

**VILLAGE OF BLOOMINGDALE
RISK MANAGEMENT & LOSS PREVENTION MANUAL
TABLE OF CONTENTS**

<u>SECTION</u>	<u>SUB-SECTION</u>	<u>POLICY/PROGRAM/GUIDELINE</u>
I.		<u>RISK MANAGEMENT & LOSS PREVENTION</u>
	A.	Annual Loss Prevention Goals & Objectives
	B.	Program Purpose & Responsibilities
II.		<u>INJURY & ACCIDENT PREVENTION</u>
	A.	Hazard Communication Policy
	B.	Lock-Out Tag-Out Energy Control Program
	C.	Confined Space Entry Procedures (Village Services)
	D.	Respirator Protection Program (Village Services)
	E.	First Aid/CPR/AED
	F.	Back Injury Prevention
	G.	Office Safety & Ergonomics
	H.	Protective Footwear Policy
	I.	Work Zone Safety Procedures (Village Services)
	J.	Indoor Firing Range Guidelines (Lead Prevention & Hearing Protection)
	K.	Public Works Personal Protective Equipment Policy
III.		<u>WORKPLACE SAFETY</u>
	A.	Violence in the Workplace Policy
	B.	In Place Shelter "Tornado" Protocol
	C.	Facility Evacuation "Fire"
	D.	Vehicle & Mobile Equipment Safety Procedures
	E.	Fire Prevention
	F.	General Housekeeping Guidelines
	G.	Golf Cart/Utility Vehicle Safety Procedures
IV.		<u>ACCIDENTS & INJURIES ON THE JOB</u>
	A.	Accident Investigation & Reporting Procedures
	B.	Workers Compensation Benefit Guidelines
	C.	OSHA Record Keeping & Reporting Procedures
	D.	Early Return to Work Program
	E.	Accounting Procedures for Accidents
V.		<u>EMPLOYEE INVOLVEMENT</u>
	A.	Employee Safety Committee Procedural Guidelines
	B.	Safety Suggestion Program
VI.		<u>IRMA INSURANCE REQUIREMENTS</u>
	A.	Village of Bloomingdale - Certificate of Coverage
	B.	Contractual Insurance Requirements
	C.	Certificate of Insurance Requirements
	D.	Certificate of Insurance Request Form

**VILLAGE OF BLOOMINGDALE
RISK MANAGEMENT & LOSS PREVENTION MANUAL
TABLE OF CONTENTS**

VII.

APPENDICIES

A	Incident/First Aid Report
B	Employee's Statement of Injury
C	Form 45 – Employer's First Report of Injury or Illness
D	Supervisor's Supplemental Report to Form 45
E	Employee's Medical Release Form
F	Occupational Health Authorization Form
G	Non-Workers Compensation Accident Report Form
H	Job Safety Analysis Listing (Village Services)