitrile-butadiene rubber (NBR), and polyurethanes are some of the more commonly used footwear soling materials. If a tread material is too hard it will not conform to the floor surface and may not provide maximum slip resistance protection.
  - 2) **Winter** - Footwear worn in wet icy conditions should be insulated, waterproof and consist of harder materials, preferably studded heels and soles. Under such conditions, the use of slip-on slip resistant overshoes may be appropriate.

## 2. Construction & Fit

- a. The construction and fit of footwear impacts the stability of the foot placement, balance, and the ability to navigate through slippery and/or uneven terrain. The inner-side of the shoe should be straight from the heel to the end of the big toe and the forepart should allow freedom of movement for the toes.
- b. Shoes should have a low, wide-based heel, grip at the heel firmly and fasten across the instep to prevent the foot from slipping when walking.

**D. OSHA Protective Footwear Requirements**

OSHA ([29 CFR 1910.132](#) and [29 CFR 1910.136](#)) requires employees to wear protective footwear when working in areas where there is a **danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards**. In reviewing these standards, the Village has determined that:

1. The protective footwear required for all employees who are exposed to the above listed hazards, (excluding electrical), is a steel toed work boot that complies with the American Society of Testing Material [ASTM F2413-05](#) standard regarding specific impact, compression and puncture resistant standards.
2. The protective footwear required for all employees who are exposed to the above hazards listed, (including electrical), are required to wear protective footwear that complies with [ASTM 2413-EH](#). This standard encompasses the same compression and puncture resistance standards set forth in ASTM F2413-05, plus conductive properties that reduce hazards that may result from static electricity buildup, possible ignition of explosives/volatile chemicals; electric shock resistance; and static dissipative (SD) properties.
3. All footwear manufactured to the above ASTM standards must be clearly and legibly marked (stitched in, stamped on, pressure sensitive label, etc.) on either the surface of the tongue, gusset, shaft or quarter lining.
4. In addition to the above ASTM standards, all protective footwear should be insulated, waterproof, with a harder polyurethane oil resistant sole with a raised tread pattern.

**E. Recommended Footwear Vendors**

While employees are free to purchase slip resistant footwear that complies with the Village and ASTM standards, for employee convenience, acceptable slip resistant and ASTM compliant footwear is available from the following online vendors:

<a href="#">Shoes For Crews</a>	<a href="#">Bates</a>
<a href="#">Red Wing Shoes</a>	<a href="#">Danner</a>
<a href="#">Carhartt</a>	<a href="#">Rocky Boots</a>
	<a href="#">5-11</a>

**VILLAGE OF BLOOMINGDALE  
VIOLENCE IN THE WORKPLACE POLICY**

**(SECTION 6.6 OF PERSONNEL MANUAL)**

- I. **DEFINITION:** The Village will make every reasonable effort to provide a safe working environment for all employees and for all persons who conduct business with the Village. Any employee that has experienced or witnessed an act of violence, or a threat of such, in the Village workplace is to immediately advise his supervisor. Violence is further defined as, but not limited to, the following:
  - A. Any physical behavior that involves pushing, fighting, spitting, kicking, squeezing, pinching, scratching, twisting, biting, throwing objects, or any intentional behavior that would injure another or attempt to injure another.
  - B. Any verbal communication which involves threatening physical harm, either directly or implicitly through direct threats, veiled threats, conditional threats, or written, telephone or electronic threats.
  - C. Any physical behavior or verbal, written or electronic communication that involves intimidation such as stalking, surveillance, criminal damage to property, or an endorsement of the inappropriate use of firearms or weapons.
  
- II. **DISCIPLINARY ACTION:** The Village has a zero tolerance workplace violence policy. Threats, threatening language or any other acts of aggression or violence made toward or by any Village employee will not be tolerated. Employees who violate this policy will be disciplined according to the severity of the incident. Discipline will be issued based on the need to effectively correct the inappropriate conduct, up to and including dismissal.
  
- III. **APPLICATION:** The Village's prohibition against threats and acts of violence applies to all persons involved in Village operation, including but not limited to regular or introductory period personnel, contract, and temporary workers and anyone else on Village property.
  
- IV. **WEAPON FREE WORKPLACE POLICY:** To ensure that the Village maintains a workplace safe and free of violence for all employees, the Village prohibits the possession or use of dangerous weapons on Village property, or while conducting Village business. The only exception to this policy is weapons properly carried and appropriately used by sworn law enforcement personnel. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including dismissal. All Village employees are subject to this provision, including contract and temporary employees.
  - A. **Village Property** is defined as all Village owned or leased buildings and their contents and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Village's ownership or control and work sites where Village employees are engaged. This policy applies to all Village owned or leased vehicles and all vehicles that come onto Village property.

**VILLAGE OF BLOOMINGDALE  
VIOLENCE IN THE WORKPLACE POLICY**

- B. “Dangerous Weapons”** include, but are not limited to, firearms, explosives, and other weapons or devices that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.
- C. Search, Inspection and Investigation:** It is the Village’s policy, when deemed necessary by the Village Administrator, for authorized persons to search and inspect both Village property in use by an employee (i.e., locker, work area and/or vehicle) and personal items, including vehicles, brought onto Village property. Refusal to cooperate in a search, inspection, or investigation will result in disciplinary action up to and including dismissal. The Village will conduct searches, inspections and investigations consistent with applicable laws.

**VILLAGE OF BLOOMINGDALE  
IN PLACE SHELTERING  
SEVERE WEATHER/TORNADO PROTOCOL**

- I. **PURPOSE:** To guide employees to safety during a severe weather/tornado event or tornado warning and to establish protocol for conducting severe weather/tornado drills.
- II. **PRE NOTIFICATION:** Weather radios have been installed in village facilities; to help employees self monitor tornado and other severe weather situations. Both the Village Hall and Public Works facilities will be posted and temporarily locked five minutes before a severe weather/tornado drill.

**III. NOTIFICATION**

- A. Both a severe weather/tornado event and drill will commence by verbal announcement from Police Telecommunications transmitted over the Police, Village Hall and Public Works intercom systems, as well as over the Police and Public Works radio channels.
- B. During an actual event, the Weather radio indicates advisory levels, and will sound when a severe weather/tornado warning has been issued.
- C. During an event, employees working in the field are further instructed to follow these procedures in the event that the Village's severe weather/tornado siren is activated, for purposes other than a test. Note: tornado sirens are tested at 10:00 a.m. on the first Tuesday of every month).
- D. Police Telecommunications will remain staffed and fully operational during a drill. However, during an actual event, after transmitting notification, the Village's 911 system would be switched over to Glendale Heights, and the Telecommunicators would proceed to their designated shelter areas.
- E. During either an actual event or a drill, following notification, all employees and their company are to proceed to their designated shelter area, as noted in area evacuation postings.
- F. During an actual event, upon arrival to the designated shelter employees should lay face down, with knees drawn up, and hands folded behind their heads. Employees in the field should vacate their vehicle, and lay face down with hands over their head in a nearby low lying area such as a ditch/ravine away from other parked vehicles.

**IV. POST-EVENT/DRILL**

- A. Direct supervisors will account for their In-house employees, and for their field personnel as follows:
  - 1. Building, Zoning and Engineering employees in the field during the drill shall notify their supervisor, via Public Works radio or by Nextel of their status.

**VILLAGE OF BLOOMINGDALE  
IN PLACE SHELTERING  
SEVERE WEATHER/TORNADO PROTOCOL**

2. Public Works Maintenance and Utilities personnel in the field shall notify their supervisor, via Public Works radio, Nextel, etc who will in turn notify the Assistant Director of Village Services.
  3. Police Department employees working in the field must notify Police Dispatch, via the 800 MHz band or by MDC of their status.
- B.** All Village supervisors/superintendents are responsible for confirming the status of their personnel and transmitting a final status report to their Department Director, via phone, radio or Nextel as applicable.
- C.** Should there be a concern regarding the status of an employee, said concern should be transmitted to Police Dispatch via Public Works radio or Nextel (111\*656\*23698), and to the appropriate Department Director.
- D.** Should an employee be In need of emergency assistance, please call 911.
- E.** Weather radios should be used by employees in the shelter area to monitor storm conditions, and to identify when the warning has been lifted.

**VILLAGE OF BLOOMINGDALE  
EMERGENCY FACILITY EVACUATION**

**I. PURPOSE**

To protect the health, safety and welfare of our employees and visitors while in Village facilities.

**II. EVACUATION**

**A. Evacuation Routes** are strategically posted in work areas in all Village facilities. Please ask your supervisor should you not be able to locate one for your work area.

**B. Designated Employee Meeting Sites**

After evacuating a Village facility, employees should proceed to their designated meeting site for your facility, designated below:

1. Gazebo (south/west parking lot): for employees working in the Village Hall and Police Department.
2. West side of Glen Ellyn Road across from the Public Works Facility for employees working at the Public Works Facility.
3. Northwest corner of Glen Ellyn Road and Oakwood for the Water Reclamation Facility employees.

**III. EVACUATION SUPERVISORS**

**A.** Each municipal facility work area shall designate two evacuation supervisors per work area/per shift. Two people are designated in an attempt to assure there being at least one on duty in the event of absence of the other. Designated evacuation supervisors should be employees whose duties primarily confine them to the building during business hours.

**B.** In the event of an emergency requiring evacuation, Evacuation Supervisors shall be responsible as follows:

1. In the event of a fire, sound the fire alarm if it is not already sounding. (Not applicable to WRF)
2. Make an announcement over the intercom (if time safely permits) stating that this is not a test and that every person in the buildings is to evacuate. (Not applicable to WRF)
3. Remain calm and promote calmness. AVOID PANIC.
4. Guide and direct employees and visitors to Exits.
5. If time safely permits, make one last check to be sure that all are out.
6. Close, but do not lock doors behind you.

**SECTION III-C**

**VILLAGE OF BLOOMINGDALE  
EMERGENCY FACILITY EVACUATION**

7. Assemble all persons to the designated meeting site. If someone is missing, immediately notify the responsible FIRE or POLICE department official at the scene.

**IV. CARBON MONOXIDE (CO)**

**A. Definition & Exposure Symptoms:** Carbon monoxide (CO) is a colorless, practically odorless, and tasteless gas or liquid. It results from incomplete oxidation of carbon in combustion. Worn or poorly adjusted and maintained combustion devices (e.g., boilers, furnaces) can be significant sources, or if the flue is improperly sized, blocked, disconnected, or is leaking. Auto, truck, or bus exhaust from attached garages, nearby roads, or parking areas can also be a source. Symptoms of CO exposure include:

1. **Mild Exposure Symptoms:** Slight headache, nausea, vomiting, fatigues ("flu-like" symptoms)
2. **Medium Exposure Symptoms:** Throbbing headache, drowsiness, confusion, fast heart rate
3. **Extreme Exposure Symptoms:** Convulsions, unconsciousness, heart and lung failure. Extreme Exposure can cause brain damage and death.

**IF EMPLOYEES ARE EXPERIENCING EVEN MILD SYMPTOMS OF CO POISONING, EVACUATE THE BUILDING.** Evacuation should be done over the intercom and not by fire alarm. WRF evacuation supervisors may need to use several means of evacuation depending on the circumstance, (e.g., telephone, radio, in person). Once all have been evacuated the fire department should be called for response.

# VILLAGE OF BLOOMINGDALE VEHICLE SAFETY PROCEDURES

## I. PURPOSE

The safe and effective use of Village vehicles and mobile equipment is essential when conducting Village business. Village vehicles are easily identified by residents, businesses and visitors to our community. Employee actions while operating a Village vehicle directly influence public relations. In addition to enhancing employee and public safety, courteous driving habits promote positive public relations.

## II. VEHICLE INSPECTION & MAINTENANCE

Village Vehicles are maintained in accordance with schedules established by the Equipment Maintenance Division, to ensure the highest level of safety and performance. Before leaving Village premises, all employees driving a Village vehicle are responsible for performing a safety check of the vehicle to which they are assigned, in accordance with their Department's schedule.

## III. FUELING VEHICLES

When fueling a vehicle the following safety practices should be adhered to:

- A. Shut off the motor before activating the gasoline pump.
- B. Do not smoke near gasoline pumps.
- C. Keep the hose nozzle against the edge of the filler pipe.
- D. To avoid spills, do not fill tank too fast, or too full.

## IV. VEHICLE MANEUVERS

**A. Backing Procedures:** Whenever a driver is forced to drive a vehicle in reverse, they face an extra challenge. Due to the difficulty of the task and the increased incident/accident exposure arising from backing, the following safe backing practices should be strongly adhered to:

1. Plan and drive your routes to avoiding backing situations whenever possible. Also, park where you will not need to back out of the parking space.
2. Backing of vehicles which does not allow a clear view will be done with the assistance of a guide or spotter. A second person in the vehicle will get out, standing to the side of the vehicle, and guide the operator using the appropriate hand and voice signals. If alone, the operator will get out of the vehicle and inspect the area immediately behind vehicle before backing. Employees or other persons in the area should be asked to assist. Do not back a large vehicle without assistance unless absolutely necessary.
3. Use all mirrors prior to backing . left, right, rear and any others that the vehicle may be equipped with.
4. Turn your head and shoulders to obtain a clear view through the rear window. Move your right arm off the steering wheel to the seat back to the right. Remain turned during backing, with the exception of briefly turning to check clearance of front corner of vehicle.

## VILLAGE OF BLOOMINGDALE VEHICLE SAFETY PROCEDURES

5. If you miss a turn at an intersection, don't back around a corner to change direction. Instead, drive around the block. The extra few minutes might prevent a vehicle accident.
6. When backing over a sidewalk and into a street, stop at the sidewalk and make sure there are not small children playing close by. Stop again at the curb to make one last check on traffic before backing into the street.
7. Remember that, when backing, a turn of the steering wheel turns the front of the vehicle in the opposite direction. While backing, the front tires should be in line with the back wheel until the objects on each side have cleared the front bumper. Before backing into an unfamiliar area, get out and look for stakes, holes, and small poles.
8. If there is a remote possibility of a blind spot, get out and look before you have an accident.
9. Remember, if in doubt, get out and view the situation for hazards.

### **B. Parking Procedures**

1. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed and emergency brakes set, and be left in gear.
2. A Village Vehicle is never to be left unattended while the engine is running, and it is illegal to do so.
3. If on a downgrade, turn front wheels toward the curb. If on an upgrade, turn away from the curb. Set brake and leave transmission in park before leaving the driver's seat.
4. Vehicles shall not be parked on the wrong side of the street (facing traffic), except in cases of emergency.
5. When trucks or vehicles must be stopped on streets or highways, adequate warning signals must be used; turn signals will not be used as a parking warning signal.

### **V. Safety**

- A. Driving Safety:** All Village drivers must possess a valid Illinois Driver's License appropriate for the category of vehicle operation, and be thoroughly familiar with all State and Local motor vehicle regulations, and adhere to the following safe driving rules.
1. Comply with posted speed limit, (with the exception of emergency vehicles)
  2. Driver and ALL OCCUPANTS are required to wear safety belts when operating a motor vehicle. The Village driver is responsible to ensure all passengers are

## **VILLAGE OF BLOOMINGDALE VEHICLE SAFETY PROCEDURES**

wearing their safety belts, (with the exception of arrestee passengers in police squads). Children under four years of age or under 40 pounds in weight are required to be secured in a child safety seat.

3. Slow down when conditions warrant.
4. Maintain a safe driving distance behind other vehicles.
5. Use signals at least 100 feet in advance of any lane change or turning maneuver.
6. Avoid sudden braking
7. Keep vehicle headlights on ½ hour before sunset and after sunrise, and during dark periods of the day, such as during rain and fog conditions.
8. Drive defensively, do not assume the right-of-way.
9. No more than three persons shall ride in the front seat of any Village vehicle.
10. Where only single seats exist, only one person shall occupy each seat.
11. Do not allow any person to ride in a truck bed.
12. Loose objects (e.g. tools, flashlights, etc.) are not to be stored on the vehicle dashboards, floorboard, or where they might interfere with safe operation of the vehicle.
13. Do not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities.
14. Immediately report to your supervisor any suspension or revocation of their drivers license. Failure to do so will result in disciplinary action.
15. Comply with all aspects of their applicable Drug & Alcohol Testing Program.

### **B. Safe Operation:**

1. Driver/operators are fully responsible for, and shall remain fully focused on, the safe operation of the vehicle or equipment assigned.
2. Each driver/ operator shall exercise reasonable precautions in the operation of Village vehicles and equipment by avoiding such actions, conduct or behaviors that compromise the safety of people or damage property.
3. Drivers are discouraged from eating or drinking while driving/operating Village vehicles or equipment as those activities may interfere with the safe operation of motorized equipment.

**VILLAGE OF BLOOMINGDALE  
VEHICLE SAFETY PROCEDURES**

4. Smoking, text messaging, and personal cell phone usage are prohibited while operating a Village vehicle or motorized equipment.
5. It is understood, that due to the nature of their positions that law enforcement and Village Service employees may be required to use and respond via Village issued electronic media while operating a Village vehicle or motorized equipment. Drivers and operators should reasonably refrain from extended use of said equipment (i.e. cell phone, wireless direct connect, radio, or computer usage); or other activities that distract from the fully focused and safe operation of vehicle and equipment.

**C. Safe Transport**

1. All slow-moving equipment operated in public right of ways shall be equipped with a triangular shaped reflecting sign.
2. Load Security
  - a) Supplies transported in motor vehicles shall not be overloaded or loaded in such a way that items being transported extend beyond the confines of the bed
  - b) Supplies must be secured in such a manner that they will not dislodged or fall out or forward during transit as a result of wind, bumps in road or sudden stops.
  - c) Drawers in moveable trucks shall always be secured before the truck is driven.
  - d) All tower equipment (ladder trucks, aerial buckets, etc.) are to be checked and secured prior to any movement of the vehicle.
  - e) Only materials and equipment necessary to carry on Village work will be transported in or on Village vehicles.
3. Village vehicles should not be used to push, pull or town another vehicle without the authorization and waiver of liability from the owner of said vehicle.

**VI VEHICLE BREAK-DOWN PROCEDURES**

If a vehicle operator experiences mechanical difficulties during the operation of a Village vehicle, the following actions should be taken to prevent vehicle damage and/or injury to the driver or general public.

- A.** If the vehicle can be safely driven, return to the Village garage or vehicle storage area.
- B.** If continued operation is impossible or hazardous, the following steps should be followed:
  1. If possible, move vehicle out of the flow of traffic and to the curb side or into a nearby parking lot.
  2. Raise the hood and turn on emergency four-way flasher, if so equipped.

**VILLAGE OF BLOOMINGDALE  
VEHICLE SAFETY PROCEDURES**

3. If unit is equipped with rotating yellow flashing light, turn it on.
4. Put out flares, safety cones, or triangular marker if available. Warning devices should be placed behind the disabled vehicle to provide sufficient warning to approaching traffic. This is required of all CDL license required vehicles and encouraged for all other types of Village vehicles.
5. Lock unit.
6. If unit is in traffic flow, i.e., state, county, or main artery right-of-way, call police and request protection.

**VII. ACCIDENT INVESTIGATION & REPORTING**

In the event of an accident involving a Village driver, the Village Accident Investigation & Reporting Procedures should be followed.

# VILLAGE OF BLOOMINGDALE FIRE PREVENTION

## I. INTRODUCTION

One of the most fearsome and damaging disasters that can occur in the workplace is fire. Fires can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and observance of practical controls of smoking habits when flammable substances are present.

## II. SAFETY PROCEDURES

### A. Display & Access

1. The emergency evacuation maps shall be posted in every work area in all Village facilities.
2. Fire extinguishers and equipment shall be prominently displayed for usage, and kept in working condition, clear for easy access at all times.
3. All fire exit doors shall be kept closed, with illuminated signage, with clear access to the exit at all times. Exits shall **NEVER** be locked, chained or otherwise from the inside.

### B. Fire Extinguishers

#### 1. How to Use Fire Extinguishers- PASS

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!

#### 2. Types of Fire Extinguishers

**Class A** extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish.

**Class B** fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish.

## VILLAGE OF BLOOMINGDALE FIRE PREVENTION

**Class C** fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive.

**Class D** fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only.

**Water extinguishers** or APW extinguishers (air-pressurized water) are suitable for **class A fires only**. Never use a water extinguisher on grease fires, electrical fires or class D fires - the flames will spread and make the fire bigger! Water extinguishers are filled with water and pressurized with oxygen. Again - water extinguishers can be very dangerous in the wrong type of situation. Only fight the fire if you're certain it contains ordinary combustible materials only.

**Dry chemical** extinguishers come in a variety of types and are suitable for a combination of **class A, B and C fires**. These are filled with foam or powder and pressurized with nitrogen.

**BC** - This is the regular type of dry chemical extinguisher. It is filled with sodium bicarbonate or potassium bicarbonate. The BC variety leaves a mildly corrosive residue which must be cleaned immediately to prevent any damage to materials.

**ABC** - This is the multipurpose dry chemical extinguisher. The ABC type is filled with monoammonium phosphate, a yellow powder that leaves a sticky residue that may be damaging to electrical appliances such as a computer

### C. Flammable Materials

#### 1. Storage & Placement

- a. Oily rags and other flammable wastes shall be kept covered in metal containers. Such debris shall be removed from shop buildings as soon as possible and, never left unattended in a Village facility overnight.
- b. Hazardous materials must be located away from heat, flame, water & damage.
- c. Cleaning and other solvents marked **Extremely Flammable** (a flash point below 140 degrees) shall be kept in OSHA approved safety containers or fire cabinets.
- d. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc. shall be handled and dispensed in smaller (one gallon) OSHA approved safety containers, having a spring-lift cap.
- e. All containers must be labeled as to their contents.

**VILLAGE OF BLOOMINGDALE  
FIRE PREVENTION**

- f. The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed.
- g. Hazardous operations, including welding, grinding, and cutting, shall be isolated away from other operations and any flammable materials.

2. **No Smoking**

- a. The Village of Bloomingdale is a no smoking facility in accordance with the requirements of Smoke Free Illinois. The Village of Bloomingdale is an Equal Opportunity Employer.
- b. Any smoking outside of Village Facilities or Vehicles shall not be in areas where hazardous substances are present.

**VILLAGE OF BLOOMINGDALE**  
**GENERAL HOUSEKEEPING GUIDELINES**

**I. INTRODUCTION**

The basic rule of good housekeeping is that individuals are responsible for themselves and responsible to their co-workers. The National Safety Council lists slips, trips and falls as the most common cause of injuries in the office. In fact, office workers are twice as likely to be injured in a fall as workers outside the office environment. Falls happen so suddenly many people are unable to react in time to prevent serious injuries. But with proper housekeeping, employees can reduce the risk to themselves and their co-workers.

**II. GENERAL HOUSEKEEPING**

**A. Trip Hazard**

1. Report defective flooring, (i.e. ripped or loose carpet, chipped tiles, etc.) that could become trip hazards to your supervisor.
2. Pick up dropped pencils, paper clips and rubber bands.
3. Never carry anything that obscures your vision.
4. Wear stable shoes with non-slip soles.
5. Keep all aisles, stairways, passageways, and exits from buildings free from obstruction at all times.
6. Clean up all grease and water spills immediately, whether you caused them or not. When clean-up cannot be done immediately, notify a supervisor. The supervisor should have the area appropriately guarded, signed, or roped off.
7. Report to your supervisor areas that are inadequately lit. These include work areas, hallways, stairways, storage areas, rest areas, areas immediately surrounding the building and parking lots.
8. Snow shall be removed from all sidewalks and exterior stairways around buildings as soon as possible. In the event that the snow cannot be quickly removed, the area should be sanded, salted, or roped off.
9. Arrange desks, tables, etc., so that electrical and telephone cords and outlets do not present a tripping hazard. No loose carpets. Keep floors free of tripping hazards.

**B. Work Area**

1. Maintain all tools, equipment, machinery assigned in a clean and safe manner.
2. Return tools and equipment to their proper place after use.

**VILLAGE OF BLOOMINGDALE**  
**GENERAL HOUSEKEEPING GUIDELINES**

3. Lay out air and water hoses, extension cords, ladders, pipes, tools, etc., so as to keep yourself and others from tripping over them and to keep a clear path for traffic.
4. All work and storage areas shall remain clean, sanitary, orderly, and adequately illuminated.
5. Clean up areas that generate large quantities of trash and debris at the end of each workday and/or shift.
6. Emergency phone numbers must be posted in appropriate locations.

**C. Storage**

1. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked, and limited in height.
2. Storage on top shelf is allowed only if shelves have been secured to floor or wall, but the stack can be no higher than 12 inches.
3. Storage of material on top of file cabinets, bookcases, and lockers will be limited to items weighing less than 20 pounds [no larger than the width of the storage unit] and can be stacked no higher than 18 inches.
4. If storage is directly below a sprinkler head, it shall be no closer than 18 inches.
5. When storing materials overhead on balconies, provide adequate space to prevent objects from rolling over the edge.
6. When suspending materials from racks or hoods, secure them from falling and route walkways a safe distance from these objects.
7. When putting materials into a pile, make sure that the base is firm and level. Keep piles level and not stacked too high, and keep aisles clear with adequate space to walk in.
8. Sharp or pointed objects should be stored in a way that prevents persons from coming in contact with them.
9. Securely fasten shelves, cabinets, lockers, etc., to the floor or wall if a possibility of overturning exists.
10. If storage is directly below a sprinkler head, it shall be no closer than 18 inches.
11. Do not use furnace rooms, boiler rooms, or equipment rooms for storage.

**D. Electrical**

1. Control or fuse boxes should be kept closed at all times and kept clear of debris.

**VILLAGE OF BLOOMINGDALE**  
**GENERAL HOUSEKEEPING GUIDELINES**

2. Electrical equipment shall be properly oiled and free of grease and/or dirt.
3. Storage shall not be allowed in designated electrical control rooms/closets.
4. Electrical cords on all power tools and portable equipment shall be examined for frays or missing ground prongs before each use.
5. Extension cords shall not be ran across aisles, or through oil or water.
6. Extension cords shall be inspected for kinks, worn insulation, and exposed strands of wire before use. Notify your supervisor if the cord you use shows signs of these defects.

**III. OFFICE FURNITURE & EQUIPMENT**

- A. File Cabinets** can cause accidents in many ways. If located near entrance doors or aisles, drawers left open can become a bump or trip hazard. If the upper drawers are fully utilized while the lower drawers are nearly empty, the cabinet can tip over when the upper drawers are pulled out. Never open more than one file drawer at a time, and close it when leaving the file cabinet.
- B. Sharp implements** such as scissors, razor blades, or letter openers should always be put away after use and never left to lie out on top of file cabinets or other locations where they can fall. Razor blades or similar extremely sharp instruments should always be stored in a cover or holder so that the blade is not exposed, and stored in a properly marked central location.
- C. Chairs** and other office furnishings should be checked for structural integrity and defective items disposed of promptly. If any equipment is determined to be defective, it should be clearly marked "**DANGER**" and "**DO NOT USE**" until it is disposed of.
- D. Fans**, if used, must be fully guarded so that there is no opening near the blade greater than 1/2 inch in any direction. The only exception is if the fan is installed 7 feet or more above the floor or working surface. Metal-framed electric fans should be grounded. Care must be taken to ensure that a fan's electrical cord does not become a tripping hazard.
- E. Portable Heaters** in the work area are authorized only when such heaters are authorized, the heating element is guarded against accidental contact, positioned not too close to furniture or other combustibles, and that a tip-over switch cuts off electrical power to the heating element if the heater is knocked over accidentally. This feature could prevent the heater from starting a fire. Kerosene heaters in the work area are strictly prohibited.

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

**I. INTRODUCTION**

Accident prevention is the key to reducing the possibility of injury to employees and property loss. The following procedures are to be followed for all accidents resulting in employee injury or property damage.

**II. RESPONSIBILITIES**

**A. Assistant Village Administrator**

1. To review all accident reports, and submit to the IRMA office within five workdays from the accident or incident.
2. To maintain the master of all accident reports and files in accordance with record retention requirements.
3. To ensure proper entries are made on the OSHA 300 Log and First Report of Injury.
4. To seek out and keep the Department Directors informed of accident trend related supervisor training opportunities.

**B. Department Directors**

1. To ensure Supervisors participate in accident prevention and investigation training on a regular on-going basis.
2. To ensure immediate and long-term corrective actions are taken within their Department to prevent re-occurrence.

**C. Supervisors**

1. To provide for any necessary first aid and/or call 911 for emergency assistance.
2. To eliminate or control hazards. Should the accident involve hazardous materials the applicable MSDS should be provided to the emergency responders/and or treating physician.
3. To accompany injured employee to nearest emergency room or occupational clinic, if appropriate.
4. To complete the occupational health facility authorization form, noting approval of post accident injury treatment and drug and alcohol screening required, and either send along with injured employee or immediately fax to applicable facility.

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

5. To notify treating medical facility to perform necessary alcohol and/or drug tests in accordance with the employee's applicable Substance Abuse Policy.
6. To notify the Police Department in the event that an accident resulted in damage to a Village vehicle, and to include a copy of the Police Department Crash Report (not Illinois Motorist Report) to the accident report.
7. To promptly notify Division Manager, Department Director, and Assistant Village Administrator of an employee injury
8. To document accident scene information using words, photographs and sketches as necessary to facilitate determining the cause of the accident.
9. To immediately interview all involved with the incident including any witnesses.
10. To complete all applicable accident report forms and forward to the Assistant Village Administrator, within 2 business days following the accident.
11. To secure two repair estimate, and to arrange for an IRMA appraisal should both estimates exceed \$2500.

**D. Police Department Records Assistants**

1. To make a copy of police reports involving damage to Village property, resulting from a third party (i.e. knocked down signs, trees, fire hydrants, light poles, etc.), and forward to the Director of Village Services, (or his designee) who in turn, will assess the damage, secure repair estimates/costs, take pictures, etc., complete the Non-Workers Compensation Report form and forward to the Assistant Village Administrator.

**E. Employees**

1. To immediately report all accidents to their Supervisor.
2. To assist as requested in all accident investigations.
3. To immediately report all hazardous conditions to their Supervisor.
4. To complete an Employee's Statement of Injury Form and Medical Authorization Form, and forward to direct their supervisor as soon as medically able.
5. To complete an Incident/First Aid Report following any injury that did not require medical treatment, and forward to their direct supervisor by the end of work shift.

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

6. To provide a written statement for any accident involved in or witnessed and forward to their direct supervisor by the end of the work shift.
7. To report all near misses to their Supervisor by the end of the work shift.

**F. Employee & Executive Safety Committee**

1. To review accident investigation reports, and prepare determination regarding the avoidability/preventability of each accident.
2. To make suggestions on hazard reductions, safety policies/programs, safety communications programs and other safety issues.
3. To sit jointly to establish the annual safety goals and objectives.
4. To encourage safety awareness by all employees.

**III. INVESTIGATIVE PROCEDURES & IDENTIFYING CAUSE**

Procedures used in a particular investigation depend on the nature and results of the accident. The Supervisor investigating the accident will typically use most of the following steps to complete the required accident report forms.

**A. Define the Scope of the Investigation**

1. Description of the accident using words photographs and sketches as applicable; and including damage estimate.
2. Written description of normal operating procedures.
3. Maps (local and general).
4. Location of the accident site.
5. List of witnesses.
6. Events that preceded the accident.
7. Arrange for Police Report in the case of vehicle-vehicle accident or vehicle-property damage accident.

**B. Visit & Inspect Accident Site as Soon as Possible**

1. Secure the area. Do not disturb the scene unless a hazard exists.
2. Get updated information (if applicable)

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

3. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
4. Document observations

**C. Question Witnesses**

1. Get preliminary statements as soon as possible from all witnesses.
2. Locate the position of each witness on a master chart (including the direction of view)
3. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
4. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.
5. Use sketches and diagrams to help the witness.
6. Emphasize areas of direct observation. Label hearsay accordingly.
7. Record the exact words used by the witness to describe each observation.
8. Word each question carefully and be sure the witness understands.
9. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).
10. Supply each witness with a copy of his or her statements. Signed statements are desirable.
11. Remember: not all people react in the same manner to a particular stimulus. For example, a witness within close proximity to the accident may have an entirely different story from one who saw it at a distance. Some witnesses may also change their story after they have discussed it with others. The reason for the change may be additional insight into the accident.

**D. Review Job Safety Analysis (JSA)**

Review the JSA, if a JSA has been conducted for the job involved in an accident. If a JSA is not available and a need for a JSA is identified, please note on the accident report.

**E. Identify and Report**

1. Who was involved in the accident; who were the witnesses.

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

2. When (day date and time) the accident occurred
3. Where the accident occurred
4. What occurred?
5. What was not %normal+before the accident.
6. What abnormality occurred.
7. When the abnormality was first noted.
8. How it occurred.

**F. Identify Cause(s):** Accidents can have many causes, in one or more levels

1. Basic Cause: Poor policies, decisions, or personal or environmental factors
2. Direct Cause: An accident results only when a person or object receives an amount of energy or hazardous material that cannot be absorbed safely. This energy or hazardous material is the DIRECT CAUSE of the accident.
3. Indirect Cause: Unsafe acts and conditions

**G. Document Conclusions & Recommendations:**

1. Why the accident occurred.
2. What likely sequence of events caused the accident (direct, indirect, and basic).
3. Alternative sequences that should have been used.
4. Actions to prevent a recurrence.
5. Distribute the report according to applicable instructions

**IV. BLOODBORNE PATHOGEN & TUBERCULOSIS (TB) EXPOSURE REPORTING**

Upon being notified of a possible Bloodborne Pathogen (BBP) or Tuberculosis (TB) exposure, the employee's supervisor shall report the occurrence **directly and CONFIDENTIALLY** to the Assistant Village Administrator, who in turn will:

1. Provide the employee with a copy of IRMA's BBP Fact Sheet, and Physician Report Guidelines (with confidential envelope).
2. Direct the employee to the Village's Occupational Medical Facility

**VILLAGE OF BLOOMINGDALE  
ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

3. Confidentially advise and update the employee's Supervisor, Department Director, Director of Human Resources, and Village Administrator, who are obligated to maintain strict confidentiality.
4. Confer with the employee and the employee's supervisor and Complete Form 45 and the Supervisor's Investigation Report.
5. Submit reports to the IRMA BBP Claim Representative using the BBP exposure transmittal form and confidential envelope as soon as possible, but no later than 48 hours after the occurrence.
6. Ensure that the Village strictly adheres to IRMA's Bloodborne Pathogen & TB Exposure Reporting & Claim Handling Guidelines.
7. Should the employee's exposure result in a medically confirmed diagnosis of a communicable disease, the Assistant Village Administrator shall defer coordination of on-going treatment to the Village Administrator who shall develop a specific written plan with the affected employee in accordance with the Communicable Diseases Policy in the Employee Personnel Manual.

**V. ACCIDENT/INJURY REPORT FORMS**

The following forms are to be used in the report process, a copy of these forms are included in the Appendices to this Risk Management & Loss Prevention Manual.

**A. FOR ACCIDENTS INVOLVING EMPLOYEE INJURY**

1. **FORM 45 (EMPLOYERS FIRST REPORT OF INJURY)**: To be completed by the injured employee's supervisor only in cases where the employee will seek outside medical treatment for an on-the-job injury or illness. If the incident only requires first aid, you may simply keep it documented on your OSHA 300 log for internal purposes. First Aid cases should not be reported to IRMA.
2. **SUPERVISORS INVESTIGATION REPORT**: This report is also completed by the injured employee's supervisor and is attached to the Form 45 prior to sending to IRMA. This report provides additional information to supplement the Form 45.
3. **SUPERVISORS MEDICAL AUTHORIZATION FORM**: This report is to be completed by the injured employee's supervisor and sent along with the injured employee when direct by the Village to the Occupational Medical Facility.
4. **EMPLOYEE STATEMENT OF INJURY REPORT**: This report is to be completed by an injured employee requiring medical attention, as soon as the employee is medically able to complete and forward to their direct supervisor.

**VILLAGE OF BLOOMINGDALE  
ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

5. **EMPLOYEE MEDICAL AUTHORIZATION FORM:** This form is to be completed by an injured employee requiring medical attention, as soon as the employee is medically able to complete and forward to their direct supervisor.
6. **EMPLOYEE INCIDENT/FIRST AID REPORT:** This report is to be completed by an employee following any accident or incident which may or may not have required first aid, but did not require clinic or hospital treatment. This report should be completed and forwarded to the direct supervisor by the end of the work shift.

**B. FOR ACCIDENTS NOT INVOLVING EMPLOYEE INJURY**

1. **IRMA NON-WORKERS COMPENSATION REPORT:** This report is to be completed by the appropriate Department Head (or his designee) and sent to the Assistant Village Administrator within 2 businesses days following the accident. This report covers any type of accident or incident other than Workers Compensation. The instructions for completion are on the back of the form.

**VI. IRMA REPORTING**

**A. ACCIDENTS THAT MUST BE REPORTED TO IRMA**

1. Any accident involving injury to an employee that requires medical attention and/or injury to a third party person. All workers compensation injuries and third party accidents.
2. Any accident with estimated damages in excess of the Village deductible, currently \$10,000
3. Any accident involving a known third party person
4. Any accident where another entity is potentially liable or partially liable
  - a. Utility companies or contractor work
  - b. In many instances the Village informs the third party to contact the entity which we believe is responsible for the claim (i.e. road construction contractor). However, if the party is persistent or having problems, the Village will submit a claim in good faith to IRMA.
5. Any accident resulting from a potentially negligent act by an employee (e.g. vehicle back-up, improper use of equipment or safety gear, etc.)
6. Any accident that could potentially result in employee disciplinary action. Same as above

**B. ACCIDENTS THAT NEED NOT BE REPORTED TO IRMA:**

**VILLAGE OF BLOOMINGDALE**  
**ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

1. Any accident with estimated damages below the Village's deductible (currently \$10,000) that do not fall into one of the categories list above. Examples of such claims include:
  - a. Minor damage to Village vehicles/equipment when the responsible person for said damage is unknown, and there is no reason to suspect foul play+
  - b. Minor damage to Village property resulting from adverse weather conditions

**C. SAFETY REVIEW**

Regardless of whether the claim is reported to IRMA, all accidents involving Village Employees shall be reported to the Assistant Village Administrator, and will be subject to review by the Safety Committees.

**Village of Bloomingdale  
Workers' Compensation Disability Benefit Guidelines**

**I. Disability From Injuries In The Line of Duty**

Employees may be entitled to receive workers' compensation disability benefits when they lose time from work as a result of a work related injury or disease (an injury) in accordance with the Illinois Workers' Compensation and Workers' Occupational Diseases Act (820 ILCS 305), or the Public Employee Disability Act (5 ILCS 345), as applicable and with the understanding that not all injuries are compensable under said Acts. Established herein are the general guidelines to be used to administer workers' compensation disability benefits.

**II. Reporting**

- A. Employees are required to promptly report any accident, injury or disease that is incurred or contracted at work to their immediate supervisor; preferably the day the injury is incurred or the disease is contracted, in writing using an Employee's Statement of Injury form (Employee Statement). This must be done regardless of whether the injury results in lost work time or requires medical attention. Failure to promptly report can result in a delay or denial of benefits.
- B. Upon receipt of the Employee Statement, the supervisor shall conduct a thorough investigation and complete and forward a Supervisor's Investigation Report (Supervisor's Report) and Village's First Report of Injury or Illness (Form 45) to the Assistant Village Administrator within three (3) working days of the injury.
- C. Upon identifying that an employee will lose three (3) scheduled work days, the Assistant Village Administrator shall initiate a Workers' Compensation Wage Statement (Wage Statement) and forward it to Finance (payroll) for completion of the compensation section. Upon completion, Finance shall return the Wage Statement to the Assistant Village Administrator for review.
- D. The Assistant Village Administrator will forward the Wage Statement to the Intergovernmental Risk Management Agency (IRMA) for calculation of the hourly temporary total disability (TTD) benefit amount.

**III. Benefits**

**A. Regular Full-Time Law Enforcement Officers**

- 1. The Public Employee Disability Act provides that regular full time law enforcement officers who suffer an injury in the line of duty continue to be compensated at one hundred percent (100%) of their regular rate of pay for up to one (1) year due to a compensable work related injury. This compensation is subject to Police Pension contributions.
- 2. Compensation after one (1) year is in accordance with the Workers' Compensation Act, as provided for all other employees.

**Village of Bloomingdale**  
**Workers' Compensation Disability Benefit Guidelines**

3. During the first twelve (12) months after a full time law enforcement officer suffers an injury in the line of duty, and is compensated at one hundred percent (100%) of his/her regular rate of pay, the employee will receive one hundred percent (100%) holiday pay. Sick leave and vacation leave will continue to accrue during the first twelve (12) months while on a duty related disability leave.
4. After twelve (12) months, if the employee does not supplement his/her pay, when a holiday occurs the employee will receive workers compensation payments. These payments will have the effect of paying the employee for two-third (2/3) of any holiday that occurs during the pay period. Further, by virtue of supplementing, the employee will receive the other one-third (1/3) pay for any holiday that occurs during that pay period.

**B. All Other Employees**

1. The Workers Compensation Act provides that employees with a compensable work related injury continue to be compensated at a rate of pay equal to sixty-six and two-third percent (66-2/3%) of their gross average weekly wage based on wages during the year before the injury. Said compensation is paid only after the loss of three (3) scheduled work days resulting from a work related injury.
2. The Workers' Compensation Act does not require the Village to pay TTD benefits for the first three (3) scheduled work days lost (need not be consecutive days) due to a work related injury unless the work related injury continues for fourteen (14) or more calendar days.
3. The Village will provide workers compensation disability benefits in excess of that required by the Workers Compensation Act and will compensate employees with a work related injury for lost scheduled work days that occur within the thirty (30) calendar days immediately following the date of injury at one hundred percent (100%) of the employee's current regular rate of pay. The employee is required to sign over TTD benefit checks to the Village issued by the Village's workers compensation insurance carrier.
4. After thirty (30) calendar days, the employee will be compensated pursuant to the Workers Compensation Act (see a) above).
  - a. If an employee elects not to use accumulated leave to supplement his/her reduced wages, he/she will receive compensation directly from the Village's workers compensation insurance carrier. This compensation is not considered Illinois Municipal Retirement Fund (IMRF) earnings.

**Village of Bloomingdale**  
**Workers' Compensation Disability Benefit Guidelines**

- b. If an employee elects to use accumulated sick leave, personal leave, and vacation leave, (in that order), to supplement the thirty-three and one-third percent (33-1/3%) compensation reduction, compensation will continue to be processed through the Village's payroll. In this event, the leave compensation and the compensation paid pursuant to the Act are considered IMRF earnings. To elect to supplement compensation with accumulated leave, the employee must have elected this option on their Employee Statement form. If this election was not made on the Employee Statement form, supplementing compensation is at the discretion of the Village. The employee is required to sign over TTD benefit checks to the Village issued by the Village's workers' compensation insurance carrier.
- 5. TTD benefits end pursuant to the Workers' Compensation Act.
  - 6. If a holiday occurs during the first thirty (30) days immediately following a compensable workplace illness or injury, the employee will receive one hundred percent (100%) holiday pay. After the first thirty (30) day period, the employee will only receive workers' compensation payment, unless the employee supplements the other one-third (1/3) pay as specified above. Sick leave and vacation leave will continue to accrue during the first three (3) months while on a duty related disability leave. Employees covered by a collective bargaining agreement should check their applicable provisions regarding holiday pay and sick and vacation leave accumulation during workers' compensation.

**IV. Employee Responsibilities**

- A.** To promptly report any accident, injury or disease that is incurred or contracted at work to their immediate supervisor; preferably on the day the injury is incurred or the disease is contracted and in writing using an Employee Statement.
- B.** To promptly elect whether or not to use accumulated leave to supplement any compensation paid under the Act on their initial Employee Statement. Failure to promptly make this election may cause accumulated leave not to be paid.
- C.** Maintain weekly verbal contact with the Assistant Village Administrator while on work related injury status, and following every medical exam for a status update.
- D.** Arrive promptly for all scheduled exam/therapy sessions, and to schedule all subsequent medical visits so as not to cause any unnecessary delay in the medical treatment/progress.
- E.** Provide the Assistant Village Administrator with a phone number where he/she can be reached during business hours and to promptly return calls.
- F.** Report to the Assistant Village Administrator's office to endorse workers' compensation checks over to the Village when requested to do so.

**Village of Bloomingdale**  
**Workers' Compensation Disability Benefit Guidelines**

- G.** As it relates to employees participating in IMRF, apply for IMRF disability benefits if the injury/disease is expected to cause the loss of more than thirty (30) days of work by completing IMRF Forms 5.40 and 5.42 and submitting them to IMRF. To avoid unnecessary delays in receiving IMRF disability benefits, the employee is encouraged to notify the Human Resources Director when the aforementioned forms are submitted to IMRF.
- H.** As it relates to employees participating in the Police Pension Fund, apply for disability benefits if and when applicable. To avoid unnecessary delays in receiving Police Pension disability benefits, the employee is encouraged to contact the Human Resources Director and the Police Pension Board Clerk.

**VILLAGE OF BLOOMINGDALE  
OSHA REPORTING & RECORDKEEPING PROCEDURES**

**I. PURPOSE & SCOPE OF AUTHORITY**

These procedures define the responsibilities and actions necessary to comply with the Occupational Safety and Health Act (OSHA) record keeping requirements. The intent of OSHA is to assure safe and healthful working conditions for employees by enforcement of its safety standards. Employers are required to furnish a place of employment free from recognized hazards and to comply with safety and health standards established under the Act. The Illinois Department of Labor (IDOL), Division of Safety Inspection and Education, covers all Illinois public employers and their employees. IDOL conducts periodic inspections, investigates complaints by employees or their representatives, issues citations and assesses penalties.

**II. RESPONSIBILITY**

**A. Assistant Village Administrator**

1. To ensure compliance with all requirements of the OSHA reporting and record keeping requirements.
2. To maintain the OSHA Form 300 Log of Work-Related Injuries and Illnesses, within seven (7) working days of receiving information.
3. To report any fatality/multiple hospitalization to IRMA and the IDOL Chicago office.

**B. Supervisors**

1. To complete the Supervisor's Investigation Report and Illinois Form 45, "Employers First Report of Injury and Illness," and forward to the Assistant Village Administrator.

**III. REPORTING REQUIREMENTS**

**A. IDOL Notification:** The Act requires that, within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three (3) or more employees as a result of a work-related incident, the Assistant Village Administrator shall report the fatality/multiple hospitalization to the IDOL Chicago office. If outside normal business hours, please follow steps identified during the automated voice mail answering system, providing the following information.

1. Public entity name
2. Location of the incident
3. Time of the incident
4. Number of fatalities or hospitalized employees
5. Name of any injured employees
6. Contact name, title and phone number
7. Brief description of incident

**B. IRMA Notification:** In addition, the Intergovernmental Risk Management Agency (IRMA), the Village's workers' compensation administrator, shall be notified immediately. If outside normal business hours, leave a voice mail and follow-up the next regular business day. This must be done orally immediately and required forms completed and submitted within 48 hours.

**VILLAGE OF BLOOMINGDALE  
OSHA REPORTING & RECORDKEEPING PROCEDURES**

**IV. RECORD KEEPING**

The Assistant Village Administrator will maintain the OSHA Form 300 throughout the calendar year and the columns totaled at the end of each calendar year. The completed summary [OSHA Form 300A] will be posted at each Village facility where employees congregate, (Village Hall, Police Department, Public Works Facility, and Water Reclamation Facility), from February 1 to April 30 of the year following the recorded year. The OSHA 300 log must be retained for five years following the year to which it relates, and 30 years for all *hazmat related incidents*.

**VILLAGE OF BLOOMINGDALE  
OSHA REPORTING & RECORDKEEPING PROCEDURES**

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**VILLAGE OF BLOOMINGDALE  
OSHA REPORTING & RECORDKEEPING PROCEDURES**

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**VILLAGE OF BLOOMINGDALE**  
**Early-Return-To-Work Program**

**I. INTRODUCTION**

An Early-Return-to-Work program provides temporary work for employees who are temporarily disabled and cannot be assigned to regular work duties but are able to perform another type of productive work. The duties to be performed by the employee will consist of bona fide work that will be limited in duration and is intended for employees who are expected to return to full duty in the near future. The Village is not obligated to provide Early-Return-to-Work assignments.

**II. STATEMENT OF PURPOSE**

The Village of Bloomingdale (Village) Early-Return-to-Work Program is intended to:

- A.** Assist employees in the rehabilitation process when an early-return-to-work restricted duty assignment is approved by the attending physician and is consistent with an overall medical plan.
- B.** Prevent and discourage abuse of sick leave and/or workers compensation benefits, and reduce reliance on such leave.
- C.** Assist in evaluating the injured employee when making a determination of fitness for duty.
- D.** Protect the best interests of both the employee and the Village.

**III. DEFINITION AND ASSIGNMENTS**

Early return-to-work also referred to herein as ~~restricted duty~~ is work that, in accordance with written medical authorization, can be performed without risk to the injured employee's recuperation process and without potential harm to others. Restricted duty assignments are made for work of a temporary duration as further outlined in this Program. They may include work within the employee's normal duties, duties normally handled by another position within the affected Department, duties in another Department within the Village, or a combination thereof.

Early-return-to-work assignments will be pursued in accordance with the following procedures:

- A.** An employee may be assigned to an available restricted duty assignment, whether the injury was sustained on duty or off duty. However, the number of restricted duty assignments available is limited. Therefore, on-duty injuries have priority over off-duty injuries in the selection of restricted duty assignments. The Village is under no obligation to provide restricted duty assignments.
- B.** When the need for a restricted duty assignment occurs, the affected Department/Division will establish a list of restricted duty assignments, with a brief explanation of work efforts involved, particularly lifting and mobility requirements.
- C.** Each restricted duty assignment is unique, and will be considered on its own merits.

**VILLAGE OF BLOOMINGDALE**  
**Early-Return-To-Work Program**

**IV. PROTOCOL FOR ON-THE JOB INJURIES**

**A. Reporting Injury**

1. In accordance with the worker compensation benefit guidelines, the employee is required to provide the Assistant Village Administrator with a copy of the medical providers completed duty status report.
2. If the employee was treated by his/her own physician the employee should contact the Assistant Village Administrator, who in-turn will forward a copy of the injured employee's job description and the Village's Medical Duty Status Report Form to the treating physician to complete and return to the Village.
3. If in the opinion of the Village, an evaluation is needed by the Village's Medical Management Network facility, to determine return to duty status, said evaluation will be requested by the Village Administrator prior to a restricted or full duty assignment.
4. Should the duty status report include work restrictions, the Assistant Village Administrator will notify and consult with the applicable Department Director.

**B. Restricted Duty Assignment**

1. The Village's designated occupational medical management facility shall be the primary source of medical information upon which decisions are based when evaluating an employee's capability to return to work with physical restrictions or limitations. Each time the injured employee is treated or examined, the designated Village medical management facility shall complete a medical "Duty Status Report" and submit a copy to the Assistant Village Administrator. Injured employees have the legal right to obtain medical treatment from whomever they choose. However, no employee shall be granted worker's compensation for lost work time or be approved for restricted duty until he/she submits to an examination/evaluation by the Village's designated medical management facility, as requested.
2. The applicable Department Director, in consultation with the Assistant Village Administrator, shall make a determination as to whether or not the Department can accommodate a restricted duty assignment. The Assistant Village Administrator shall notify IRMA staff of the Village's decision regarding the restricted duty assignment.
3. A restricted duty assignment shall normally not exceed 90 calendar days, and may be terminated before that time limit at the Village's sole discretion. The Village's medical management evaluation report shall indicate the time for which restricted duty will be needed. Early-return-to-work may be denied when an employee has no reasonable expectation of returning to regular duty within 90 days. Extensions of restricted duty assignments may be granted if, in the determination of the Village Administrator, such an extension would be in the

**VILLAGE OF BLOOMINGDALE**  
**Early-Return-To-Work Program**

best interest of the Village. Extensions may be granted at the discretion of and as approved by the Village Administrator in ninety (90) day renewable increments and shall not exceed a total of 12 months for the same injury.

4. Restricted duty assignments should only be made for work that is important to the mission of the affected Department and the Village. Employees shall serve in a restricted duty assignment for as long as they can perform valuable, productive work as determined by the Village. Employees will be removed from the restricted duty assignment if appropriate work is no longer available, or if employee cannot satisfactorily perform the work assigned.
5. No regular full-time or part-time employee shall be moved from his/her regular job in order to make a restricted duty assignment available to another employee.
6. Notwithstanding the above, an employee may be required to attend training sessions, staff meetings, seminars, or continuing education programs as deemed necessary by the Department Director and in consultation with the Assistant Village Administrator as part of an early-return-to-work assignment.
7. Restricted duty assignments are not limited to an employee's Department. When the employee's department cannot find suitable work, suitable restricted work may be sought in other Village Departments.
8. The Village may arrange for a medical evaluation of the employee at any time during an early-return-to-work assignment. Based on the physician's recommendation, the Village may modify or remove the employee's restricted duty assignment.
9. If the employee refuses a restricted duty assignment, a certified letter shall be sent to the employee, advising where and when to report to work in accordance with the medical evaluation. This letter shall advise the employee that failure to report for this work will result in notification to the Village's workers compensation insurance carrier, currently the Intergovernmental Risk Management Agency (IRMA), and that Temporary Total Disability (TTD) payments may be terminated. If the injured employee does not report for a restricted duty work assignment, the Department Director shall immediately advise the Assistant Village Administrator. The refusal of restricted duty may also result in disciplinary action up to and including termination. Payment for reasonable and necessary medical treatments related to work injuries shall continue accordingly. The employee has the right and may appeal discontinuance of TTD payments to the Illinois Industrial Commission.
10. Employees on restricted duty are hereby advised that they are not permitted, under any circumstances, to perform any work that violates their return to work restrictions.
11. The direct Supervisor shall keep the Department Director and Assistant Village Administrator advised of any progress or setbacks during the restricted duty assignment. Employees on restricted duty shall be evaluated on a regular basis

**VILLAGE OF BLOOMINGDALE**  
**Early-Return-To-Work Program**

by their direct supervisor according to the employee's ability to perform the restricted duty assignment and compliance with work restrictions. A copy of the supervisor's evaluation report shall be submitted to the Department Director and Assistant Village Administrator if the supervisor notices a change in the employee's ability to perform the restricted duty assignment or in complying with work restrictions. The reported changes may result in modification or termination of the restricted duty assignment by the Village.

12. When the employee receives a full duty release from his/her treating physician, said release shall be forwarded to the Assistant Village Administrator to confirm that the release is comprehensive. The Assistant Village Administrator will make arrangements with the Department Director for the employee's full duty return as appropriate.
13. The Assistant Village Administrator will notify the IRMA staff of the full duty release and return to unrestricted duties.
14. The Assistant Village Administrator and IRMA claims representative will continue to monitor employee medical treatment until released by physician.
15. If there is any question concerning an employee's fitness for duty or fitness to return to duty following a injury or illness, the Village may require, at its expense, that the employee be examined by a qualified physician and/or another appropriate medical professional selected by the Village. The foregoing requirement shall be in addition to any requirement that an employee provides, at his/her own expense, a statement from his/her own doctor upon returning to duty.

**V. PROTOCOL FOR OFF-THE-JOB INJURIES**

**A. Reporting Injury:** An employee shall report an injury/illness to his/her immediate supervisor, before the start of the workday. If the employee's injury/illness is expected to exceed three working days, medical documentation is required in accordance with the Employee Personnel Manual.

**B.** Should the employee request to return to work on a restricted duty assignment, the Human Resources Director may send the employee's physician a Medical Report Form to complete along with a job description for the employee's position. The completed Medical Report Form should be returned directly to the Human Resources Director who will forward a copy of said restrictions to the applicable Department Director

**C. Restricted Duty Assignment**

1. The employee's personal physician shall be the primary source of medical information upon which decisions are based when evaluating an employee's capability to return to work with physical restrictions or limitations. Each time the injured employee is treated or examined; the employee's physician shall complete a medical report provided by the Village, and send to the Human Resources Director. The applicable Department Director, in consultation with the

**VILLAGE OF BLOOMINGDALE**  
**Early-Return-To-Work Program**

Human Resources Director, shall make a determination as to whether or not the Department can accommodate a restricted duty assignment.

2. A restricted duty assignment normally shall not exceed 90 calendar days, and may be terminated before that time limit, at the Village's discretion. The physician's medical report shall indicate the time for which restricted duty will be needed. Early-return-to-work may be denied when an employee has no reasonable expectation of returning to regular duty within 90 days. Extensions of restricted duty assignments may be granted if, in the determination of the Village Administrator, such an extension would be in the best interest of the Village. Extensions may be granted at the discretion of and as approved by the Village Administrator in ninety (90) day renewable increments and shall not exceed a total of 12 months for the same injury.
3. Restricted duty assignments should be made for work that is important to the missions of the Village and/or the respective Department of the assignment. Employees will be removed from the restricted duty assignment if appropriate work is no longer available, or if employee cannot satisfactorily perform the work assigned.
4. No regular full or part time employee shall be moved from his/her regular job in order to make a restricted duty assignment available to another employee.
5. Notwithstanding the above, an employee may be required to attend training sessions, staff meetings, seminars, or continuing education programs as deemed necessary by the Department Director during a restricted duty assignment.
6. Restricted duty assignments are not limited to an employee's department for an off the job injury/illness and may be made in other departments as determined solely by the Village.
7. The Village may request a medical evaluation by the employee's physician at any time during an early-return-to-work assignment, at the employee's expense. Based on the physician's recommendation, the Village may modify or remove the employee's restricted duty assignment at the Village's sole discretion.
8. Employees on restricted duty are herein advised that they are not permitted, under any circumstances, to perform any work that violates their return to work restrictions
9. Employees on restricted duty shall be evaluated periodically by their direct supervisor according to the employee's ability to perform the restricted duty assignment, and compliance with work restrictions. A copy of the supervisor evaluation report shall be submitted to the Human Resources Director and Department Director if the supervisor notices a change in the employee's ability to perform the restricted duty assignment or in complying with work restrictions. The reported changes may result in modification or termination of the restricted duty assignment by the Village.

**VILLAGE OF BLOOMINGDALE**  
**Early-Return-To-Work Program**

10. When the employee receives a full duty release from their treating physician, said release shall be forwarded to the Director of Human Resources who shall confirm that the release is comprehensive and who shall make arrangements with the Department Director for the employee's full duty return as appropriate. If there is any question concerning an employee's fitness for duty or fitness to return to duty following a injury or illness, the Village may require, at its expense, that the employee be examined by a qualified physician and/or another appropriate medical professional selected by the Village. The foregoing requirement shall be in addition to any requirement that an employee provides, at his/her own expense, a statement from his/her own doctor upon returning to duty.

**VILLAGE OF BLOOMINGDALE**  
**ACCOUNTING PROCEDURES FOR ACCIDENTS**

**I. INTRODUCTION:**

In an effort to enable the Village to accurately record the expense and receivable activity associated with accidents resulting in damage to Village property, the following procedures shall apply. These procedures address damages that may be repaired by a third-party vendor or in-house. Each repair manner and its accompanying accounting procedures are detailed below.

**II. DAMAGE REPAIR:**

**A. Third-Party Vendor:**

The Purchase Order (PO) Requisition, initiated to pay a third-party vendor invoice, shall be coded with the general ledger account number 01-10365, entitled IRMA Claims Receivable. The PO Requisition shall seek approvals in the same manner as all other PO Requisitions and consistent with Village procedures.

**B. In-House, Using Village Equipment, Inventory and Staff:**

1. Immediately following completion of the repair work, a memorandum (Exhibit A) addressed to the Assistant Village Administrator shall be prepared by the Department/Division supervisor performing the repairs along with a copy of the applicable, completed work order form (Exhibit B). This memorandum shall detail all costs incurred during the repair and the general ledger account numbers associated with these costs. A copy of the memorandum and work order form shall be forwarded to the Village's Accountant.
  2. The work order form shall be completed by the Department/Division supervisor using direct hourly labor costs attributable to the repair and a cost for benefits, calculated as a percentage of the total labor cost. The Finance Department shall be responsible for maintaining this percentage at the start of each benefit plan year and notifying the respective Department Heads.
  3. Upon receipt of the memorandum from Step B-1, the Accountant shall prepare the appropriate journal entry to record the IRMA Claim Receivable.
  4. The journal entry to record the labor and benefit costs associated with the repair shall debit the IRMA Claims Receivable account (01-10365) and credit the appropriate fund with general ledger account number XX-50040 entitled Insurance Reimbursements, to recognize the revenue.
  5. The journal entry to record the materials, vehicle and equipment costs associated with the repair shall debit the IRMA Claims Receivable account (01-10365) and credit the associated expense account, as noted in the memorandum.
- C.** Upon receipt of the IRMA insurance claim payment check, the Assistant Village Administrator shall code the check with the general ledger account number 01-10365 and it shall be receipted through the Village's cash receipt system by a Village cashier.

**VILLAGE OF BLOOMINGDALE**  
**ACCOUNTING PROCEDURES FOR ACCIDENTS**

**III. Capital Asset Impairment:**

- A.** If the accident resulted in damage to a Village capital asset, the Accountant shall make the necessary inquiries, in order to determine if the damaged capital asset shall be considered impaired pursuant to GASB Statement No. 42. Generally, the capital asset shall be considered impaired if **both** (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstance is outside the normal life cycle of the capital asset.
- B.** If it is determined that the capital asset has not been impaired, no further action is required.
- C.** If it is determined that the capital asset has been impaired, the restoration cost method shall be used, in order to calculate the portion of the historical cost of the asset that has been impaired. If evidence is available to demonstrate that the impairment will be temporary, the capital asset shall not be written down.
- D.** The following procedures shall be used to calculate the amount of the impairment to the capital asset:
  - 1. Identify the damaged capital asset in the Village's fixed asset system, in order to determine its historical cost and carrying value (historical cost less accumulated depreciation).
  - 2. Determine the cost to restore the physical damage to the asset.
  - 3. Calculate a damage ratio by dividing the carrying value of the asset by its historical cost. Multiply this ratio by the restoration cost, in order to determine the restoration cost in acquisition year dollars.
  - 4. Divide the restoration cost in acquisition year dollars by the historical cost of the asset to determine the damage percentage. Multiply this percentage by the carrying value of the asset to determine the gross impairment loss.
  - 5. Subtract the IRMA insurance recovery payment from the gross impairment loss to determine the gain or loss on the capital asset impairment.
  - 6. This net impairment gain or loss (after insurance recoveries are applied) shall be recorded as a separate transaction for fixed asset recording.
  - 7. The description, amount, and financial statement classification of impairment losses, as well as, insurance recoveries shall be disclosed on the face of the financial statements or in the notes accompanying the statements. The Accountant shall maintain a file containing such documentation for the Village's annual audit.

**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

**I. MISSION** To address safety consciousness at three levels:

- A.** To display the Village's commitment.
- B.** To present uniform safety standards or benchmarks used to guide supervisors when working procedures are developed for daily duties and tasks.
- C.** To serve as a constant reminder to all employees that safety-related issues will always be taken seriously and to promote the idea that the safest way is the only acceptable way to satisfactorily perform a job.

**II. SIZE** Each department/division should be served by at least one representative.

- A.** Finance/ Administration Departments - One representative
- B.** Police Department- Two representatives
- C.** Village Services Department . Three Representatives consisting of one Supervisor from any of the following divisions.
  - 1. Building/Engineering Division - One representative
  - 2. Street Division - One representative
  - 3. Utilities Division - One representative.

**III. LIAISON**

The Assistant Village Administrator, while not a member of the Employee Safety Committee, shall serve as a liaison to the Executive Safety Committee and thus facilitate two-way communication of suggestions, concerns, and safety solutions among the two committees. (This does not preclude any member of the Employee Committee from ever contacting a member of the Executive Committee directly with comments/concerns)

**IV. FREQUENCY**

This committee shall meet once a month on a uniform day of the week.

**V. CHAIRMAN**

To be elected by voice vote upon a motion of nomination and second to that motion at the January meeting of each year.

**VI. LENGTH OF TERM**

Each committee representative is appointed by their relevant Department Head for a term of three years. No member shall serve more than one consecutive three year term on this committee. The Chairman shall serve for no longer than a three year consecutive term.

**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

**VII. ATTENDANCE**

Attendance at every meeting is mandatory, unless the absence has been approved by the employee's immediate supervisor, who in turn must advise the relevant Department Director and the Recording Secretary.

**VIII. RESPONSIBILITIES**

- A. To review and investigate accidents, and to make findings regarding avoidability, preventability, and safety precautions to be exercised.
- B. To make suggestions on hazard reductions, safety policies/programs, safety communications programs and other safety issues.
- C. To sit jointly with the Executive Safety Committee to establish the annual safety goals and objectives.
- D. To encourage safety awareness by all employees.
- E. To work on all other projects/assignments as recommended by the Executive Safety Committee, or the Assistant Village Administrator.

**IX. ACCOUNTABILITY**

Each member of this committee is expected to fully contribute and participate with the Safety Committee and will be held accountable for their involvement by supervisors conducting their annual performance reviews. Performance evaluations shall make reference to involvement on the committee, as well as the common review of each member's safety record over the past year. Members of this committee shall be fully expected to share responsibility in the establishment and monitoring of implementation efforts for all programs and policies recommended or ordered.

**X. FINDINGS**

This committee makes recommendations as to the avoidability and preventability of accidents, preventive accident measures, necessary safety equipment purchases, and necessary programs or policies, which are all forwarded to the Executive Safety Committee for review and approval.

**XI. DISCIPLINE**

This committee has no authority to discipline nor a right to know about any disciplinary action taken against an employee by a Department Head.

**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

**XII. REVIEW CLASSIFICATIONS**

All accidents shall be reported to both safety committees, with the exception of property damage accidents not involving Village employees (i.e., graffiti, unknown damage to parked squad cars, etc.) and accidents whereby, due to limited or no damages and no injuries, an accident report was not filed by the Police. All personal injuries, regardless of the severity in which they are viewed, shall be considered by both safety committees as they involve workers compensation liability of the injury occurred on work time or as a direct result of a person's immediate job duties/responsibilities. All accidents reviewed by the Safety Committees shall be classified as either unavoidable/unpreventable or avoidable/preventable, and shall be accompanied by recommended solutions to avoid future accidents of a similar nature.

**XIII. AMENDMENTS**

Any substantive changes to these guidelines must be submitted in writing to the Safety Coordinator and approved by 2/3 of the membership (6 members) upon roll call vote. Then, the Executive Safety Committee has to approve the amendments.

**XIV. VOTING PROCEDURES**

A quorum (4 out of 7) of the committee members is required at each meeting in order to vote on accident recommendations, safety suggestions, etc. A simple majority (3 out of 4) of this quorum is needed to affirm a vote, unless voting on an amendment to these procedural guidelines. Each meeting should be governed by the standard Roberts Rules of Order.

**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

**I. MISSION** To address safety consciousness at three levels:

- A. To display the Village's commitment.
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**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

**VII. ATTENDANCE**

Attendance at every meeting is mandatory, unless the absence has been approved by the employee's immediate supervisor, who in turn must advise the relevant Department Director and the Recording Secretary.

**VIII. RESPONSIBILITIES**

- A. To review and investigate accidents and to provide suggestions as to how each accident could have been avoided, and what actions would be beneficial to reduce the possibility of the same or similar type of accident in the future.
- B. To make suggestions on hazard reductions, safety policies/programs, safety communications programs and other safety issues.
- C. To sit jointly with the Executive Safety Committee to establish the annual safety goals and objectives.
- D. To encourage safety awareness by all employees.
- E. To work on all other projects/assignments as recommended by the Executive Safety Committee, or the Assistant Village Administrator.

**IX. ACCOUNTABILITY**

Each member of this committee is expected to fully contribute and participate with the Safety Committee and will be held accountable for their involvement by supervisors conducting their annual performance reviews. Performance evaluations shall make reference to involvement on the committee, as well as the common review of each member's safety record over the past year. Members of this committee shall be fully expected to share responsibility in the establishment and monitoring of implementation efforts for all programs and policies recommended or ordered.

**X. RECOMMENDATIONS**

This committee provides recommendations to the Executive Safety Committee as to how each accident could have been avoided, and what preventive measures, (safety equipment purchases, programs/policies) should be considered to reduce the possibility of the same or similar type of accident in the future.

**XI. DISCIPLINE**

This committee has no authority to discipline nor a right to know about any disciplinary action taken against an employee by a Department Head.

**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

**XII. REVIEW**

All accidents shall be reported to both the Employee and Executive Safety Committees, with the exception of property damage accidents not involving Village employees (i.e., graffiti, unknown damage to parked squad cars, etc.) and accidents whereby, due to limited or no damages and no injuries, an accident report was not filed by the Police. All personal injuries, regardless of the severity in which they are viewed, shall be considered by both safety committees as they involve workers compensation liability of the injury occurred on work time or as a direct result of a person's immediate job duties/responsibilities.

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**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY SUGGESTION PROGRAM**

**I. OBJECTIVE**

Employees are required to report work related safety hazards to their supervisor. To reward and further encourage employees to develop potential solutions for identified safety hazards, the Village offers Safety Suggestion Awards.

**II. EMPLOYEE SAFETY COMMITTEE**

Reviews safety suggestions on a bi-monthly basis, and prepares award recommendations, (including a recommendation not to award). The Executive Safety Committee makes the award decision. Up to six suggestions may be awarded per year, in the form of a \$75 gift certificate to a Bloomingdale Restaurant of the employee's choice.

**III. REVIEW**

- A.** Safety suggestions must identify a safety hazard and potential solution that either relates to on-site job safety, or public safety on Village properties/facilities.
- B.** Employees must first inform their supervisor of the safety hazard/deficiency and potential solution before submitting their suggestion for review/award.
- C.** Safety Suggestions should be submitted on the attached form and sent confidentially to the Safety Committee Secretary, who will withhold names from the copies forwarded to the Employee and Executive Safety Committees for review and award.
- D.** Photos (encompassing various views) of the safety hazard should be sent along with the safety suggestion, where applicable.
- E.** Suggestions will be evaluated bi-monthly, subject to the following criteria:
  - 1. Legitimacy of Safety Suggestion
  - 2. Importance of Safety Suggestion, (Injury/Accident Probable?)
  - 3. Amount of thought employee applied towards identifying and developing a potential solution.
- F.** The Executive Safety Committee reserves the right to hold a suggestion(s) over to the next round, to make a double award in the next round, or to not make an award. Implementation of a safety suggestion is subject to Department review and budget constraints.
- G.** Award of a suggestion does not guarantee implementation of a suggestion, nor does implementation of a suggestion guarantee an award.

VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY SUGGESTION PROGRAM

**EMPLOYEE SAFETY SUGGESTION FORM**

**PLEASE PRINT/TYPE, WITH NAME/DEPARTMENT ON REVERSE SIDE**

Safety Hazard/Deficiency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Observed within the scope of employment? (Circle One) Yes No

Why is it a Safety Concern? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost to Implement: \$ \_\_\_\_\_

Time Frame to Implement: \_\_\_\_\_

Did you notify your Supervisor of Safety Concern? (Circle One) Yes No

Please Note: Supervisor Notification is an Award Eligibility Requirement

**VILLAGE OF BLOOMINGDALE  
EMPLOYEE SAFETY SUGGESTION PROGRAM**

**PLEASE SUBMIT THIS FORM TO SAFETY COMMITTEE SECRETARY**

Employee Name: \_\_\_\_\_

Department & Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_



### CERTIFICATE OF COVERAGE

**MEMBER:** Village of Bloomingdale

**COVERAGE TERM:** November 1, 2008 to November 1, 2009

This certificate is issued as a matter of information only and confers no rights upon the recipient. This certificate does not amend, extend or alter the coverages provided to the member.

Intergovernmental Risk Management Agency (IRMA) is not an insurance company. IRMA is an Illinois intergovernmental cooperative agency established by contracting units of local government as defined in the Illinois Constitution of 1970 pursuant to Article VII, Section 10 thereof and Chapter 127, Section 746 of the Illinois Compiled Statutes. IRMA administers a joint risk pool and purchases insurance, as it deems expedient.

**COVERAGES:** This is to certify that the coverages listed below are provided by IRMA to the member named above for the Coverage Term indicated. This certificate is subject to all terms and conditions of the IRMA Bylaws and Coverage Document, and any applicable contract(s) of commercial insurance.

Type of Coverage and Limits

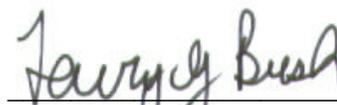
**Shall not be less than:**

General Liability	
Bodily Injury & Property Damage	\$1,000,000 Combined Single Limit
Automobile Liability	
Bodily Injury & Property Damage	\$1,000,000 Combined Single Limit
Workers Compensation	\$150,000,000 per occurrence
Employers Liability	\$1,000,000 per occurrence
First Party Property – All Risk	
(Includes Auto Comp./Collision)	\$250,000,000 per occurrence

**REFERENCE:** Evidence of coverage.

**TERMINATION:** Should the member named above terminate its participation in IRMA prior to November 1, 2009, notice thereof will be sent by first class mail to the party named below at the address indicated. However, failure to mail such notice shall impose no obligation or liability upon IRMA.

Authorized Representative of Intergovernmental Risk Management Agency:

  
\_\_\_\_\_  
Larry Y. Bush, Executive Director

Date: November 1, 2008

**CERTIFICATE HOLDER:**

Copy to:

## IRMA RECOMMENDED CONTRACTUAL GUIDELINES

### I. INSURANCE REQUIREMENTS

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

#### MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

- A. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the member named as additional insured, on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement CG 2010 (Exhibit A) Pre-2004 version, CG 2026 (Exhibit B) Pre-2004 version.

#### **CG2037 - Completed Operations – (Exhibit C)**

**Required if box is checked  ; and**

- B. Owners and Contractors Protective Liability (OCP) policy with the member as insured

**Required if box is checked  ; and**

- C. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."

- D. Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.

**Coverage required for employee exposure to lead, if box is checked**

- E. Builder Risk Property Coverage with member as loss payee

**Required if box is checked .**

- F. Environmental Impairment/Pollution Liability Coverage for pollution incidents as a result of a claim for bodily injury, property damage or remediation costs from an incident at, on or migrating beyond the contracted work site. Coverage shall be extended to Non-Owned Disposal sites resulting from a pollution incident at, on or mitigating beyond the site; and also provide coverage for incidents occurring during transportation of pollutants.

**Required if box is checked .**

#### MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than the following, **if required under above scope:**

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for

## **IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
- E. Builder's Risk: Shall insure against "All Risk" of physical damage, including water damage (flood and hydrostatic pressure not excluded), on a completed replacement cost basis.
- F. Environmental Impairment/Pollution Liability: \$1,000,000 combined single limit per occurrence for bodily injury, property damage and remediation costs.

## **DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the member. At the option of the member, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the member, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

## **OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

### **A. General Liability and Automobile Liability Coverages**

1. The member, its officials, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of the Contractor's work, including activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the member, its officials, agents, employees and volunteers.
2. The Contractor's insurance coverage shall be primary as respects the member, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the member, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

## **IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the member, its officials, agents, employees and volunteers.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not follow form, then the Contractor shall be required to name the member, its officials, agents, employees and volunteers as additional insureds.
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

### **B. Workers' Compensation and Employers' Liability Coverage**

The insurer shall agree to waive all rights of subrogation against the member, its officials, agents, employees and volunteers for losses arising from work performed by Contractor for the municipality (negotiable -- may not be needed on smaller contracts with limited exposure).

1. NCCI Alternate Employer Endorsement (WC 000301) in place to insure that workers compensation coverage applies under contractors coverage rather than member's if the member is borrowing, leasing or in day to day control of contractors employee.

**Required if box is checked .**

### **C. Professional Liability (Required if box is checked )**

1. Professional liability insurance with limits not less than \$1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior written approval.
2. If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Contractor shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.
3. Provide a certified copy of actual policy for review.

## **IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

4. Recommended Required Coverage (architect, engineer, surveyor, consultant): Professional liability insurance that provides indemnification and defense for injury or damage arising out of acts, errors, or omissions in providing the following professional services, but not limited to the following:
  - a. Preparing, approving or failure to prepare or approve maps, drawings, opinions, report, surveys, change orders, designs or specifications;
  - b. Providing direction, instruction, supervision, inspection, engineering services or failing to provide them, if that is the primary cause of injury or damage.

### **D. All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the member.

### **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

### **VERIFICATION OF COVERAGE**

Contractor shall furnish the member with certificates of insurance naming the member, its officials, agents, employees and volunteers as additional insureds (Exhibit D), and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the member and are to be received and approved by the member before any work commences. The attached Additional Insured Endorsement (Exhibit E) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit E), such as ISO Additional Insured Endorsements CG 2010 (Exhibit A) or CG 2026 (Exhibit B). The member reserves the right to request full certified copies of the insurance policies and endorsements.

### **SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

### **ASSUMPTION OF LIABILITY**

## IRMA RECOMMENDED CONTRACTUAL GUIDELINES

The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any sub-contractor, any supplier or any other person and assumes liability for all bodily injury and property damage sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

### II. **INDEMNITY/HOLD HARMLESS PROVISION** *[Note to Member: Include as separate section of the contract.]*

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the member, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the member, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the member, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the member, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the member, its officials, agents and employees as herein provided.

#### Optional Paragraph:

The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the member, may be retained by the member to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the member.

### III. **SAFETY/LOSS PREVENTION**

It is recommended that the following requirements be included in some form in all member bid packets and that compliance be confirmed prior to initiation of contract work:

#### **Safety/Loss Prevention Program Requirements**

- Successful bidder will provide written confirmation that a safety/loss prevention program was in place at least 90 days prior to submitting the bid proposal.
- Evidence of completed employee safety training can be provided.

## IRMA RECOMMENDED CONTRACTUAL GUIDELINES

### **Regulatory Requirements**

- Successful bidder must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, WorkersqCompensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.
- Evidence of specific regulatory compliance will be provided by bidder, if required by owner.

**IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

**EXHIBIT A**

**CG 20 10 03 97**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULE PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

---

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**Who Is An Insured (Section II)** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

*Copyright, Insurance Services Office, Ins. 1996*

**IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

**EXHIBIT B**

**CG 20 26 11 85**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name of Person or Organization:**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**Who Is An Insured (Section II)** is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

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**IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

**EXHIBIT C**

**POLICY NUMBER:**

**COMMERCIAL GENERAL LIABILITY  
CG 20 37 07 04**

**THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<b>Name of Additional Insured Person(s) Or Organization(s):</b>	<b>Location and Description of Completed Operations</b>
Information required to complete this Section, if not shown above, will be shown in the Declarations.	

**Section II – Who is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for ~~%bodily injury+~~ or ~~%property damage+~~ caused, in whole or in part, by ~~%our work+~~ at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the ~~%products-~~ completed operations hazard+.

**IRMA RECOMMENDED CONTRACTUAL GUIDELINES**

CG 20 37 07 04

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Page 1 of 1

SECTION VI-B

# IRMA RECOMMENDED CONTRACTUAL GUIDELINES

## EXHIBIT D

(EXAMPLE)

<b>ACORD<sup>TM</sup></b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YYYY) Completed	
PRODUCER  Fully Completed		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
INSURED  Fully Completed		<b>INSURERS AFFORDING COVERAGE</b>				<b>NAIC #</b>	
		INSURER A: Name of Insurance Company				Completed	
		INSURER B: Name of Insurance Company				Completed	
		INSURER C: Name of Insurance Company				Completed	
		INSURER D: Name of Insurance Company				Completed	
		INSURER E: Name of Insurance Company				Completed	
<b>COVERAGES</b>							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	<b>GENERAL LIABILITY</b> CG001  <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OWNERS & CONT PROT ((IF REQUIRED)) <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIER PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy Number	Policy Start Date	Policy End Date	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea. Occur.)	\$ 50,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP/OP AGG	\$ 1,000,000
A		<b>AUTOMOBILE LIABILITY</b> CA001  <input checked="" type="checkbox"/> ANY AUTO CA001 <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	Policy Number	Policy Start Date	Policy End Date	COMBINED SINGLE LIMIT (Ea. Accident)	\$ 1,000,000
						BODILY INJURY (PER PERSON)	\$
						BODILY INJURY (PER ACCIDENT)	\$
						PROPERTY DAMAGE (PER ACCIDENT)	\$
		<b>GARAGE LIABILITY</b>  <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
B	X	<b>EXCESS UMBRELLA LIABILITY</b>  <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION                      \$	Policy Number	Policy Start Date	Policy End Date	EACH OCCURRENCE	\$ per request
						AGGREGATE	\$ per request
C		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? NO If yes, describe under SPECIAL PROVISIONS below	Policy Number	Policy Start Date	Policy End Date	<input checked="" type="checkbox"/> WC STATU- <input type="checkbox"/> OTHER TORY LIMITS	
						E.L. EACH ACCIDENT	\$ 500,000
						E.L. DISEASE-EA EMPLOYEE	\$ 500,000
						E.L. DISEASE-POLICY LIMIT	\$ 500,000
		<b>OTHER</b> Professional Liability (If requested)	Policy Number	Policy Start Date	Policy End Date		
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b>							
List project number, location and description. No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to the additional insured is primary.							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
Additional Insured: Member, its officials, employees, agents and volunteers.				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, SIGNATURE OF AUTHORIZED AGENT			

# IRMA RECOMMENDED CONTRACTUAL GUIDELINES

## EXHIBIT E

### ADDITIONAL INSURED ENDORSEMENT

Name of Insurer:

Name of Insured:

Policy Number:

Policy Period:

Endors. Effective Date:

This endorsement modifies coverage provided under the following:

Commercial General Liability  
Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability arising out of your work+.

For purposes of this endorsement, arising out of your work+ shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

Original Created-1/2002

Revised-1/2005

Revised-3/2006

SECTION 2.03A

**CERTIFICATE OF INSURANCE:**

**WHAT YOU SHOULD KNOW**

**PURPOSE:**

To assist individuals with reviewing and evaluation a Certificate of Insurance provided by outside entities through expansion of knowledge in each section of the certificate.

**DIRECTIONS FOR USE:**

1. Review the sample standardized Certificate of Insurance.
2. Review information on pages 1 through 10 which corresponds to the sections numbered on the Certificate of Insurance.
3. If you need a sample additional insured endorsement to include with your contracts or to clarify the scope of additional insured coverage requested, then refer to Exhibit A.

# ACORD. CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

1.

3.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

4. COMPANIES AFFORDING COVERAGE

COMPANY  
A

COMPANY  
B

COMPANY  
C

COMPANY  
D

INSURED

2.

## COVERAGES

5. THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
6.	GENERAL LIABILITY a. <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY b. <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR c. <input type="checkbox"/> OWNERS & CONT PROT	d.	e.	e.	f. GENERAL AGGREGATE \$ g. PRODUCTS-COMP/OP AGG \$ h. PERSONAL & ADV INJURY \$ i. EACH OCCURRENCE \$ j. FIRE DAMAGE (Any one fire) \$ k. MED EXP (Any one person) \$
7.	AUTOMOBILE LIABILITY a. <input type="checkbox"/> ANY AUTO b. <input type="checkbox"/> ALL OWNED AUTOS c. <input type="checkbox"/> SCHEDULED AUTOS d. <input type="checkbox"/> HIRED AUTOS e. <input type="checkbox"/> NON-OWNED AUTOS				f. COMBINED SINGLE LIMIT \$ g. BODILY INJURY (Per person) \$ h. BODILY INJURY (Per accident) \$ i. PROPERTY DAMAGE \$
8.	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
9.	EXCESS LIABILITY a. <input type="checkbox"/> UMBRELLA FORM b. <input type="checkbox"/> OTHER THAN UMBRELLA FORM				c. EACH OCCURRENCE \$ d. AGGREGATE \$
10.	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY a. THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				b. STATUTORY LIMITS c. EACH ACCIDENT \$ c. DISEASE - POLICY LIMIT \$ c. DISEASE - EACH EMPLOYEE \$
11.	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

12.

CERTIFICATE HOLDER

13.

## CANCELLATION

14.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

15.

ACORD 25-S (3/93)

© ACORD CORPORATION 1993

10  
2.03

2  
2.03 A

**CERTIFICATE OF INSURANCE:  
WHAT YOU SHOULD KNOW**

1. **Producer:** The Producer is the insurance broker or agent representing the insured that procured the insurance coverage for the insured entity.

What you should know - This is the entity that prepared the Certificate in most instances.

2. **Insured:** The Insured is the entity that has purchased the insurance coverages that are stated on the Certificate of Insurance and is considered the first named insured.

What you should know - This entity should be the contractor or other party that has been requested to provide coverage.

3. **This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below:** This statement expresses that the intent of a Certificate of Insurance is merely to show the Certificate Holder that the insured has purchased the insurance coverages stated on the Certificate. However, it also indicates that the Certificate Holder has no legal right to be covered by the insurance in place. The statement also indicates that regardless of what the Certificate states, the only coverage terms and conditions that are applicable are those stated on the actual insurance policies. The Certificate cannot legally change or alter the actual insurance policy.

What you should know - This statement tells you that unless you are named as an additional insured on the actual policy, you will have no legal rights or access to the stated coverages.

4. **Companies Affording Coverage:** This section is used to identify the insurance companies issuing the policies stated below and put an alphabetical identification on each insurance company to assist in determining what insurance company is issuing what policies. (See 4a.).

What you should know - You should obtain the A.M. Best Rating for each insurer. It is recommended that each insurer have a Best Rating of A-, VII or higher to be deemed acceptable.

5. **Coverages:** This statement conveys that the insurance policies listed below were issued to the insured and that all insurance provided to the insured is subject to the normal policy terms, exclusions and conditions. It also states that the limits of coverage shown may actually be lower due to claims already paid out during the stated policy period.

What you should know - The only way to verify whether the limits shown have been reduced is to obtain a current loss report from the insured for the policy period in question.

6. **General Liability:** General Liability is provided for protection from liability arising out of the insureds premises or operations, products and completed operations.

- 6a. **Commercial General Liability** or CGL is the current proper name for General Liability coverage exposures arising out of a business operation.

What you should know - CGL will provide you with broad, standardized coverage terms. You should ask for the use of ISO or Insurance Services Office CG0001 forms. Manuscript forms are those forms written specifically by or for an insurance company and the coverage provided can vary greatly. If manuscript forms are being used, a certified copy of the form should be requested for review of the scope of coverage being provided.

- 6b. **Claims-made** and **Occurrence** are two types of general liability coverage forms. The difference in the two forms is in the event that triggers coverage. In an occurrence form policy, coverage is provided for occurrences taking place during the policy period, regardless of when an actual claim is made or reported. With a claims-made policy, the occurrence must have taken place during the policy period and the claim must also be made or reported during the policy period for coverage to be afforded.

What you should know - You should require an Occurrence Form CGL policy from all contractors as claims-made policies limit the coverage afforded and is rarely used in today's marketplace for general liability coverage. One exception being Professional Liability Coverage (i.e., architects, engineers, etc.) which is usually only available in a claims-made format.

- 6c. **Owners and Contractors Protective Liability** policies provide separate coverage limits that are contract or job specific. These policies are also issued to the property owner as the named insured.

What you should know - OCP policies provide separate limits of coverage in addition to any limits an additional insured may have access to from the named insured. However, OCP policies only provide coverage for vicarious liability of the owner (principal/agent relationship) and general supervision.

- 6d. Policy Number** should be stated to assist in accessing the needed coverage if a claim should arise.

What you should know - This area is often left blank. Insist that all policy numbers be provided. (Above will apply for all policies).

- 6e. The Policy Effective and Expiration Dates** inform you when a policy begins and ends. It is important to be sure that performance on the contract be within the policy period.

What you should know - If a contract or job will go beyond the expiration date of the policy, your contract should require that an updated certificate be provided 30 days prior to expiration of the current policy. If an updated Certificate is not received, work may need to be discontinued until an updated Certificate is in hand. (Above will apply to all policies).

- 6f. The General Aggregate** is the most an insurance policy will pay in a given policy period, regardless of the number of insured or claims.

What you should know - We recommend that the general aggregate be at least twice the occurrence limit unless there is a job site specific aggregate.

- 6g. The Products-Completed Operations Aggregate** is the most that the policy will pay in a given policy period for liability arising out of the products-completed operations hazard.

What you should know - Completed Operations coverage would normally not be provided to the additional insured as coverage for the additional insured usually ceases once the job is completed. If you are intending to have continued liability coverage once the job is completed for a limited period of time (i.e., 6 months to 2 years) then the contract should request this extended coverage and subsequent Certificate of Insurance evidencing this coverage should be obtained.

- 6h. Personal and Advertising Injury** is "Coverage B" under a CGL policy and provides coverage for liability arising out of personal injury (i.e., slander, libel, wrongful eviction, false arrest, malicious prosecution, invasion of privacy) and advertising injury (i.e., slander, libel, invasion of privacy in the advertising of your goods/services, style of business, misappropriation of advertising ideas, infringement of copyright, title, slogan).

What you should know - If you are looking for coverage for liability arising out of bodily injury and/or property damage to a third party, this coverage will not be of concern.

- 6i. Each Occurrence** is the most the insurance policy will pay under one occurrence regardless of the total amount of damages.

What you should know - There may be additional per occurrence limits available under an excess liability or umbrella policy.

- 6j. Fire Damage (any one fire)** is the most the liability policy will pay for a fire that you are legally liable for in premises you lease or rent that are in your care, custody and control. This area provides you with limited coverage for property in your care, custody and control, which is normally excluded under your general liability coverage and covered under your property policy.

What you should know - Damage from the fire that you are legally liable for to third party property not in your care, custody and control is covered under the "Each Occurrence" (6i) liability limits. This area will normally not be addressed for contractors.

- 6k. Medical Expenses (any one person)** is a no fault medical expense coverage provided to third parties injured on premises you own, rent, or on ways next to these premises or injured because of your operations.

What you should know - Contractors should have this coverage, as it will provide limited coverage for injuries to third parties because of their operations, regardless of fault.

- 7. Automobile Liability:** Coverage is provided for protection from liability arising out of negligent operation, maintenance or use of a covered auto, which results in bodily injury or property damage to a third party.

What you should know - You do not need to be named as additional insured on the contractor's auto liability policy. The reason for this is that the definition of an insured, on an ISO CA 0001 Business Auto Policy, states that "Anyone liable for the conduct of insured" is also considered an insured.

- 7a. Any Auto** (symbol 1 on auto policy) is used to state that any auto is covered regardless of ownership.

- 7b. All Owned Autos** (symbol 2 on auto policy) is used to state that only the autos the insured owns and any trailers they don't own that are attached to the owned autos are covered.

- 7c. Scheduled Autos** (symbol 7 on auto policy) is used to state that only autos actually listed in the Policy Declaration's section are covered in addition to any non-owned trailers while attached to covered autos.

**7d. Hired Autos** (symbol 8 on auto policy) is used to state that only those autos the insured has leased, hired, rented or borrowed are covered. However, coverage is not afforded for autos of employees, partners or their families.

**7e. Non-Owned Autos** (symbol 9 on auto policy) is used to state that only autos the insured does not own, lease, hire, rent or borrow are covered when used for insurer's business use. This also includes coverage for autos of the insurer's employees, partners and their families for business or personal use.

What you should know - The above coverage symbols that you will want your contractor to have will depend on what type of vehicles are being used. (i.e., company autos, employee's autos, leased autos, etc.).

**7f. Combined Single Limit** is the most the policy will pay for third party bodily injury and property damage combined for each accident.

What you should know - We recommend using combined single limit rather than separate bodily injury and property damage limits as the full amount of coverage can be used for either bodily injury or property damage.

**7g. Bodily Injury (per person)** would be the most the policy would pay for bodily injury to one person from each accident.

What you should know - We recommend using combined single limit so this section would not apply.

**7h. Bodily Injury (per accident)** would be the most the policy would pay for bodily injury from each accident, regardless of the number of persons injured.

What you should know - We recommend using combined single limit so this section would not apply.

**7i. Property Damage** would be the most the policy would pay for third party property damage resulting from one accident.

What you should know - We recommend using combined single limit so this section would not apply.

**8. Garage Liability:** Coverage provided to auto service facilities for damage to customer's vehicles in their care, custody and control.

What you should know - This specialized coverage used to be in the auto liability section of the previous Acord Certificate of Insurance form. Not utilized unless the above exposure exists.

- 9. Excess Liability:** Liability coverage provided in addition to or on top of the primary general liability policy as stated in number 6.

What you should know - The primary general liability coverage limits in addition to the Each Occurrence Excess Liability limits will inform you of the total liability coverage available for each occurrence.

- 9a. Umbrella Form** is a type of policy form that provides excess liability coverage over a primary general liability policy, and can also provide excess limits over several other policies such as Auto Liability, Public Officials or Directors & Officers Liability and even Employers Liability. Most umbrella forms use the underlying policy document to interpret the scope of coverage provided. In certain instances, an umbrella form may provide broader coverage than the underlying form and drop down to provide primary coverage. In these situations, a self-insured retention (usually 10,000 or greater) will be required to be paid by the insured before the policy would provide primary coverage.

What you should know - In order to determine the total liability limits for each line of coverage, it is necessary to verify what underlying policies the umbrella is providing excess coverage on.

- 9b. Other Than Umbrella Form** indicates the policy is not in an umbrella form, which provides coverage over several, underlying policies. The policy may be a manuscript form which is written by/for a specific insurance company. The policy may also be a standard excess liability policy with coverage terms that may differ from the underlying policies.

What you should know - If the excess policy is not in an umbrella form, it may not be providing the same coverage as the underlying policy form. Also, if the excess coverage is on a manuscript basis, a certified copy of the policy should be requested to determine the scope of coverage provided.

- 9c. Each Occurrence** indicates the maximum amount that the excess policy will pay for liability arising out of one occurrence, regardless of the total amount of damages.

What you should know - The Each Occurrence limits of excess coverage is provided in addition to the Each Occurrence limits of primary general liability coverage.

- 9d. Aggregate** is the total amount the excess policy will pay in a given policy period regardless of the number of claims or occurrences.

What you should know - The aggregate shown on the Certificate of Insurance will be reduced by any claim payments or reserves for claims that have already occurred and been reported in the policy period. The Certificate will not reflect any reductions in aggregate amounts. The only way to determine if the actual aggregate has been reduced is by requesting and reviewing a current loss report of the insured.

- 10. Workers Compensation and Employers Liability:** Coverage is provided to cover liability arising out of employee injuries/diseases occurring in the course and scope of their employment.

What you should know - Employers Liability is used to cover liability actions against an employer arising out of a work related accident or illness. Those claims usually arise when an employee files a liability claim against a third party alleging that the third party's negligence caused or contributed to the work related injury or illness. It is then possible for the third party to file a contribution action or bring the employer into the liability suit alleging the employer's negligence caused or contributed to the accident. There are other incidents, which are more infrequent, which could give rise to an Employers Liability claim. Some recent Illinois case law reduces the employer's exposure in this area. Please call the IRMA office if you need additional information on these areas.

- 10a. The Proprietor/Partners/Executive Officers Are:** This statement provides verification of whether or not the insured/contractor's owners and officers are covered under their workers compensation policy.

What you should know - The Illinois Workers Compensation Act does not require that owners or officers be covered for workers compensation. If any owner or officer of a contractor will be working on your contract or project, then they should be covered for workers compensation coverage to avoid any possibility of the exposure being unintentionally transferred to you if he/she is seriously injured.

- 10b. Statutory Limits** states that their workers compensation coverage will provide the maximum amount that can be awarded by the Illinois Industrial Commission for each employee involved.

What you should know - There cannot be any higher limit than statutory limits, which provide full coverage regardless of amount for employee injuries.

- 10c. Each Accident/Disease-Policy Limit/Disease-Each Employee** is used to define the employers' liability coverage limits or Coverage B under the Illinois Workers Compensation Act.

What you should know - As previously stated, some recent Illinois case law known as the Kotecki decision has significantly reduced the employer's exposure in this area. The case law caps the employer's liability exposure to the amount of any workers compensation lien. Employers liability coverage protects an employer from tort liability claims arising out of a workers compensation injury or illness. The majority of claims in this coverage area arise when an employee is injured due to the alleged negligence of a third party. The employee's sole remedy against his employer is for workers compensation benefits. However, the employee can file a third party liability claim against a negligent third party involved in the accident or injury. The third party then has the legal right to bring the

employer into the law suit for contribution if the third party alleges that the employer is somehow contributorily negligent (i.e., negligent maintenance of equipment). For more details, contact the IRMA office.

11. **Other:** May be utilized to state professional liability and other specialty coverages that may be needed due to the nature of the work being performed.

What you should know - If special assistance is needed to evaluate this area, please contact Dan LeTourneau at the IRMA office.

12. **Description Of Operations/Locations/Vehicles/Special Items:** This section can be used to describe special operations, identify a specific job site/location or contract number as well as indicate additional insured to the liability coverage.

What you should know - If the Certificate of Insurance states you are an additional insured on the liability policy, it is not a guarantee that you are named as additional insured on the actual insurance policy. It may be advisable to request a copy of the actual additional insured endorsement for projects/activities with significant liability exposure or that will be continuing for an extended period of time. You may also want to include a copy of the IRMA Sample Additional Insured Endorsement (see attachment) in your contract. This form clearly outlines the scope of coverage that is expected for the additional insured. The form uses language and scope of coverage as intended by Insurance Services Office (ISO) for their standardized CG 2010 Additional Insured Endorsement. You may want to also request that the Certificate state that coverage be provided to the additional insured on a primary basis. Also, if the additional insured coverage is being provided on a manuscript or non-standardized form, a copy should be requested and reviewed in detail.

13. **Certificate Holder:** Entity to which the Certificate of Coverage is issued.

What you should know - The Certificate Holder is not entitled to any rights of the insurance policies stated on the Certificate. To have access to the liability policies of the contractors, the Certificate Holder must also be named as an additional insured on the actual insurance policy.

14. **Cancellation:** This clause states the amount of written notice that the insurance companies will "endeavor" to provide to the Certificate Holder on cancellation of the policies. This section goes on to say that the insurance company will not be liable if the notice is not given.

What you should know - We usually recommend that 30 days written notice be requested. You may want to request that the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative" be omitted or lined out on the Certificate. You should also note that the insurance company could cancel a policy with only 10 days written notice for non-payment of premiums by the insured.

15. **Authorized Representative:** The insurance company or producer/broker who has been authorized to sign the Certificate.

What you should know - Not all producers/brokers are authorized to sign or issue a Certificate of Insurance. It is also important to verify that any additional insured status indicated on the Certificate has been agreed to and is being issued to the actual insurance policy by the insurance company.

**Special Note:** It is important that all Certificates of Insurance are received, reviewed and approved prior to the start of any work.

For questions or additional information, please contact Dan LeTourneau, Director of Risk Management Services, at the IRMA office.

**ADDITIONAL INSURED ENDORSEMENT**

Name of Insurer:  
Name of Insured:  
Policy Number:  
Policy Period:  
Endors. Effective Date:

This endorsement modifies coverage provided under the following:

Commercial General Liability  
Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability “arising out of your work”.

For purposes of this endorsement, “arising out of your work” shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.



**CERTIFICATE OF COVERAGE REQUEST FORM**  
(Please allow 3 working days, whenever possible.)

Date Requested: \_\_\_\_\_ Requested By: \_\_\_\_\_  
Date Needed: \_\_\_\_\_ Original To: \_\_\_\_\_  
Copy To: \_\_\_\_\_

Requesting Member: \_\_\_\_\_

Issued To: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Fax #: (if necessary) \_\_\_\_\_

Reference/Purpose (why is the certificate needed) (please include date, location, lease or contract #, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coverage Requested: (General Liability, Auto, Workers Compensation, and First Party Property)  
\_\_\_\_\_  
\_\_\_\_\_

Loss Payee Status Requested: [ ] Yes [ ] No  
Additional Insured Stated Requested: [ ] Yes [ ] No

Important: Do not offer to provide additional insured unless requested and absolutely necessary. Staff will review and make determination on all requests for additional insured status.

Special Instructions or Requests:  
\_\_\_\_\_  
\_\_\_\_\_

**Mail or Fax to Mary Henzler at the IRMA Office Upon Completion of This Form**  
Phone: 708/236-6343 Fax: 708/236-6344