

RISK MANAGEMENT & LOSS PREVENTION 2022 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) (February 2020)
- Hazard Survey Visit (HSV) (April 2016)
- Regulatory Visit (RV) April 2018
- Loss History Review Visit (January 2013). As visit as needed
- IRMA Fall Hazard Assessment (June 2022)

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**

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2. **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.
3. **Vehicle Use Policy**: Creation of a Vehicle Use Policy to defines the parameters of prohibited uses of Village Vehicle during working and non-working hours. (AVA & Directors)
4. **Online Safety Data Sheets (SDS)**: Work with IRMA vendor to implement new online program for storage and maintenance of all SDS, to enhance compliance with GHS HazCom. (PWOC April 2022)

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) – (Lead Control protection completed with gun range policy)**
3. **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.
4. **IRMA IMAP for Police Department**
 - a. **Traffic Incident Management and Work Zone Safety Risk Management**: Policy provided addresses manual traffic direction very well. Recommend expanding policy to include employer-specific information about traffic shut down, required high visibility PPE (not just during manual traffic direction), use of emergency lights, etc. Compliance with MUTCD must be explicit in the policy, not just referenced. Suggested to coordinate efforts with PW as they often work sites together.

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- b. **Secondary Employment** - Nothing formal at this time; working on a draft. Review IRMA's model policy on secondary employment for policy language. Such procedures maintain accountability for the welfare of the department, and are essential for the efficient operation of the department and for the protection of the community. (See #3 above)
- c. **Employee Performance Plans:** IRMA recommends including safety risk management as a reviewable component to ALL employee performance evaluations. Reflect the performance evaluation criteria to the job descriptions and safety responsibilities in the policy manual.
- d. **Use of Force SOP** regarding Neck Holds and Firing at Moving Vehicles
- e. **Police Safety Topics Not Reviewed:** IRMA did not review or provide comment; however, the following criteria should be reviewed by the Department to ensure that we comply for the next review:
 - ✓ SOP Consistency with IDOL and OSHA
 - ✓ Tactical Training SOPs

C. Public Works

- 1. **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**
- 2. **Fall Protection** – Develop a formal policy that incorporates finding from the Village-wide fall hazard assessment, distribute and train employees. **(PWOC) - RV**
- 3. **Electrical Safety/High Voltage** – Finalize draft policy, distribute to and train employees. **(PWOC) - RV**
- 4. **Tree/Right-of-Way Inspections** – Finalize the Tree/Right-of-Way Inspections Program. **(PWOC) – MSP**
- 5. **IRMA IMAP for Public Works: Needed Policies/Programs** in draft form and/or require revision **by PWOC and applicable Division Supervisors**, as follows:
 - a. **Behavior Base Safety**, use IRMA Model Policy and consider scheduling IRMA's Behavior Based Safety onsite training.
 - b. **Safety Communication Plan.** This document could be used to incorporate

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all training conducted in the department for ease of review and updates as regulatory and training topics change. Also include supervisor level training that will be offered upon promotion or job responsibility change.

- c. **Traffic Incident Management and Work Zone Safety Risk Management:** Update the policy containing the components outlined in the Questionnaire section to include workplace specific information as needed. Expand policy to include specific info about traffic shut down, required high visibility PPE, use of emergency lights, and temporary traffic control sets. Compliance with MUTCD must be explicit in the policy, not merely referenced. Also suggest coordinating efforts with PD since they do traffic control call outs periodically.
- d. **Employment and Supervision of Minors:** Since Public Works currently hires minors. Reference Section O of the IMAQ Questionnaire for details and criteria that should be considered for employment and supervision of minors.
- e. **Sidewalk Inspection Program:** Due to case law and consensus of best practices, IRMA recommends reviewing their updated model policy and education video for updated information regarding sidewalk repair management. Ensure employees inspecting sidewalks are trained in recognition of defects, criteria requirements, and proper documentation procedures that coincide with the program.
- f. **Snow and Ice Removal Plan Safety:** Overall policy has most risk management components but appears out of date and in need of a formal review. Suggest adding employer specific snow routes and updating document for current year. Request member continue communication with IRMA to further develop resources for both the department and the membership.
- g. **Tree Right of Way Inspection Program:** Need to re-incorporate a vehicle inspection program for all commercial motor vehicles at a minimum.
- h. **Equipment Loan Agreements** should be required for any service provider wishing to use equipment or tools belonging to Public Works, to include hold harmless.
- i. **Initial training (beyond HR Orientation) for New Hires,** needs to include safe driving, proper lifting/ergonomics, job specific hazards.
- j. **Check-Rides:** Recommend continuing initial and recurring training including the use of a check-ride program as outlined in the policy.

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

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- 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 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.

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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

- 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.

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- H. First Aid, CPR and AED instruction and training as required.
- I. Promote Physical Fitness.
- J. 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, Public Works: Heavy Equipment Backing 1/23/2018 & 3/5/2018
- 2. Slips, Trips, And Falls (All Employees February 2015), Public Works 4/8, 5/21 and 6/27 2018
- 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), Basic Electrical Safety 7/24/2018 & 8/28/2018, and select employees December 2018
- 6. Behavior Based Safety (All Supervisors – August 2012), Public Works April 2018.
- 7. GHS HazCom Training All Employees (*Last performed in October/November 2013, next training after the SDS Online system is activated*)
- 8. Root Cause Analysis (Supervisors & Safety Committee) (December 2015)
- 9. Flagger Certification Renewals (February 2017), to be renewed in 2020
- 10. Communications Training – EAP (February 2017)
- 11. Golf Cart/Utility Vehicle (June 2017)
- 12. Below 100 – Police Vehicle Pursuit (September 2017)
- 13. Trench & Shoring April 2018
- 14. Boiler & Machinery (2018)
- 15. Confined Space (2018)
- 16. 5 Keys to Safe Driving 3/27/201/, 4/13/2018 & 4/26/2018
- 17. Close Calls-Accidents 6/12/2018
- 18. Silica Awareness Training- IRMA – JTM & Lauren November 2018

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

- 1. Diversity Training (Last performed March/April 2017)
- 2. Sexual Harassment Prevention Training (*Last Training January 2022) (Annual Online training thereafter)*)

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3. Conduct the CDL Drug Testing program as required by the Department of Transportation. (Ongoing)
4. Violence in the Workplace (*Last Training March 2014*). (*Online training Target Solutions Training - planned for fall 2022*)
5. Substance Abuse Training (January 2022)

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.
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.

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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
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.