

RISK MANAGEMENT & LOSS PREVENTION 2018 SAFETY GOALS & OBJECTIVES

I. MANAGEMENT STATEMENT

Maintaining public and employee safety remains our number one responsibility. Loss prevention is as an integral part of the Village's management procedures and philosophy, and is one of our top operational priorities. Every employee is responsible to support and cooperate with the Village's loss prevention program, as outlined in this Risk Management & Loss Prevention Manual. All employees are further expected to adhere to the philosophy that the safe way to perform a task is the most efficient and acceptable way to perform it. Safety adherence and performance continues to be an important measure of both supervisory and employee performance.

Personal injury, property damage, and occupational illness exposures are always present. All employees must remain diligent in reviewing and identifying potential safety deficiencies as they relate to equipment, job procedures, and environment. Through awareness and proper planning, **ACCIDENTS CAN BE AVOIDED.**

II. CRISIS MANAGEMENT TEAM (CMT)

Develop and conduct one table top exercise for supervisors to test the Village's emergency planning and preparedness.

III. POLICY/PROGRAM DEVELOPMENT

These Policies/Programs have been identified based on department priorities, outstanding recommendations, or remain from the last IRMA:

- IMAP Member Service Plan (MSP) (August 2014) – Next IMAP April 2019
- Hazard Survey Visit (HSV) (April 2016).Next HSV April 2019
- Regulatory Visit (RV) (April 2015). Next RV April 2018
- Loss History Review Visit (January 2013). As visit as needed

The abbreviations noted after each item identify the responsible staff member(s) (AVA – Assistant Village Administrator, DPW – Director of Public Works , DPS-Director of Public Safety, DCP - Deputy Chief of Police, PWOC – Public Works Operations Coordinator), Director of Information Systems (DIS) followed by IRMA report source (if applicable).

A. All Departments

1. **Formal Supervisor Training Plan.** Draft plan needs to be finalized and implemented. (AVA) - **MSP**
2. **Written Employee Orientation Policy.** Draft plan needs to be finalized and implemented. (AVA) - **MSP**

**RISK MANAGEMENT & LOSS PREVENTION
2018 SAFETY GOALS & OBJECTIVES**

3. **Use of Communication Devices** – Finalize review of existing Village policies regarding the use of both Village issued and personal communication devices in the Risk Management & Loss Prevention Manual (Work Zone Safety Policy and Vehicle & Mobile Equipment Safety Procedures) and Administrative Manual (Use of Village Facilities & Equipment – IS Policies & Procedures) to create a unified policy for the Employee Personnel Manual.
(Status - AVA prepared and presented draft policy to Executive Safety Committee (ESC); new restrictions not approved. AVA prepared draft employee reminder memo of existing Communication Device policies, ESC put on hold in 2016 identifying that “IS Policy” is believed to be outdated and in need of further research and revision first.by the DIS)

B. Police Department

1. **Occupational Noise Exposure** - No policy, but gun range usage exposure. Develop a Department Hearing Conservation program that incorporates findings from noise hazard assessment (performed November 2013) and current practices. **(DPC &AVA) - RV**
2. **Respiratory Protection** - Develop a written policy that incorporates current practice. **(DPC) - RV**
3. **Lead Control** - Develop a Lead Exposure Control policy that includes the medical evaluation process for applicable personnel. In addition, Department should obtain copies of range cleaning and air quality testing reports from outside agency to ensure compliance. **(DPC) – RV**
4. **Secondary Employment Policy** – Review the use of indemnity agreements on secondary employment agreements as recommended. **(DPS & AVA)- MSP**
Status - AVA gathered information, consulted with HRD and COP, followed by discussion with ESC. As of 11/1/16 the DPS is to follow-up with other Police departments both in and not in compliance with the IMAP criteria for Police Secondary Employment.

C. Public Works

1. **Safety Communication** – Establish a written plan requiring the use of safety talks. The plan should outline the types of materials covered, the frequency of safety talks, and the documentation of meetings. **(PWOC) - MSP**
2. **Behavior Observations** – Establish formal behavior observation policy to ensure a continuity of employee behaviors. The policy should require the

**RISK MANAGEMENT & LOSS PREVENTION
2018 SAFETY GOALS & OBJECTIVES**

development of observation forms, employee training and documented observations that are tracked for effectiveness. **(PWOC) - MSP**

3. **Occupational Noise Exposure** - Develop a formal Hearing Conservation program that incorporates current practices, and the findings from the noise hazard assessment performed in November 2013. **(PWOC & AVA) - RV**
4. **Fall Protection** – Develop a formal policy that incorporates finding from the Village-wide fall hazard assessment, distribute and train employees. **(PWOC) - RV**
5. **Electrical Safety/High Voltage** – Finalize draft policy, distribute to and train employees. **(PWOC) - RV**
6. **Tree/Right-of-Way Inspections** – Finalize the Tree/Right-of-Way Inspections Program. **(PWOC) - MSP**

IV. ADHERENCE TO RISK MANAGEMENT & LOSS PREVENTION RESPONSIBILITIES AS SET FORTH IN THE RISK MANAGEMENT & LOSS PREVENTION MANUAL.

- A. **SUPERVISORS** - Supervisors are responsible for communicating and maintaining safe and healthful work environments for the employee's assigned to them. Supervisors will ensure all employees assigned to them are fulfilling risk management procedures, as follows:
 1. Demonstrates, by example, good safety practices and a positive attitude towards safety.
 2. Monitors and enforces compliance with the Risk Management & Loss Prevention and other established safety rules and procedures and to discipline violators in accordance with the provisions of the Village's 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 and footwear are provided or purchased 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

RISK MANAGEMENT & LOSS PREVENTION 2018 SAFETY GOALS & OBJECTIVES

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.

8. Inform all employees, whether on permanent or temporary assignment to the department, to report immediately all injuries or accidents.
9. Secure and forward on all GHS Safety Data Sheets for posting in the hard copy and electronic log.

B. EMPLOYEE RESPONSIBILITIES 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, as follows:

1. To follow and actively support all Risk Management & Loss Prevention Safety Policies and all other 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 in the proper clothing and footwear 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.

V. ON-GOING VILLAGE-WIDE OBJECTIVES

**RISK MANAGEMENT & LOSS PREVENTION
2018 SAFETY GOALS & OBJECTIVES**

- A. Communicate with employees regarding issues and concerns discussed at the Safety Committee meetings in the monthly Employee Newsletter.
- B. Encourage all employees to participate in the employee safety suggestion program, publicize program, and entertain suggestions related to improving the program.
- C. Conduct regular bi-annual drivers' license verification checks to ensure that Village vehicle drivers have valid licenses, employees are complying with noted restrictions and that the Secretary of State has the employee's current address.
- D. Perform annual updates to Risk Management & Loss Prevention Manual.
- E. Complete all required NIMS training (including all 1st Responders) to enhance our emergency preparedness, and to maintain eligibility for future federal assistance.
- F. Utilize IRMA's Regional Training Programs and participate in IRMA Steering Committee Programs.
- G. Post and record all OSHA Log 300 and Illinois Health and Safety Act injury/accident reports.
- H. First Aid, CPR and AED instruction and training as required.
- I. Promote Physical Fitness.
- J. Continue wellness program including a health screening and fitness assessment. Seek to vary and enhance the annual assessment, with new tests, seminars, programs, contests, etc.
- K. Supervisors perform periodic check rides of all employees driving Village vehicles, in addition to checking proper driving procedure.

VI. TRAINING & ON-GOING PROGRAMS

A. IRMA ON SITE (Last Performed)

- 1. Vehicle Backing (VS November 2015)
- 2. Slips, Trips, And Falls (All Employees February 2015) (VS October 2016)
- 3. Back Safety (Police December 2013, VS July 2015 & July 2016 online)
- 4. Fall Protection (VS September 2016)
- 5. Lock Out/Tag Out (VS Online Training December 2016)
- 6. Behavior Based Safety (All Supervisors – August 2012)
- 7. GHS Haz Com Training All Employees (October/November 2013) (VS Online Training December 2016)

**RISK MANAGEMENT & LOSS PREVENTION
2018 SAFETY GOALS & OBJECTIVES**

8. Root Cause Analysis (Supervisors & Safety Committee) (December 2015)
9. Flagger Certification Renewals (February 2017)
10. Communications Training – EAP (February 2017)
11. Golf Cart/Utility Vehicle (June 2017)
12. Below 100 – Police Vehicle Pursuit (September 2017)
13. Trench Collapse (2018)
14. Boiler & Machinery (2018)
15. Confined Space (2018)

B. HUMAN RESOURCES (Retraining every 2 to 3 years)

1. Diversity Training (Last Training March/April 2017)
2. Sexual Harassment Prevention Training (Last Training October 2014) Online training planned through IRMA for 2018.
3. Conduct the CDL Drug Testing program as required by the Department of Transportation. (Ongoing)
4. Violence in The Workplace (Last Training March 2014)
5. Substance Abuse Training (September 2017)

C. PUBLIC WORKS, BUILDING & ENGINEERING TRAINING & PROGRAMS:

1. Train and/or retrain on proper backing-up techniques and maneuvering, and communicate and emphasize the Village's expectation for employees to readily assist each other as spotters for back up maneuvers.
2. Train and/or retrain on slip, trip, and falls accident reduction.
3. Train on proper ways to ascend/descend Village equipment.
4. Train and/or retrain on proper operation of snow removal equipment and snow removal techniques.
5. Train and/or retrain on proper use of safety glasses.
6. Continued commitment towards snow/ice removal in Village parking areas.
7. Train and/or retrain on proper driving distances.
8. Refine safety orientation program for seasonal Public Works employees and continue implementation of Seasonal Employee Accident Reduction Program.
9. Train and/or retrain on electrical safety
10. Job Safety Analysis Program through the establishment and approval and written documentation that such JSA's are being used as a part of training programs.
11. Annual training of all fleet drivers in defensive driving courses, such as NAPD.

**RISK MANAGEMENT & LOSS PREVENTION
2018 SAFETY GOALS & OBJECTIVES**

12. Prompt and thorough inspections of fire alarms and extinguishers.
13. CDL training/certification for all necessary new employees.
14. Documentation of preventive maintenance programs.
15. Educate/train all Public Works and Building & Engineering employees on the OSHA Lock-Out/Tag-Out Program, and expansion of its procedures to applicable Police Department and Village Hall equipment/operations.
16. Train on the Village's emergency response driving procedures.
17. Continue to implement the sidewalk inspection program conducted on a designated schedule, with updates to trip hazard program.
18. Monthly departmental/division safety meetings with documented minutes.
19. Train and/or retrain on proper Pushing/Lifting techniques, with specific emphasis on the back and back injury.
20. Train and/or retrain on the Work Zone Safety Policy.
21. Train and/or retrain on the restricted use of a Village mobile device while in a work zone or while driving a village vehicle and the restricted use of personal mobile devices during working hours.

D. POLICE DEPARTMENT TRAINING & PROGRAM:

1. Employee Right to Know
2. First Responder/Haz Mat
3. First Aid, CPR, and AED's
4. Firearms Training (Handguns & Rifle)
5. Annual Defensive Tactics to include subject apprehension.
6. Qualification
7. Decision Making
8. Non-Lethal Weapon Training
9. Pepper Spray
10. Electronic Restraining Devices
11. Hand Cuffing Techniques
12. Empty Hand Control Techniques
13. Hobble-Training
14. Spitnet-Training

**RISK MANAGEMENT & LOSS PREVENTION
2018 SAFETY GOALS & OBJECTIVES**

- 15. Interpersonal Communications
- 16. Driving Skills and Traffic Stops, (Defensive Driving & NAPD-Tactical Driving)
- 17. Below 100 - Emergency Response/In Pursuit Driver Safety
- 18. Fitness Program (Fitness Room Safety Orientation & Trimester Fitness Testing)
- 19. Safety Equipment (Continuation)
 - a. Vests - All Sworn & CSO's (Body Armor)
 - b. High Visibility Safety Vests
 - c. Rubber Gloves/Processing Scenes & Prisoners
 - d. Mouth Pieces for CPR
 - e. Traffic Cones & Flares
- 19. Continue development of policy and procedure through Lexipol.