



Buffalo Grove Park District
PARK TOUR/BOARD WORKSHOP
Monday, April 8, 2024
Alcott Center – Room 24

PARK TOUR AGENDA

5 PM

- I. Call to Order
 - A. Roll Call
- II. Approval of Agenda
- III. Park Tour
 - B. Bison Park
- IV. Adjournment

BOARD WORKSHOP

6 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Introduction of Guests
- V. Approval of Agenda
- VI. Topics from the Floor
Discussion on topics from the audience will be limited to 10 minutes. Presentations before the Park Board should be scheduled through the Executive Director's office no later than 5 pm the Wednesday prior to the Park Board meeting.

- VII. Correspondence
- VIII. Policy and Legislation (LR)
 - A. OSHA Manual
- IX. Finance (HW)
 - A. Ordinance 24-4-1 Budget and Appropriation for Fiscal Year 2024/25
 - B. Eco Clean Janitorial Services Contract Extension
 - C. Proposed 2024/25 Organizational Chart
- X. Parks (LR)
 - A. Ordinance 24-4-2 Surplus Property
- XI. Executive Director's Report
- XII. President and Commissioners' Reports
- XIII. Old Business
 - A. Budget Workshop
 - 1. Budget Discussion
 - 2. Capital Discussion
- XIV. New Business
 - A. Park Board Officer Appointments Reminder
- XV. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition
- XVI. Action Taken In Executive Session
- XVII. Adjournment

"Enriching life and community through premier parks, programs and facilities."



The Liponi Foundation for Special Recreation
6820 W. Dempster Street, Morton Grove, IL 60053

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Officers

President

Deborah Manno

Vice President

Steve Koller

Treasurer

Ron Stein

Secretary

Trisha Breitlow

March 19th, 2024

Buffalo Grove Park District

530 Bernard Drive

Buffalo Grove, IL 60089

Dear Erika,

On behalf of the Liponi Foundation for Special Recreation, I want to personally thank you for your kind and generous in-kind donation of a 5 hour pass to the Buffalo Grove Park District Golf Dome, valued at \$105, to be used in the silent auction for this year's Dinner Dance and Silent Auction. This is the Foundation's largest fundraising event, and your support is so greatly appreciated. Because of donors like you we were able to raise over \$56,000 this year, making a significant impact on our mission. The money raised goes directly to the Liponi Foundation's support of Maine-Niles Association of Special Recreation (M-NASR) programs and participants. M-NASR provides recreation programming and services to individuals with disabilities within its seven-member park district service area. Specifically, the Liponi Foundation supports M-NASR by:

- purchasing accessible vehicles used to transport participants to and from their programs.
- providing financial assistance to participants through the Stella LiPomi Memorial Scholarship Fund.
- sponsoring two long standing and beloved annual special events; the End of Summer and Halloween parties.

Your support means so much to us and we cannot express enough gratitude for your generosity. Together, we are truly making an impact on the lives of children and adults with disabilities.

Sincerely,

Deborah Manno
President

DM/VK

President Emeritus
Stella LiPomi

Trustees

Julie Genualdi

Aileen Hodge

John Liston

Fred Minelli

Mario Minelli

Toni Rich

Sarin Seesawat

Dolores Stanton

Dean Strzelecki

Marlene Worthley



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: DANI HOEFLE, SUPERINTENDENT OF PARKS, JENN FOREMAN, SAFETY &
TRAINING SUPERVISOR, TIM HOWE, DIRECTOR OF PARKS & PLANNING,
SCOTT SPITZ, HUMAN RESOURCES & RISK MANAGER

RE: OSHA COMPLIANCE MANUAL

DATE: MARCH 29, 2024

Action Requested:

Recommend board approval of the newly created OSHA Compliance Manual.

Background Information:

The Park District has a current Safety Policy Manual that has seven sections that pertain to OSHA. Upon review of the Safety Policy Manual in 2022, staff realized the document was not sufficient in upholding compliance. Because of the complexity of each standard, staff decided OSHA should have its own manual. Each section of the original Safety Policy Manual pertaining to OSHA was expanded upon, creating consistency, clarity, and accountability.

Enclosed:

OSHA Compliance Manual
OSHA Compliance Manual Appendices – To be provided at Board Meeting



BUFFALO
GROVE
PARK
DISTRICT

OSHA COMPLIANCE MANUAL

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Statement of Intent

This policy applies to all Buffalo Grove Park District employees and all job tasks to prevent serious injury.

Buffalo Grove Park District
Mission, Vision & Values

Mission:

Enriching life and community through premier parks, programs, and facilities.

Vision:

To lead our diverse community with innovative and exceptional experiences.

We have a commitment to:

- Character:** Build respect, integrity and trust
Foster teamwork through communication and collaboration
Demonstrate professionalism
- Excellence:** Promote staff development
Follow best practices
Provide quality experience through guest-centered services
Exceed expectations
Assure safety through a comprehensive risk management program
- Stewardship:** Demand fiscal responsibility to assure transparency
Build green infrastructure
Ensure resource efficiency
Create and maintain effective partnerships
Celebrate history
- Community:** Embrace cultural diversity
Encourage inclusion
Celebrate contributions of residents, board, staff, and volunteers
- Innovation:** Implement new technology
Communicate a shared vision
Recognize trends by being responsive and adaptive
Inspire creativity

The Mission, Vision, and Values were adopted by the Board of Commissioners in January 2013.
Last reviewed by staff and Board as a part of Strategic Planning in August, 2019.

Section 1 – Bloodborne Pathogens

In order to safeguard and protect our employees from the exposure to blood or potentially infectious diseases, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual and 29 CFR 1910.1030.

1.1 Definitions

- A. Bloodborne pathogens – The pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to;
 - i. AIDS – Acquired Immunodeficiency Syndrome.
 - ii. HBV – Hepatitis B Virus.
 - iii. HCV – Hepatitis C Virus.
 - iv. HIV – Human Immunodeficiency virus.
 - v. Viral Hepatitis – An infection that causes liver inflammation and damage.
- B. Communicable diseases – Illnesses that spread from one person to another or from an animal to a person, or from a surface or a food.
- C. Contaminated – The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- D. Contaminated laundry – Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- E. Contaminated sharps – Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- F. Decontamination – The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- G. Exposure incident – A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- H. Occupational exposure – Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- I. Parenteral – Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- J. Regulated waste – Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
- K. Source individual – Any individual, living, or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
- L. Sterilize – The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- M. Universal precautions – An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

- N. Work practice controls – Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

1.2 Hazards

- A. Exposure Incident – An exposure incident in the workplace could cause an unintended exposure to a bloodborne pathogen. Incidents that result in an exposure incident can cause serious illness or death.

1.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent patrons and employees from being exposed to bloodborne pathogens. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control exposure incidents of potentially infected bodily fluids.

This policy will follow the applicable OSHA standards (found in the 1910 Standard) for bloodborne pathogens. First consideration will be given to the elimination of exposure incidents. If an exposure incident cannot be eliminated; effective bloodborne pathogen protection will be planned, implemented, and monitored to control the risks of illness from exposure events.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this program are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious illness due to an exposure event.

Proper decontamination procedures will be implemented to ensure the sterilization of the contaminated area. All employees of the Buffalo Grove Park District are required to follow universal precautions when in contact with another's bodily fluids.

In addition, the Director of Parks and Planning and Risk Management are responsible to function as coordinator for the management and review of the entire bloodborne pathogen program.

1.4 Procedures

The hazardous nature of coming in contact with bloodborne pathogens requires that all Buffalo Grove Park District employees comply with the following bloodborne pathogen program detailed in sections 1.5 through 1.9.

1.5 Exposure Control Plan (ECP)

The Buffalo Grove Park District is committed to providing a safe and healthful work environment for all employees. To achieve that goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens and is available to all employees. The ECP includes:

1. A determination of exposure risk by job responsibility (See Appendix 1A)
2. Implementation of exposure control including;
 - a. Universal precautions
 - b. Engineering and work practice controls

- c. Personal Protective Equipment (PPE)
 - d. Housekeeping
- 3. Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up
 - a. Hepatitis B vaccine
 - b. Post-exposure evaluation and follow-up
- 4. Communication of Hazards to Employees and Training
 - a. Labels
 - b. Training
- 5. Recordkeeping
 - a. Medical Records
 - b. Training Records

1.6 Implementation of Exposure Control

1. Universal Precautions
 - a. All Buffalo Grove Park District employees will take universal precautions while treating or cleaning bodily fluids, which means assuming contamination and thus wearing appropriate PPE. Appropriate PPE includes, but is not limited to disposable vinyl gloves and a CPR shield when administering CPR. Any Buffalo Grove Park District employee that comes in contact with bodily fluids must immediately and thoroughly wash the affected area with non-abrasive soap. Employees must then notify their supervisor/department head and Risk Management.
2. Engineering and work practice controls
 - a. Where there is the risk of occupational exposure, engineering, and work practice controls will be used to eliminate or minimize the exposure. Where these occupational exposures remain after the implementation of the controls, personal protective equipment (PPE) must also be used.
 - b. The Buffalo Grove Park District will provide handwashing facilities that are readily accessible to employees. In the instance that handwashing facilities are not readily available, the Buffalo Grove Park District will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as possible.
 - c. All employees must wash their hands and any other skin affected with soap and water, or flush mucous membranes with water immediately or as soon as possible following the contact of such body area with potentially infectious materials.
 - d. Eating, drinking, applying lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
3. Personal Protective Equipment (PPE)
 - a. When there is occupational exposure, the Buffalo Grove Park District will;
 - i. Provide, at no cost, appropriate PPE such as but not limited to, gloves, gowns, face shields or masks, eye protection, resuscitation bags, pocket masks, etc. PPE will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's clothes, skin, eyes, mouth, or other mucous membranes.
 - ii. Ensure that employees use appropriate PPE
 - iii. Guarantee that appropriate PPE are available in appropriate sizes and are readily accessible at worksites or are issued to employees. Employees with

- allergies to provided PPE will have alternative PPE such as, but not limited to, hypoallergenic gloves, glove liners, powderless gloves, etc.
 - iv. Clean, dispose, repair, and replace PPE at no cost to the employee. When PPE is removed, it will be placed in appropriately designated areas or containers for storage, washing, decontamination, or disposal.
 - b. Gloves
 - i. Must be worn when it can be reasonably anticipated that the employee may have had hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin.
 - ii. Disposable (single use) gloves such as surgical or examination gloves, must be replaced as soon as possible when contaminated or as soon as feasible if torn, punctured, or when their ability to function as a barrier is compromised. Disposable gloves cannot be washed or decontaminated for reuse.
 - iii. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
 - c. Masks, eye protection and face shields
 - i. Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- 4. Housekeeping
 - a. The Buffalo Grove Park District must ensure that worksites are maintained in a clean and sanitary condition. It will determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
 - b. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - c. Contaminated surfaces shall be decontaminated with appropriate disinfectant(s) after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 - d. Broken glassware which may be contaminated shall not be picked up directly with hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
 - e. Contaminated materials are to be placed in containers which are closable and constructed to contain all contents and prevent leakage. All containers must be appropriately labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling.

1.7 Hepatitis B Vaccination, Post-Exposure, and Follow-Up

1. Hepatitis B Vaccine

- a. The Hepatitis B vaccination can be made available to all employees who have an occupational exposure due to the nature of their job. It can also be made available after exposure. The Buffalo Grove Park District will ensure;
 - i. That all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation/follow up are made available at no cost to the employee;
 - ii. The Hepatitis B vaccination is scheduled at an occupational health clinic for a reasonable time and place;
- b. The vaccination shall be made available after the employee has received the training required, and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
- c. The Buffalo Grove Park District will not make participation in a prescreening program a prerequisite for receiving Hepatitis B vaccination.
- d. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the Buffalo Grove Park District can make the Hepatitis B vaccination available.
- e. Employees who decline to accept the Hepatitis B vaccine offered by the Buffalo Grove Park District will need to sign a Hepatitis B Declination form (See Appendix 1B).

1.8 Communication of Hazards to Employees and Training

1. Labels

- a. Warning labels shall be affixed to containers of regulated waste, containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials, except as provided in this section.
- b. Labels required by this section include the following legend:
 - i. These labels are fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.
 - ii. Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
 - iii. Red bags or red containers may be substituted for labels.
- c. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirement.



2. Training

- a. The Buffalo Grove Park District will train all employees who have occupational exposures. Such training will be provided at no cost to the employee and during working hours. The Buffalo Grove Park District will implement a training program and ensure employee participation in the program.
 - i. Training will be provided at the time of initial assignment of tasks where occupational exposure may take place and annually thereafter
- b. The Buffalo Grove Park District will provide additional training when changes such as modification of tasks/procedures occur, or when tasks/procedures are instituted that affect the employees' occupational exposure. The additional training may be limited to addressing the new exposures created.

- c. Training material must be appropriate in content and vocabulary level, literacy, and language of the employees.
- d. The training program shall contain at minimum the following elements;
 - i. Easy access to this manual;
 - ii. General explanation of the epidemiology and symptoms of bloodborne diseases;
 - iii. Explanation of the modes of transmission of bloodborne pathogens;
 - iv. Explanation of the Buffalo Grove Park District ECP and the means by which the employee can obtain the written plan;
 - v. Explanation of the appropriate methods for reorganizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
 - vi. Explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
 - vii. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
 - viii. Explanation of the basis for selection of personal protective equipment;
 - ix. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
 - x. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
 - xi. Explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
 - xii. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
 - xiii. An explanation of the signs and labels and/or color coding required by paragraph; and
 - xiv. An opportunity for interactive questions and answers with the person conducting the training session.

1.9 Recordkeeping

1. Medical records

- a. The Buffalo Grove Park District will maintain an accurate record for each employee with an occupational exposure. The record will include:
 - i. Employee's name;
 - ii. A copy of the employee's Hepatitis B vaccination status, including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
 - iii. A copy of all results of examination, medical testing, and follow-up procedures;
 - iv. The Buffalo Grove Park District's copy of the healthcare professional's written opinion;
 - v. A copy of the information provided to the healthcare professional.

- b. The Buffalo Grove Park District will keep employee records confidential and are not disclosed or reported without the employee’s express written consent to any person within or outside the workplace.
2. Training Records
- a. Training records will include the following information:
 - i. Dates of the training session;
 - ii. Agenda;
 - iii. Sign-in sheet with the person who is leading the training and names and titles of those who attended.
 - i. These records must be maintained for three (3) years from the date on which the training occurred.

Section 2 – Confined Space Entry and Rescue

In order to safeguard and protect employees when entering areas of confined space, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual and 29 CFR 1910.146.

2.1 Definitions

- A. Acceptable entry conditions – The conditions that must exist to allow entry in a permit-required space and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
- B. Air-purifying respirator – A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
- C. Attendant – An individual stationed outside one or more permit-required spaces who monitors the authorized entrants and who performs all attendant’s duties assigned in the employer’s permit space program.
- D. Authorized entrant – An employee who is authorized by the employer to enter a permit space.
- E. Blanking or blinding – The absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- F. Canister or cartridge – A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.
- G. Confined space – A space that:
 - 1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - 2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
 - 3. Is not designed for continuous employee occupancy.
- H. Double block and bleed – The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
- I. Emergency – Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
- J. Engulfment – The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory

system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

- K. Entry – The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.
- L. Entry permit (permit) – The written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph (f) of OSHA 1910.146.
- M. Entry supervisor/competent person – The person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.
 - 1. Note: An entry supervisor/competent person also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this manual for each role he or she fills. Also, the duties of entry supervisor/competent person may be passed from one individual to another during the course of an entry operation.
- N. Fit testing – The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual prior to use.
- O. Hazardous atmosphere – An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
 - 1. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
 - 2. Airborne combustible dust at a concentration that meets or exceeds its LFL;
 - a) Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.
 - 3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
 - 4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;
 - a) Note: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.
 - 5. Any other atmospheric condition that is immediately dangerous to life or health.
- P. Hot work permit – The employer’s written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
- Q. Immediately dangerous to life or health (IDLH) – Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a permit space.
- R. Inerting – The displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible (IDLH oxygen-deficient).
- S. Isolation – The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

- T. Line breaking – The intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
- U. Non-permit confined space – A confined space that does not contain or, have the potential to contain, any hazard(s) capable of causing death or serious physical harm.
- V. Oxygen deficient atmosphere – An atmosphere containing less than 19.5 percent oxygen by volume.
- W. Oxygen enriched atmosphere – An atmosphere containing more than 23.5 percent oxygen by volume.
- X. Permit-required confined space – A confined space that has one or more of the following characteristics:
 1. Contains or has a potential to contain a hazardous atmosphere;
 2. Contains a material that has the potential for engulfing an entrant;
 3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 4. Contains any other recognized serious safety or health hazard.
- Y. Permit-required confined space program (permit space program) – The employer’s overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
- Z. Permit system – The employer’s written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
- AA. Powered air-purifying respirator (PAPR) – An air purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.
- BB. Prohibited condition – Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- CC. Rescue service – The personnel designated to rescue employees from permit spaces.
- DD. Retrieval system – The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
- EE. Testing – The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

2.2 Hazards

- A. Toxic Atmosphere – A toxic atmosphere may cause various acute effects, including impairment of judgement, unconsciousness, and death. A toxic atmosphere may occur due to the presence or ingress of hazardous substances.
- B. Oxygen Deficiency – Humans begin to suffer adverse health effects when the oxygen level of their breathing air drops below 19.5 percent oxygen. Workers engaged in any form of exertion can rapidly become symptomatic as their tissues fail to obtain the oxygen necessary to function properly. Symptoms can range from impaired thinking or coordination, increased breathing rates, accelerated heartbeat, faulty judgment, intermittent respiration, exhaustion with minimal exertion, nausea, vomiting, lethargic movements, unconsciousness, convulsions, cessation of breathing, and death. Even if a worker survives the hypoxic insult, organs may show evidence of hypoxic damage, which may be irreversible.

- C. Oxygen Enrichment – An excess of 23.5 percent oxygen, in the presence of combustible materials, results in an increased risk of fire and explosion. Some materials, which do not burn in air, may burn vigorously or even spontaneously in an enriched oxygen atmosphere. Breathing oxygen at higher than normal partial pressure leads to hyperoxia and can cause oxygen toxicity or oxygen poisoning. Symptoms of oxygen poisoning can include chest pain, difficulty breathing, dizziness, muscle spasms, nausea, and vision problems.
- D. Flammable or Explosive Atmospheres – A flammable atmosphere presents a risk of fire or explosion. Such an atmosphere can arise from the presence in the confined space of flammable liquids or gases or of a suspension of combustible dust in air. If a flammable atmosphere inside a confined space ignites, an explosion may occur, resulting in the expulsion of hot gases and the disintegration of the structure, causing injury or death to those around.
- E. Flowing Liquid or Free Flowing Solids – Liquids or solids can flow into the confined space causing drowning, suffocation, burns, and other injuries including death. Solids in powder form may also be disturbed in a confined space resulting in an asphyxiating atmosphere.
- F. Excessive Heat – The enclosed nature of a confined space can increase the risk of heat stroke or collapse from heat stress if conditions are excessively hot. The risk may be exacerbated by the wearing of personal protective equipment or by lack of ventilation.

2.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent employees from being injured in confined spaces. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control hazards.

This policy will follow the applicable OSHA standards (found in the 1910 Standard) for entering confined spaces. First consideration will be given to the elimination of the need to enter a confined space. If entering a confined space cannot be avoided, effective measures will be taken, implemented, and monitored to control the risks of injury or illness.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this manual are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious personal injury or illness in a confined space.

For all job tasks requiring entering a permit-required confined space, one additional employee must be present so that they can be a safety attendant. The attendant must be a competent person and have no other duties that could interfere with their responsibility. They are required to work on the same level as the work being performed (excluding confined spaces that are located below ground) and close enough to workers for direct monitoring (visual if possible) and for verbal communication.

On the jobsite, the most senior employee or a Director of Parks and Planning/Risk Management-approved designee is responsible to function as the Competent Person (i.e. Foreman/Parks Supervisor/Technician). In addition, the Director of Parks and Planning and Risk Management are responsible to function as Competent Persons for management of the entire Confined Space program.

2.4 Procedures

The hazardous nature of working in a confined space requires that all Buffalo Grove Park District employees comply with the following confined space entry and rescue procedures detailed in sections 2.5 through 2.15.

2.5 General Requirements

All Buffalo Grove Park District employees shall follow these procedures when entering a confined space:

1. Identification of all confined spaces.
2. Evaluation of potential hazards associated with these confined spaces.
3. Classification of these confined spaces into non-permit required or permit-required spaces (based on this evaluation).
4. Establishment of control plans for addressing physical and atmospheric hazards prior to authorizing entry into the confined space.
5. Confirmation that potential confined space hazards have been properly addressed and procedures are in place to monitor conditions prior to entry.
6. Completion of entry procedures based on this document.
7. Review of written emergency response plan in the event of an emergency.
8. Permit-required confined spaces cannot be declassified to a non-permit required confined space by Buffalo Grove Park District employees without a hazard analysis and approval by the Director of Parks and Planning and Risk Management.

2.6 Non-Permit Confined Spaces

In order to classify an area as a non-permit confined space, the Buffalo Grove Park District must demonstrate that the area does not contain or have the potential to contain any hazard(s) capable of causing death or serious physical harm.

1. The determinations and supporting data are documented by the Buffalo Grove Park District and are made available to each Buffalo Grove Park District employee who enters the space under the terms of this section (Appendix 2A); and

2.7 Contracted Entry – Host Employer Responsibilities

For all contracted entries, the Buffalo Grove Park District will:

1. Inform the contractor of confined space designation and that entry into a permit-required spaced is only allowed with a permit space program.
2. Apprise the contractor of hazards, elements of the space, the Park District's experience in the space, and reasons for space being identified as a permit space.
3. Coordinate entry, when both host employees and contractor personnel will be working in or near permit spaces.
4. Require a debrief from the contractor after entry regarding:
 - a. Permit program followed
 - b. Hazards confronted
 - c. Hazards created

2.8 Duties of Confined Space Entry Personnel

When Buffalo Grove Park District employees perform work that involves entry into a permit-required confined space, the following assigned duties shall be completed:

1. Authorized Buffalo Grove Park District entrants must:

- a. Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
 - b. Properly use equipment as required.
 - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
 - d. Alert the attendant whenever:
 - i. The entrant recognizes any warning signs or symptoms of exposure to a dangerous situation.
 - ii. The entrant detects a prohibited condition.
 - e. Exit from the permit space as quickly as possible whenever:
 - i. An order to evacuate is given by the attendant or the entry supervisor.
 - ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - iii. The entrant recognizes a prohibited condition.
 - iv. An evacuation alarm is activated.
2. Authorized Buffalo Grove Park District attendants must:
- a. Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
 - b. Be aware of possible behavioral effects of hazard exposure in authorized entrants.
 - c. Continuously maintain an accurate count of authorized entrants in the permit space.
 - d. Remain outside the permit space during entry operations until relieved by another attendant.
 - e. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
 - f. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - i. If the attendant detects a prohibited condition.
 - ii. If the attendant detects the behavioral effects of the hazard exposure in an authorized entrant.
 - iii. If the attendant detects a situation outside the space that could endanger the authorized entrants.
 - iv. If the attendant cannot effectively and safely perform all the duties required.
 - g. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
 - h. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - i. Warn the unauthorized persons that they must stay away from the permit space.
 - ii. Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
 - iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
 - i. Perform non-entry rescues as specified by the Park District's rescue procedure.
 - j. Perform no other duties that might interfere with the attendants' primary duty to monitor and protect the authorized entrants.
3. Authorized Buffalo Grove Park District entry supervisors/competent persons must:

- a. Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
 - b. Verify that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted, and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
 - c. Terminate the entry and cancel the permit as required.
 - d. Verify that rescue services are available and that the means for summoning them are operable.
 - e. Remove unauthorized individuals who enter or who attempt to enter the permit space during rescue operations.
 - f. Ensure entry operations remain consistent with terms of the entry permit
 - g. Ensure that acceptable entry conditions are maintained throughout the entire time the permit-required space is occupied.
4. Employees of the Buffalo Grove Park District may have to provide rescue and emergency services should an emergency occur.
- a. Each member of the rescue team must be provided with and properly trained on personal protective equipment and the rescue equipment necessary for making rescues from permit spaces.
 - b. Each member of the rescue team shall be trained to perform the assigned rescue duties. They shall also receive the training required of authorized entrants.
 - c. Each member of the rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from staged permit spaces. Staged permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescues are to be performed.
 - d. Each member of the rescue team shall be trained in basic first-aid and CPR.
 - e. To prepare for a non-entry rescue should the need arise, retrieval systems (i.e. tripods) or other methods shall be used whenever an authorized entrant enters a permit space. The exception to this would be if the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:
 - i. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level.
 - ii. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
 - f. If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information shall be made available by the Buffalo Grove Park District to the medical facility treating the exposed entrant.

2.9 Permit-Required Spaces

The Buffalo Grove Park District is responsible for the following in the permit space program.

1. Under the permit-required confined space program, Buffalo Grove Park District shall:
 - a. Implement the measures necessary to prevent unauthorized entry;

- b. Identify and evaluate the hazards of permit-required confined spaces before Buffalo Grove Park District employees enter them;
 - c. Develop and implement the means, procedures, and practices necessary for safe permit-required confined space entry operations, including, but not limited to, the following:
 - i. Specifying acceptable entry conditions;
 - ii. Providing each authorized entrant with the opportunity to observe any monitoring or testing of permit spaces;
 - iii. Isolating the permit space;
 - iv. Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;
 - v. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and
 - vi. Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
2. Provide, properly maintain, and ensure proper use for the following equipment:
 - a. Testing/monitoring equipment;
 - b. Ventilating equipment needed to obtain acceptable entry conditions;
 - c. Communications equipment;
 - d. Personal protective equipment;
 - e. Lighting equipment;
 - f. Barriers and shields;
 - g. Ingress and egress equipment;
 - h. Rescue and emergency equipment; and
 - i. Any other equipment necessary for safe entry into and rescue from permit spaces.
 3. Evaluate permit space conditions as follows when entry operations are conducted:
 - a. Before entry is authorized to begin, test the conditions in the permit space to determine if acceptable entry conditions exist. If isolation of the space is not possible (i.e. the space is large or is part of a continuous system (such as a sewer)), pre-entry testing shall be performed to the extent possible before entry is authorized. If entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working.
 - b. Test or monitor the permit space every 30 minutes to determine if acceptable entry conditions are being maintained during the course of entry operations (Appendix 2C).
 - c. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.
 - d. Provide each authorized entrant an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces;
 - e. Reevaluate the permit space as requested and immediately provide results
 4. Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;
 5. A single attendant may not monitor more than one permit-required confined space at a time.
 6. Designate the persons who are to have active roles in entry operations (i.e. authorized entrants, attendants, entry supervisors/competent persons, or persons who test or monitor the atmosphere), identify the duties of each employee, and provide each employee with the appropriate training;
 7. Develop and implement procedures for summoning rescue and emergency services, for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue;

8. Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits;
9. Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of one employer do not endanger the employees of any other employer;
10. Develop and implement procedures necessary for concluding the entry after entry operations have been completed (i.e. closing off a permit space and canceling the permit);
11. Review entry operations when there is reason to believe that the measures taken under the permit space program may not protect entrants sufficiently. Revise the program to correct deficiencies found to exist before subsequent entries are authorized; and
12. Review the permit space program, using the canceled permits within 1 year after each entry and revise the program as necessary, to ensure that those participating in entry operations are protected from permit space hazards.

A Buffalo Grove Park District employee may enter a permit space under these specific conditions:

1. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
2. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and will protect each employee working in the area from foreign objects entering the space.
3. If during testing prior to entry, a hazardous atmosphere has been detected, continuous forced air ventilation shall be used as follows:
 - a. Unless employees are using a respirator, employees may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
 - b. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
 - c. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
 - d. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
4. If hazardous atmosphere is present and continuous forced air ventilation is unable to eliminate the hazardous atmosphere, a properly fitted air-purifying respirator or powered air-purifying respirator may be used.
 - a. The Buffalo Grove Park District shall require a medical evaluation to determine an employee's ability to use a respirator before the employee is fit tested or required to use the respirator in the workplace.
 - b. Fit testing is required prior to initial use of an air-purifying respirator, whenever a different respirator face piece (size, style, model, or make) is used, and at least annually thereafter.
 - c. Employees must be clean shaven during fit testing and during use of an air-purifying respirator.
5. If a hazardous atmosphere is detected during entry and no respirator is worn:
 - a. Each employee shall leave the space immediately;

- b. The space shall be evaluated to determine how the hazardous atmosphere developed; and
- c. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

2.10 Entry vs. Non-Entry Rescues

Buffalo Grove Park District employees must be prepared at all times to respond to an emergency in a permit-required confined space.

- 1. Buffalo Grove Park District employees may NOT enter a permit-required space for rescues; emergency rescue assistance must be called.
- 2. Employees must be prepared to use the following non-entry rescue procedures:
 - a. Call for emergency rescue and medical assistance (911).
 - b. Provide ventilation using the confined space entry ventilator (preferably at the victim's breathing zone).
 - c. Perform retrieval using the mechanical advantage system (i.e. tripod) and self-retracting lifelines (for multiple entrants).

2.11 Permit Procedures

All employees shall utilize a permit for entry into all permit-required confined spaces. The permit shall have sufficient information on the characteristics of the confined space and potential hazards to implement effective controls prior to entry.

- 1. Before entry is authorized, employees shall document that the required measures were completed by preparing an entry permit.
- 2. Before entry begins, the entry supervisor/competent person identified on the permit shall sign the entry permit to authorize entry.
- 3. The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means; so that the entrants can confirm that pre-entry preparations have been completed.
- 4. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit and/or 12 hours (whichever time duration is greater).
- 5. The entry supervisor/competent person shall terminate entry and cancel the entry permit when:
 - a. The entry operations covered by the entry permit have been completed.
 - b. A condition that is not allowed under the entry permit arises in or near the permit space.

The Safety and Training Supervisor shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

2.12 Confined Space Entry Permit

The entry permit can be found in Appendix 2B and complies with OSHA 1910.146(f).

2.13 Training

The Safety and Training Supervisor will work jointly with the Director of Parks and Planning to provide employee training so that attendants, authorized entrants, and the entry supervisor/competent person can work safely in and around the confined space and assist in rescue operations.

1. The entry permit and accompanying procedures must be reviewed prior to authorizing entry into permit-required confined spaces.
2. Training shall be provided to each affected employee:
 - a. Before the employee is first assigned duties under this section.
 - b. Before there is a change in assigned duties.
 - c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
 - d. Whenever the entry supervisor/competent person has reason to believe that there are deviations from the permit space entry procedures required or that there are inadequacies in the employee's knowledge or use of these procedures.
 - e. Annually.

2.14 Equipment Maintenance

The Buffalo Grove Park District must provide, maintain, and ensure proper use of testing, monitoring, communication, personal protective and rescue equipment according to manufacturer's recommendations.

2.15 Recordkeeping

The Buffalo Grove Park District must ensure that records are maintained as follows:

1. Equipment and Personnel Records
 - a. Documents for inspections, repairs, and calibration results of all monitoring equipment must be retained for at least five years.
 - b. Medical evaluation and surveillance records must be retained for the worker's employment plus five years.
 - c. Documents for inspections and maintenance of all retrieval systems, ropes, harnesses, and other entry equipment must be retained for at least five years.
2. Training must contain the following:
 - a. Dates of training.
 - b. Names and signatures of instructors.
 - c. Locations of training.
 - d. Objectives of training.
 - e. Names and signatures of employees.
 - f. Additional miscellaneous comments section.
 - g. Training reports and certificates must be available for inspections.
3. Training completion will be confirmed at the OSHA Compliance Manual Annual Review.

Section 3 – Fall Protection and Prevention

In order to safeguard and protect employees and patrons from potential falls from heights of at least 4 feet, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual.

3.1 Definitions

- A. 3-points of contact – Maintaining two hands and one foot or two feet and one hand on the ladder when climbing or descending a ladder.

- B. Anchorage/anchor point – A secure point of attachment for lifelines, lanyards, or deceleration devices. Anchorage/anchor points must be capable of supporting at least 5,000 pounds per person and must be independent of any anchorage being used to support or suspend platforms.
- C. Body harness – Straps which may be secured about an employee’s body in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.
- D. Competent Person – A person capable of identifying existing and predictable hazards in the surroundings or working conditions, which are hazardous or dangerous to employees. A person who has the authorization to take prompt corrective action to eliminate such hazards.
- E. Connector – A device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as a buckle/D-ring, sewn into a body belt/body harness, or a snap-hook spliced/sewn to a lanyard or a self-retracting lanyard).
- F. Deceleration device – Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.
- G. Deceleration distance – The additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.
- H. Fall restraint or positioning systems – The use of personal protective equipment to restrict the worker’s range of movement so they cannot fall (see picture).
- I. Free fall – The act of falling before a personal fall arrest system begins to apply force to arrest the fall.
- J. Free fall distance – The vertical displacement of the fall arrest attachment point on the employee’s body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.
- K. Guardrail system – Guardrail systems and their use should comply with the following provisions: Top edge height of top rails shall be 42” plus or minus 3” above the walking/working level. Midrails shall be installed at a height midway between the top edge of the guardrail system and the walking/working level. Toeboards shall be required on all fixed guardrail systems. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 lbs. applied within 2” of the top rail, in any outward or downward direction, at any point along the top edge, midrail, or toeboard.
- L. Lanyard – A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.
- M. Leading edge – The edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.



- N. Lifeline – A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.
- O. Opening – A gap or void 30" or more high and 18" or more wide, in a wall or partition, through which employees can fall to a lower level.
- P. Passive fall protection – Physical barriers, like guardrails around unprotected edges and covers over holes (see picture).
- Q. Personal fall arrest system – A system (see picture) used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.
- R. Rope grab – A deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.
- S. Safety monitor/" +1 Rule" – An additional employee present at a job site whose sole responsibility is to look out for safety concerns and take action in an emergency. The safety monitor must be trained on rescue procedures and have no other duties that could interfere with their responsibility. They are required to work on the same level as the work being performed (excluding situations where not physically possible – i.e. a person in a lift truck and the safety monitor is at ground level), and close enough to workers for direct monitoring (visual) and for verbal communication. This is also referred to as the "+1 Rule."
- T. Self-retracting lifeline/lanyard – A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.
- U. Snaphook – A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types. One version is the locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection. The second version is the non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.
- V. Stepladder – A portable, self-supporting, A-frame ladder. It has two front and two rear side rails. Generally, there are steps mounted between the front side rails and bracing between the rear side rails (see picture).
- W. Toeboard – A low protective barrier that will prevent the fall of materials and equipment to lower levels, usually 4" or greater in height.
- X. Total fall distance – The maximum vertical change in distance from the bottom of an individual's feet at the onset of a fall, to the position of the feet after the fall is arrested. This includes the free fall distance and the deceleration distance.

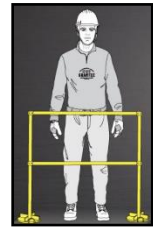


Figure 1: Stepladder

3.2 Hazards

- A. Falls – A fall hazard is anything in the workplace that could cause an unintended loss of balance or bodily support and result in a fall. Activities that result in a fall can cause serious injury or death, including but not limited to head/brain injuries, spinal cord injuries (including paralysis), and bone and joint injuries.
- B. Using Fall Protection Equipment – Using fall protection equipment comes with its own set of risks. Improper use, duration of use, and the condition of equipment, among others are all factors that can contribute to the severity of injury. The user may experience trauma from use or suspension such as rope burn, bruising, loss of limbs, strangulation, and death.

3.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent patrons and employees from being injured by falls from heights. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control fall hazards.

This policy will follow the applicable OSHA standards (found in the 1910 Standard) for potential falls from heights of at least 4 feet. First consideration will be given to the elimination of fall hazards. If a fall hazard cannot be eliminated; effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this program are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious personal injury due to falls.

For all job tasks requiring fall protection equipment (lifts, harnesses, lanyards, SRLs, etc.), one additional employee must be present so that they can be a safety monitor. The safety monitor must be trained on rescue procedures and have no other duties that could interfere with their responsibility. They are required to work on the same level as the work being performed (excluding situations where not physically possible – i.e. a person in a lift truck and the safety monitor is at ground level), and close enough to workers for direct monitoring (visual) and for verbal communication.

The Safety and Training Supervisor is the designated Competent Persons for management of the entire Fall Protection program.

3.4 Procedures

The hazardous nature of working at elevated heights requires that all Buffalo Grove Park District employees comply with the following fall protection and prevention procedures detailed in sections 3.5 through 3.13.

3.5 Personal Fall Arrest and/or Positioning Systems

All Buffalo Grove Park District employees shall follow these procedures when utilizing personal fall arrest and/or positioning systems:

- 1. Personal fall arrest and/or positioning systems use shall comply with the provisions set forth below.

2. Only full body harnesses shall be used for personal fall arrest and/or positioning systems. Body belts are not acceptable as any part of a personal fall arrest system.
3. Connectors shall be drop forged, pressed, or formed steel, or made of equivalent materials.
4. Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
5. Dee-rings and snaphooks shall have a minimum tensile strength of 5,000 pounds.
6. Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
7. Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keep by the connected member. Only locking type snaphooks shall be used.
8. Unless the snaphook is a locking type and designed for the following connections, snaphooks shall not be engaged directly to webbing, rope or wire rope; to each other; to a deer-ring to which another snaphook or other connector is attached; to a horizontal lifeline; or to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.
9. Horizontal lifelines shall be designed, installed, and used, under the supervision of the jobsite Competent Person. These horizontal lifelines shall maintain a safety factor of at least two.
10. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
11. When vertical lifelines are used, each employee shall be attached to a separate lifeline.
12. Lifelines shall be protected against being cut or abraded.
13. Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
14. Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
15. Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers.
16. Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached. These anchorages shall be designed, installed, and used under the supervision of the jobsite Competent Person. These anchorages shall maintain a safety factor of at least two. Whenever possible, a qualified engineer should be consulted when load rating a new anchor point.
17. Personal fall arrest systems, when stopping a fall, shall: limit maximum arresting force on an employee to 1,800 pounds when used with a body harness; be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level; bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet; and, have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet, or the free fall distance permitted by the system.
18. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level for fall arrest systems.

19. Harnesses and all other components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not used to hoist materials and/or equipment.
20. When using an adjustable lanyard, staff must calculate the fall distance of the work requirements and adjust the lanyard accordingly.
21. Per OSHA 29 CFR 1910.28(b)(13)(iii)(B), employees are prohibited from going within 15 feet of the roof edge without using a personal fall arrest system if a guardrail is not in place.
22. Man lifts and scissor lifts have a guard rail in place, so no additional fall protection is required per the manufacturer. Staff may never sit, stand, or climb on the platform guard rails. The lift must be moved for proper reach. If the work requires staff to lean outside of the platform area, a self-retracting lifeline or non-shock absorbing lanyard must be used.

3.6 Ladders

All Buffalo Grove Park District employees shall follow these procedures when utilizing a ladder:

1. Perform a 30-second site safety walk around. Look for potential hazards on the floor, above the job site, etc. and remove any potential concerns.
2. Be sure the ladder is the proper height for the job task.
3. Check that the ladder is rated above 250 pounds (not including) and can handle the amount of weight needed to complete the job. To calculate the rating minimum for the job, take the sum of the user's weight and the user's equipment (i.e. User is 245 pounds and brings 30 pounds of equipment → The ladder must be rated higher than 275 pounds)
4. Confirm the ladder's material is appropriate for the job task.
 - a. Fiberglass ladders should be used whenever there is electrical work being done. Never use a metal ladder near overhead power lines, near electrical circuits where there is danger of making electrical contact, or when working with electrical equipment.
5. Damaged ladders must be removed from service, tagged appropriately, and cut in half for disposal.
6. Set up a ladder only on a firm, level, nonslip surface. Do not climb on an unstable ladder.
7. If an extension ladder leans against a building or structure, the distance from the base of the ladder to the building should be $\frac{1}{4}$ the working length of the ladder.
8. If using a ladder to climb onto an elevated surface, the ladder must extend at least three feet beyond the top of the wall.
9. Do not lean A-frame/stepladders against walls. They must be fully open with locking devices in place, when in use.
10. Ladders placed in passageways, doorways, or any other place where workers pass must be protected by barricades, such as cones, or by a worker acting as a guard.
11. Never place a ladder near a door that can open and hit the ladder, unless the door is locked or guarded by another person.
12. Do not use a ladder for a purpose other than that for which it was designed.
13. Confirm you have proper footwear and attire for ladder use. Avoid dangling shoelaces, long pant legs, nonskid soles, etc.
14. Maintain 3-points of contact and face the ladder when climbing or descending a ladder. Have a co-worker hand you tools, or use a rope to pull up any tools or materials.
15. Never use a stepladder with the spreaders unlocked.
16. Mount the ladder from the center of the rung. Stay centered on the ladder while you're working.

17. If a stepladder is used to work more than six feet above the floor, it is recommended to securely attach to a permanent part of a structure or other immobile object. Tie the top of the ladder to a structural member of the building.
18. Do not use the back braces of a stepladder as steps.
19. The use of painted ladders is prohibited. The paint can hide serious defects.
20. When a job task requires you to reach and lean while on a ladder, this is an indication that the ladder should be moved. Leaning too far will lead to a fall.
21. Never move or shift a ladder with a person or equipment on the ladder.
22. Never have more than one person on a ladder at any time.
23. Do not use the top step or cap as a step.
24. Never use boxes, a chair, or anything else in place of a ladder.
25. Never walk under a ladder when someone is on it.
26. Never stack a ladder on a box, barrel, or other unstable base.
27. Never use a stepladder horizontally like a platform.
28. Never leave tools, materials, or equipment on a stepladder.

3.7 Inspection Prior to Use of Personal Fall Arrest and/or Positioning Systems

Buffalo Grove Park District employees shall inspect personal fall arrest and/or positioning systems prior to each use for wear, damage and other deterioration. All defective components shall be immediately removed from service and properly tagged "out of service."

Personal fall arrest and/or positioning systems (i.e. harnesses, lanyards, self-retracting lanyards/lifelines, snaphooks, or tie off devices) subjected to impact loading shall be immediately removed from service and properly tagged "out of service." This equipment shall not be used again for employee protection until inspected and determined by a third party safety contractor and reviewed by the Director of Parks and Planning and/or Risk Management. The Director of Parks and Planning and Risk Management shall conduct an accident investigation in the event of a fall, near miss, or other serious incident.

The following criteria will be utilized to inspect all appropriate equipment:

1. Full Body Harnesses
 - a. Inspect before each use.
 - b. Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material.
 - c. Verify there are no torn, frayed, or broken fibers, pulled stitches, or frayed edges anywhere on the harness.
 - d. Examine the D-ring for excessive wear, pits, deterioration, or cracks.
 - e. Verify that buckles are not deformed, cracked, and operate correctly.
 - f. Check to see that each grommet (if present) is secure and not deformed from abuse or a fall.
 - g. The harness should never have additional punched holes.
 - h. All rivets should be tight and not deformed.
 - i. Check tongue/straps for excessive wear from repeated buckling.
2. Lanyards/Shock Absorbing Lanyards
 - a. Inspect before each use.
 - b. Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches, and excessive wear.

- c. Inspect the snaphooks for distortions in the hook, locks, and eye.
 - d. Check carabiner for excessive wear, distortion, and lock operation.
 - e. Ensure that all locking mechanisms seat and lock properly.
 - f. Once locked, locking mechanism should prevent hook from opening.
 - g. Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.
 - h. Verify that points where the lanyard attaches to the snaphooks are free of defects.
- A. Snaphooks
- a. Inspect before each use.
 - b. Inspect snaphook for any hook and eye distortions.
 - c. Verify there are no cracks or pitted surfaces.
 - d. The keeper latch should not be bent, distorted, or obstructed.
 - e. Verify that the keeper latch seats into the nose without binding.
 - f. Verify that the keeper spring securely closes the keeper latch.
 - g. Test the locking mechanism to verify that the keeper latch locks properly.
4. Self-Retracting Lanyards/Lifelines
- a. Inspect before each use.
 - b. Visually inspect the body to ensure there is no physical damage to the body.
 - c. Make sure all nuts and rivets are tight.
 - d. Make sure the entire length of the nylon strap/wire rope is free from any cuts, burns, abrasions, kinks, knots, broken stitches/strands, excessive wear and retracts freely.
 - e. Test the unit by pulling sharply on the lanyard/lifeline to verify that the locking mechanism is operating correctly.
 - f. If the manufacturer requires, make certain the retractable lanyard is returned to the manufacturer for scheduled annual inspections.
5. Tie Off Devices (anchor straps, webbing, chokers, beam grabs)
- a. Inspect before each use.
 - b. Check tie off device materials for cuts, burns, abrasions, kinks, knots, broken stitches, and excessive wear.
 - c. Inspect for any hook and eye distortions on all chokers.
 - d. Inspect for all components of beam grabs for correct operation.
6. Ladders (See Appendix 3D)
- a. Inspect before each use.
 - b. Check for loose, missing, or damaged steps or rungs.
 - c. Confirm there are no oily or otherwise slippery steps or rungs.
 - d. Look for loose nails, screws, or bolts.
 - e. Verify there are no broken or missing braces.
 - f. Check for damaged hinge spreaders.
 - g. Confirm there are no dents in metal ladders.
 - h. Look for worn nonslip bases.
 - i. Identify if there are missing safety feet.
 - j. Confirm warning or safety labels are present and readable.

3.8 Pre-Use and Annual Inspections

1. Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures
2. Prior to use of all aerial lifts, a pre-use inspection must be completed (See Appendix 3C)
3. A third party vendor will complete an annual* inspection of the following:
 - a. Harnesses (FS)
 - b. Lanyards (FS)
 - c. Self-Retracting Lanyards/Lifelines (FS)
 - d. Snaphooks (FS)
 - e. Tie-Offs/Anchor Points (FS)
 - i. The 2-Way Standing Seam Roof Clamp* must be inspected every 6 months
 - f. Man Lifts and Scissor Lifts (WVB)
 - g. Bucket Truck

Current Vendors:

FullLife Safety

Inspection: PPE

Matt Bednash

630.248.8044

matt@fulllifesafety.com

Wellbuilt

Inspection: Man/Scissor Lifts

Dave Webb "Jr"

708.279.7574

jr@wellbultequipment.com

Sauber

Inspection: Bucket Truck

George/Justin

630.492.5014

justinfarr@saubermfg.com

4. Documentation of these inspections will be maintained on PowerDMS.
5. Similarly to equipment, this compliance program will be reviewed annually by the Director of Parks & Planning and/or Risk Management or when changes occur to the OSHA fall protection standards, when facility operational changes occur that require a revision of this document, when there is an accident or close-call that relates to this area of safety or when fall protection procedures fail.

3.9 Storage and Maintenance of Personal Fall Arrest and/or Positioning Systems

2. A current inventory of all fall protection equipment will be maintained by the Director of Parks & Planning and the Risk Management.
3. Never store in a location exposed to the elements (i.e., sun, rain, snow) and/or an area with exposures to fumes or corrosives.
4. Store equipment in its proper storage bag and/or location in the trailers.
5. Always follow manufacturer recommendations for inspections.
6. Clean with a mild, nonabrasive soap, and air dry.
7. Never use this equipment for any purpose other than its intended use.

3.10 Training

The Buffalo Grove Park District is required to train employees so that they can safely work from potential falls from elevations. Training shall be provided initially and prior to an employee's first elevated job assignment, annually for Facilities staff, who regularly work from heights, and every three (3) years for all Parks staff. Users of ladders must participate in the 30-second site safety walk around to increase awareness of their surroundings and identify potential hazards. In addition to the 30-second site safety walk around, all staff using a lift must review the items on the "5-Minute Training Card" (Appendix 3B) for Fall Protection.

All employees engaged in fall protection will be trained and have the knowledge to:

1. Don and doff a body harness with proper placement and fit.
2. Recognize and understand the hazards related to the job tasks and equipment use.
3. Work safely in hazardous areas by utilizing appropriate fall protection measures.
4. Understand and follow all components of this fall protection program.
5. Identify and understand the enforceable OSHA standards that pertain to the fall protection.

Training topics will include:

1. This Fall Protection policy
2. OSHA, ANSI, Manufacturer, and all applicable regulations regarding the proper inspection, care, maintenance, storage and documentation of fall protection equipment
3. Hierarchy of Fall Protection
4. Passive vs. Active Fall Protection systems
5. Fall Restraint vs. Fall Arrest criteria
6. Use of conventional and non-conventional Fall Protection Systems
7. Roles and responsibilities of Authorized Person and Competent Person
8. Hazard evaluation, identification, and elimination
9. Communication requirements for coworker awareness
10. Requirements of rescue and response
11. Proper donning of Fall Protection equipment
12. Construct and evaluate Fall Protection Hazard Assessments
13. Equipment selection, evaluation, and use
14. Fall Protection for aerial lifts and ladders
15. Fall Protection Regulations, OSHA General Industry and Construction Industry

Retraining is required any time there is a change in job assessments, a change in fall protection requirements, a change in fall protection procedures, employee proficiency is in doubt, or when accidents or close calls occur.

3.11 Recordkeeping

The Director of Parks & Planning and Risk Management must ensure that training records contain the following information and are stored on PowerDMS:

1. Agenda
2. Dates and locations of training
3. Names and signatures of instructors and students

3.12 Rescue Procedures

The jobsite Competent Person shall establish a plan for prompt rescue for employees in the event of a fall and shall be discussed as a part of the "5-Minute Training Card." In the event of a fall, the Director of Parks & Planning and Risk Management are to be notified as soon as possible.

3.13 Contractor Requirements

Contractors will be required to comply with all OSHA standards and applicable state and federal laws. Prior to the start of a project above 4 feet where fall protection must be utilized, contractors will be provided the relevant site-specific procedures and any known hazards to make appropriate decisions for completing the job task.

Section 4 – Hazard Communication

In order to safeguard and protect employees from hazardous materials, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual and 29 CFR 1910.1200. The Hazard Communication Standard gives agency employees in Illinois a right to know about the hazardous materials with which they work.

4.1 Definitions

- A. Article – A manufactured item other than a fluid or particle:
 - a. Which is formed to a specific shape or design during manufacture;
 - b. Which has end use function(s) dependent in whole or in part upon its shape or design during end use; and
 - c. Which under normal conditions of use does not release more than very small quantities (i.e., minute or trace amount of a hazardous chemical and does not pose a physical hazard or health risk to employees).
- B. Chemical – A substance, or mixture of substances.
- C. Chemical Manufacturer – An employer with a workplace where chemical(s) are produced for use or distribution.
- D. Chemical Name – The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.
- E. Classification – To identify the relevant data regarding the hazards of a chemical; review that data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.
- F. Common Name – Any designation or identification such as code name, code number, trade name, brand name, or generic name used to identify a chemical other than by its chemical name.
- G. Container – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- H. Exposer or Exposed – That an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- I. Hazard Category – The division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
- J. Hazard Class – The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.
- K. Hazard Not Otherwise Classified (HNOC) – An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does

not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

- L. Hazard Statement – A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- M. Hazardous Chemical – Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- N. Health Hazard – A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- O. Immediate Use – The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- P. Label – An appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- Q. Label Elements – The specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.
- R. Mixture – A combination or a solution composed of two or more substances in which they do not react.
- S. Physical Hazard – A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.
- T. Pictogram – A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Nine pictograms are designated under this standard for application to a hazard category.
- U. Precautionary Statement – A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
- V. Product Identifier – The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label, and the SDS.
- W. Pyrophoric Gas – A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.
- X. Safety Data Sheet (SDS) – Written or printed material concerning a hazardous chemical.
- Y. Signal Word – A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Z. Simple Asphyxiant – A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

AA. Specific Chemical Identity – The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

4.2 Hazards

A. Health Hazards – Chemicals can harm human health through a variety of routes. Workers can be exposed to hazards by inhaling vapors, mists, or dusts from the chemical; by ingesting the chemical; or by getting it on their skin. Symptoms from exposure can be acute or chronic. The hazards include those that affect eyes, skin, reproduction, and specific organs. In addition, some chemicals can be toxic, corrosive, or carcinogenic.

B. Physical Hazards – Chemicals can cause harm to workers by exposing them to hazardous effects such as explosives, flammable states, etc. that can cause serious injury or death.

C. Pictogram – Nine categories that identify specific hazards that are required to be on chemical labels.

Flame Over Circle



Flame



Exploding Bomb



Skull and Corssbones



Corrosion



Gas Cylinder



Health Hazard



Environment



Exclamation Mark



4.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent employees from being injured from hazardous materials. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control hazards.

This policy will follow the applicable OSHA standards (found in the 1910 Standard), aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), for utilizing various chemicals and materials. First consideration will be given to the elimination of the need to use a hazardous material. If using a hazardous material cannot be avoided, effective measures will be taken, implemented, and monitored to control the risks of injury or illness.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this manual are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious personal injury or illness with hazardous materials.

This program applies to all work areas where employees have the potential to be exposed to hazardous materials during routine operations, non-routine tasks, and chemical spill emergencies.

In addition, the Director of Parks and Planning and Risk Management are responsible to function as coordinator for the management and review of the entire Hazard Communication program.

4.4 Procedures

The hazardous nature of working with various chemicals requires that all Buffalo Grove Park District employees comply with the following hazardous materials procedures detailed in sections 4.5 through 4.7.

4.5 General Requirements

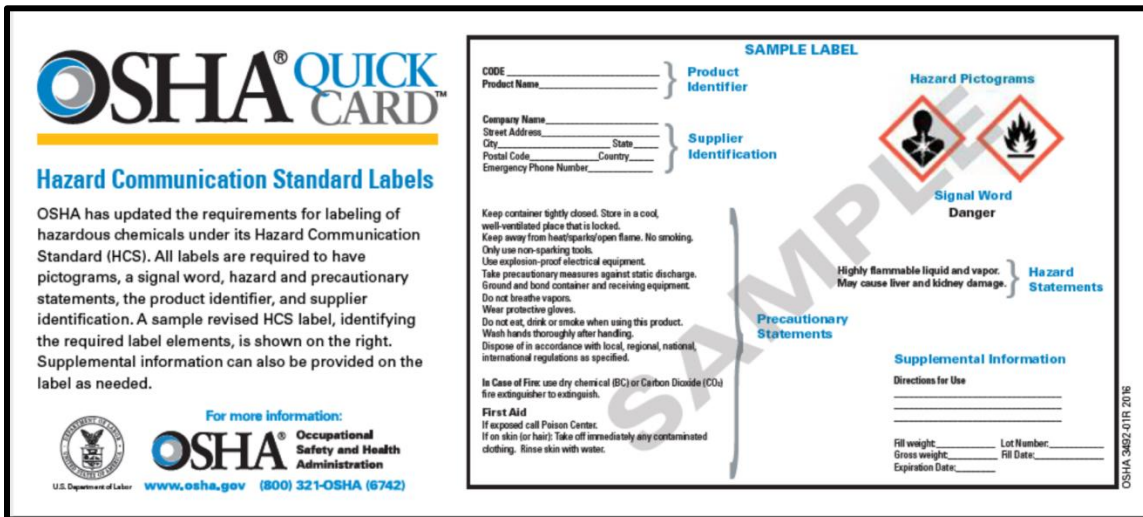
1. Safe Work Procedures
 - a. Before working with any chemicals, all employees must:
 - i. Know the location of the Safety Data Sheet for that chemical.
 - ii. Know how to read and understand the chemical's corresponding Safety Data Sheet (SDS) and the labeling provided on the chemical's container.
 - iii. Practice the precautions listed on the Safety Data Sheet when working with that chemical.
 - iv. Understand the chemicals you work with or could come in contact with on a routine basis.
 - v. Notify the Buffalo Grove Park District Director of Parks and Planning or Risk Management when employees have doubts or concerns about the chemicals that they work with.
 - vi. Follow established safe work procedures:
 1. Use chemicals properly
 2. Do not mix incompatible or unknown chemicals
 3. Use appropriate personal protective equipment
 - a. Know how to store the equipment
 - b. Know how to wear the equipment

4. Practice good hygiene when using chemicals.
 - b. Contractors shall be informed of chemical hazards and have access to the SDSs for the chemicals to which they could be exposed while working at the Buffalo Grove Park District.
2. Safety Data Sheets (SDS)
 - a. The Buffalo Grove Park District shall have an SDS in the workplace for each hazardous chemical which employees work with.
 - b. The Buffalo Grove Park District shall maintain copies of the required SDSs for each hazardous chemical in the workplace, and shall ensure that they are readily accessible to employees when employees are working within the scope of their authority. See Appendix 4A for how to read an SDS.
 - c. Where employees must travel between workplaces during a work shift, (i.e., work is carried out at more than one geographical location), the SDSs will be kept at the primary workplace facility. In this situation, the Buffalo Grove Park District shall ensure that employees can immediately obtain the required information in an emergency.
 - d. SDSs may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the Buffalo Grove Park District shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible to employees when employees are working within the scope of their authority.

4.6 Labeling and Storage Requirements

1. The Buffalo Grove Park District will ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following;
 - a. Name
 - b. Address
 - c. Telephone Number (of the chemical manufacturer, importer or other responsible party)
 - d. Product Identifier
 - e. Signal Word
 - f. Hazard Statement(s)
 - g. Precautionary Statement(s)
 - h. Pictogram(s)
2. If at any time the hazardous material was not received with the above information or the hazardous material is transferred to another carton, container, or drum; the hazardous material will receive a warning label.
3. The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If a generic label is used, the label should have a blank space for the chemical name and its hazard rating. The hazard rating will describe by number, the severity of the fire hazard, health hazard, and reactivity.

4. A version of the hazard rating method was developed by the National Fire Protection Association (NFPA). This system ranks hazards from 0 to 4 (low to high) in four areas using standard colors. Blue is for health hazards; red is for fire hazards; yellow is for reactivity hazards; and white is for a specific hazard or personal protective equipment. (See Appendix 4B)



4.7 Employee Information and Training

1. The Buffalo Grove Park District shall provide employees with effective information and training on hazardous chemicals at the time of their initial assignment and whenever a new chemical hazard the employees have not previously been trained on is introduced. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical specific information must always be available through labels and SDSs.
2. Employees shall be informed of:
 - a. Any operations where hazardous chemicals are present when employees are working within the scope of their authority.
 - b. The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals and SDSs required by this section.
3. Employee training shall include:
 - a. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
 - b. An understanding of physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
 - c. The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,
 - d. The details of the hazard communication program developed by the Buffalo Grove Park District, including an explanation of the labels received on shipped containers and the SDS.

Section 5 – Hearing Conservation

In order to safeguard and protect employees from loud noise exposure, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual and 29 CFR 1910.95 and 1910.101.

5.1 Definitions

- A. Action level – An 8-hour time-weighted average of 85 decibels measured on the A-scale, slow response, or equivalently, a dose of fifty percent.
- B. Audiogram – A chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency.
- C. Audiologist – A professional, specializing in the study and rehabilitation of hearing, who is certified by the American Speech-Language-Hearing Association or licensed by a state board of examiners.
- D. Baseline audiogram – The audiogram against which future audiograms are compared.
- E. Criterion sound level – A sound level of 90 decibels.
- F. Decibel (dB) – An instrument that integrates a function of sound pressure over a period of time in such a manner that it directly indicates a noise dose.
- G. Hertz (Hz) – Unit of measurement of frequency, numerically equal to cycles per second.
- H. Medical pathology – A disorder or disease. For purposes of this regulation, a condition or disease affecting the ear, which should be treated by a physician specialist.
- I. Noise dose – The ratio, expressed as a percentage, of:
 - i. The time integral, over a stated time or event, of the 0.6 power of the measured SLOW exponential time-averaged, squared A-weighted sound pressure, and;
 - ii. The product of the criterion duration (8 hours) and the 0.6 power of the squared sound pressure corresponding to the criterion sound level (90 dB).
- J. Noise dosimeter – An instrument that integrates a function of sound pressure over a period of time in such a manner that it directly indicates a noise dose.
- K. Otolaryngologist – A physician specializing in diagnosis and treatment of disorders of the ear, nose, and throat.
- L. Representative exposure – Measurements of an employee's noise dose or 8-hour time-weighted average sound level that the employers deem to be representative of the exposures of other employees in the workplace.
- M. Sound level – Ten times the common logarithm of the ratio of the square of the measured A-weighted sound pressure to the square of the standard reference pressure of 20 micropascals. Unit: decibels (dB). For use with this regulation, SLOW time response, in accordance with ANSI S1.4-1971 (R1976), is required.
- N. Sound level meter – An instrument for the measurement of sound level.
- O. Time-weighted average sound level – That sound level, which if constant over an 8-hour exposure, would result in the same noise dose as is measured.

5.2 Hazards

- A. Exposure to hazardous levels of noise – Prolonged exposure to hazardous levels of noise, above the acceptable action level, may cause hearing loss. Non-hearing related effects of exposure to noise include physical and psychological stress, fatigue, increased blood pressure, reduced productivity, communication interference, and increased incidence of accidents and injuries, due to the difficulty of being able to hear warning signals.

5.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent employees from being exposed to hazardous noise levels. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control exposure of loud environments.

This policy will follow the applicable OSHA standards (found in the 1910 Standard) for hearing conservation. First consideration will be given to the elimination of hazardous noise levels. If a loud environment cannot be eliminated; effective hearing conservation protection will be planned, implemented, and monitored to control the risks of injury from exposure.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this program are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious personal illness due to a hazardous noise environment.

For all job tasks requiring hearing protection equipment due to hazardous noise environments, all employees must go through audiometric testing annually as set up by the Director of Parks and Planning and Risk Management. Proper hearing protection must be used at all times when in environments/using equipment that produces an 8-hour time weighted average of 85 decibels or more.

In addition, the Director of Parks and Planning and Risk Management are responsible to function as coordinator for the management and review of the entire hearing conservation program.

5.4 Procedures

The hazardous nature of prolonged exposure to loud noise levels requires that all Buffalo Grove Park District employees comply with the following hearing conservation procedures detailed in sections 5.5 through 5.7.

5.5 Evaluating Noise Exposure

The first step to solve any noise problem is for it to be defined. Personal Protective Equipment (PPE) will be provided to protect against the effects of noise exposure and shall be required when the sound levels equal or exceed an 8-hour time-weighted average (TWA) of 85 decibels.

5.6 Hearing Conservation Program

The Buffalo Grove Park District will administer a continual, effective hearing conservation program, whenever employee noise exposures equal or exceed an 8-hour TWA sound level of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent.

1. The Buffalo Grove Park District will ensure that each employee is informed of the following:
 - a. The effect of noise on hearing;
 - b. The purpose of hearing PPE, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and
 - c. The purpose of audiometric testing, and an explanation of the test procedures.
2. All new affected employees receive a baseline audiogram upon hire.

3. Audiograms will be repeated annually for each employee that utilizes loud equipment or is in environments that require hearing protection. Information provided in the program will be updated to be consistent with changes in PPE and work processes.
4. All affected employees will receive a copy of their audiogram results and will be able to evaluate their PPE and request changes as needed.
 - a. Requests for changes in hearing PPE can be made at any time, not just following audiogram results.
5. The Buffalo Grove Park District will retain all employee audiogram tests and the records shall include:
 - a. Name and job classification of the employee;
 - b. Date of the audiogram;
 - c. The examiner's name;
 - d. Employee's most recent noise exposure assessment.
6. The Buffalo Grove Park District will provide access to information and training materials as requested in compliance with privacy laws

5.7 Hearing Conservation Personal Protective Equipment (PPE)

There are various types of PPE for hearing conservation. Buffalo Grove Park District affected employees can select the PPE that is most comfortable for them to reduce the exposure of loud noises.

1. Expandable Foam Plugs
 - a. Made of a formable material that is designed to expand and conform to the shape of each person's ear canal.
2. Pre-Molded, Reusable Plugs
 - a. Made from silicone, plastic, or rubber. Employees may need to try different sizes to achieve the proper fit.
3. Canal Caps
 - a. Often resemble earplugs, but they are on a flexible plastic or metal band. The earplug tips may be formable or pre-molded.
4. Earmuffs
 - a. Flexible plastic cups worn like a headband and completely over the ear.

Section 6 – Lockout Tagout Hazard Protection

In order to safeguard and protect employees from hazardous energy, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual and 29 CFR 1910.147.

6.1 Definitions

- A. Affected employee – An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.
 1. All Buffalo Grove Park District employees may be affected employees if they are in the area of the service or maintenance being performed.
- B. Authorized employee – A person who locks or tags out a machine 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.

1. Buffalo Grove Park District employees who qualify to be an authorized employee are those who are formally trained on lockout tagout procedures and are provided their own kits to lock and tag out equipment.
- C. 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 permanently after its energy control capacity.
- D. Energized – Connected to an energy source or containing residual or stored energy.
- E. Energy-isolating device – A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:
1. A manually operated electrical circuit breaker
 2. A disconnect switch
 3. 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
 4. A line valve
 5. A block
 6. Any similar device used to block or isolate energy. Push buttons, selector switches, and other control circuit type devices are not energy-isolating devices.
- F. Energy source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- G. Hot tap – A procedure used in the repair, maintenance, and service 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.
- H. 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.
- I. 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 binds.
- J. Normal production operations – The utilization of a machine or equipment to perform its intended production function.
- K. 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.
- L. Setting up – Any work performed to prepare a machine or equipment to perform its normal production operation.
- M. 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.

- N. 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.

6.2 Hazards

- A. Electrical – Failure to isolate electrical energy sources adequately can result in electric shocks or electrocution.
- B. Mechanical – Machinery or equipment that is not properly locked out can unexpectedly start up, leading to crushing, entanglement, or other serious injuries.
- C. Chemical – Improper lockout of systems containing hazardous chemicals can lead to accidental exposure, burns, or toxic inhalation.
- D. Thermal – Failure to control thermal energy sources (e.g., steam, hot water) can result in burns or scalding.
- E. Pressure – Inadequate lockout of systems under pressure (e.g., compressed air, hydraulic systems) can lead to explosions, ruptures, or projectile hazards.
- F. Unintentional Equipment Activation – Poor communication or unclear labeling of lockout/tagout devices can lead to unintentional equipment activation and result in injury.
- G. Residual Energy Hazards – Incorrectly assessing or failing to dissipate residual energy in machinery or equipment can result in unexpected movement or release of stored energy.

6.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent employees from being injured due to hazardous energy. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control hazards.

This policy will follow the applicable OSHA standards (found in the 1910 Standard) for mitigating injury from hazardous energy. First consideration will be given to the elimination of the need to lock out and tag out equipment. If lockout tagout cannot be avoided, effective measures will be taken, implemented, and monitored to control the risks of injury.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this manual are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious injury due to hazardous energy.

In addition, the Director of Parks and Planning and Risk Management are responsible to function as coordinator for the management and review of the entire Lockout Tagout program.

6.4 Procedures

The hazardous nature of working in a confined space requires that all Buffalo Grove Park District employees comply with the following lockout tagout procedures detailed in sections 6.5 through 6.9.

6.5 Energy Control Requirements

- 1. Energy Control Program

- a. The Buffalo Grove Park District has 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.
2. Lockout/Tagout
 - a. If an energy-isolating device is not capable of being locked out, the energy control program shall utilize a tagout system.
 - b. If an energy-isolating device is capable of being locked out, the energy control program shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection.
3. Energy Control Procedure
 - a. Procedures shall be developed, documented, and utilized for the control of potentially hazardous energy and referenced in Appendix 6A.
4. Energy Isolation
 - a. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.
5. Notification of Employees
 - a. Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

6.6 Application of Energy

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

1. Preparation for Shutdown
 - a. 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.
2. Machine or Equipment Shutdown
 - a. 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.
3. Lockout or Tagout Device Application
 - a. Lockout or tagout devices shall be affixed to each energy-isolating device by authorized employees.
 - b. Lockout devices, where used, shall be affixed in a manner to that will hold the energy-isolating devices in a "safe" or "off" position.
 - c. 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.

- i. 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.
- 4. Stored Energy
 - a. 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.
- 5. Verification of Isolation
 - a. 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.
 - b. 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.

6.7 Removal of Energy Control

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

- B. Release from Lockout or Tagout
 - a. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions should be taken by the authorized employee(s) to ensure the following:
 - i. The machine or equipment in 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.
 - b. Employees
 - i. The work area shall be checked to ensure that all employees have been safely positioned or removed.
 - 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.
 - c. 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. 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 a supervisor if:
 - i. The supervisor can verify that the authorized employee who applied the device is not at the facility.
 - ii. The supervisor has made all reasonable efforts to contact the authorized employee to inform that their lockout or tagout device has been removed; and
 - iii. The supervisor can ensure that the authorized employee has this knowledge before they resume work at that facility.
 - d. Additional requirements: Testing or positioning of machines, equipment, or components thereof.
 - i. 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:

1. The machine or equipment is clear of tools and materials;
 2. Employees have been removed from the machine or equipment area;
 3. The lockout or tagout devices have been removed;
 4. Once complete, the machine or equipment can then be energized and testing or positioning can take place;
 5. After testing, all systems must be deenergized again and energy control measures must be reapplied to continue the servicing and/or maintenance.
- ii. Outside personnel (contractors, etc.)
 1. Contractors hired by the Buffalo Grove Park District must provide information regarding their energy control program.
 - iii. Group lockout or tagout
 1. When servicing and/or maintenance is performed by a crew or group of people, 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.
 2. Group lockout or tagout devices shall be used in accordance with the procedures required including, but not necessarily limited to, the following specific requirements:
 - 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);
 - 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
 3. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when they begin work, and shall remove those devices when they stop working on the machine or equipment being serviced or maintained.

6.8 Buffalo Grove Park District Procedures

The nature of hazardous energy requires that all Buffalo Grove Park District employees follow these procedures:

1. Protective Materials and Hardware
 - a. Locks, standard (white and black) tags, stop (red) tags, and group lock boxes shall be provided by the Buffalo Grove Park District Risk Management department for supporting the operations of isolating, securing, or blocking of machines or equipment from energy sources.
 - b. 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:
 - i. Durable
 1. Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of the time that exposure is expected.

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.
3. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
 - ii. Lockout and tagout devices are standardized within the Buffalo Grove Park District, and employees should follow consistency when purchasing devices.
 - iii. Substantial
 1. 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.
 2. 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, and self-locking.
 - iv. Identifiable
 1. Lockout devices (utilizing numbered keys) and tagout devices shall indicate the identity of the Buffalo Grove Park District employee applying the device(s).
 - c. 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.
2. Periodic Inspection
 - a. A review of the energy control program will take place at the OSHA Compliance Manual Annual Review.
 - b. Authorized employees will receive a periodic inspection (conducted by another authorized employee) at least once a year to ensure that the procedure and requirements of 1910.147 are being followed.

6.9 Training

1. The Buffalo Grove Park District shall provide training to authorized employees to ensure that the purpose and function of the energy control program are understood by employees using the energy control program and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by those employees. The training shall include the following:
 - a. 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.
 - b. The purpose and use of the energy control procedure.
2. All affected employees shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked or tagged out.
3. When tagout systems are used, Buffalo Grove Park District employees shall also be trained in the following limitations of tags:
 - 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.
 - 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.
 - c. Tags must be legible and understandable by all authorized and affected employees

- d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
 - e. Tags must be securely attached to energy-isolating devices so that they cannot be inadvertently or accidentally detached during use.
4. Employee retraining shall be provided for all 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.

Section 7 – Personal Protective Equipment (PPE)

In order to safeguard and protect employees from illness or injuries, Buffalo Grove Park District employees shall follow the procedures defined by this section of the OSHA Compliance Manual and 29 CFR 1910.132.

7.1 Definitions

- A. Accident – An incident which has given rise to injury, ill health, or fatality.
- B. Administrative controls – Work practices, work methods, or policies and procedures established by the employer with the goal of reducing exposure to a work-related risk and/or hazard.
- C. Hazard – A source, situation, or act with a potential for harm in terms of human injury or ill health, or combination of these.
- D. Job Task Analysis (JTA) – A method to identify and reduce the risk of workplace hazards where each basic step of the job task is analyzed to identify potential hazards and to recommend the safest way to do the job.
- E. Elimination – The process of removing the hazard from the workplace; the most effective way to control a risk because the hazard is no longer present.
- F. Engineering controls – Controlling a hazard at its source.
- G. Fatality – Death due to a work related injury or illness regardless of the time between the injury or illness and death.
- H. Personal Protective Equipment (PPE) – Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses, safety shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.
- I. Risk – The combination of the “likelihood of an occurrence of a hazardous event or exposure(s)” and “severity of injury or ill health that can be caused by the event or exposure(s).”
- J. Risk assessment – The process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.
- K. Substitution – Replace the hazard.

7.2 Hazards

- A. Using Personal Protection Equipment – Using personal protection equipment comes with its own set of risks. Improper use, duration of use, and the condition of equipment, among others are all factors that can contribute to the severity of injury.

7.3 Responsibilities

It is the responsibility of the Buffalo Grove Park District to take all practical measures possible to prevent employees from being injured due to hazards across various job tasks. The Buffalo Grove Park District will take necessary steps to eliminate, prevent, and control hazards.

This policy will follow the applicable OSHA standards (found in the 1910 Standard) to minimize exposure to hazards. First consideration will be given to the elimination of the need to do the job task or equipment. If a hazard cannot be avoided, effective measures will be taken, implemented, and monitored to control the risks of injury or illness.

All employees of the Buffalo Grove Park District are responsible for the implementation of this program. Each employee is responsible for ensuring that the requirements of this manual are being followed in their area of responsibility and to correct any deficiencies immediately. All employees are authorized to halt any Park District operation where there is danger of serious personal injury or illness due to hazards. All employees are also responsible for properly wearing their PPE and attend training sessions on PPE.

The Buffalo Grove Park District is responsible for performing a "hazard assessment," or a Job Task Analysis (JTA) any time there is a new task or equipment. The Director of Parks and Planning and/or Risk Management are responsible for training employees on all PPE, purchasing new equipment, and replacing worn/broken equipment.

In addition, the Director of Parks and Planning and Risk Management are responsible to function as coordinator for the management and review of the entire PPE program.

7.4 Procedures

The potential for workplace injuries requires all Buffalo Grove Park District employees comply with the following personal protective equipment procedures detailed in sections 7.5 through 7.8.

7.5 Types of Personal Protective Equipment (PPE)

PPE varies for the different job tasks that employees perform. The Buffalo Grove Park District will provide all PPE required for an employee's given job tasks. All PPE used must be worn consistently and correctly in order for it to provide protection. Employees must also care for, clean, and maintain their PPE. If PPE is in need of repair, it must be reported to a supervisor, the Director of Parks and Planning and/or Risk Management. A few examples of PPE include but are not limited to:

1. Body Protection
 - a. Cooling Vest – Provides core cooling when working in hot conditions.
 - b. Sleeves & Apron – Provides protection when using chemicals that could splash.
 - c. Coveralls
 - d. Full Body Suit
2. Eye Protection
 - a. Safety Spectacles – Made with a metal/plastic safety frame and are used for moderate impact from particles produced by such jobs as carpentry, woodworking, grinding, and scaling.
 - b. Goggles – Protect the eyes, eye sockets, and the facial area immediately surrounding the eyes from impact, dust, and splashes.

- c. Welding Shields – Protect eyes from burns caused by infrared or intense radiant light, and protect face and eyes from flying sparks, metal spatter, and slag chips produced during welding, brazing, soldering, and cutting.
 - d. Laser Safety Goggles – Protect eyes from intense concentrations of light produced by lasers.
 - e. Face Shields – Protect the face from nuisance dusts and potential splashes or sprays of hazardous liquids. They do **not** protect the employees from impact hazards.
3. Fall Protection
 - a. Refer to Section 3 – Fall Protection.
 4. Foot Protection
 - a. Safety Shoes – Have impact-resistant toes and heat-resistant soles that protect against hot surfaces common in roofing, paving, and hot metal industries.
 - b. Metatarsal Guards (Toe Guards) – A part of the shoes or strapped to the outside of shoes to protect the instep from impact and compression.
 5. Hand Protection
 - a. Norfoil Laminate – Resists permeation and breakthrough by an array of toxic/hazardous chemicals.
 - b. Butyl – Provides the highest permeation resistance to gas or water vapors; frequently used for ketones and esters.
 - c. Viton – Is highly resistant to permeation by chlorinated and aromatic solvents.
 - d. Nitrile – Provides protection against a wide variety of solvents, harsh chemicals, fats and petroleum products, and also provides excellent resistance to cuts, snags, punctures, and abrasions.
 - e. Kevlar – Protects against cuts, slashes, and abrasion.
 - f. Stainless Steel Mesh – Protects against cuts and lacerations.
 6. Head Protection
 - a. Class G Hard Hats – General service (e.g. mining, building construction, lumbering), good for impact protection but limited voltage protection.
 - b. Class E Hard Hats – Electrical work and protects against fall objects, high-voltage shock/burns.
 - c. Class C Hard Hats – Designed for comfort and offers limited protection. It protects the head against fixed objects, but not against falling objects of electrical shock.
 7. Hearing Protection
 - a. Refer to Section 4 – Hearing Conservation
 8. Respiratory Protection
 - a. Respirators – Prevents adverse health effects from breathing in contaminated air. They cover the nose and mouth or the entire face.

7.6 Job Task Analysis (JTA)

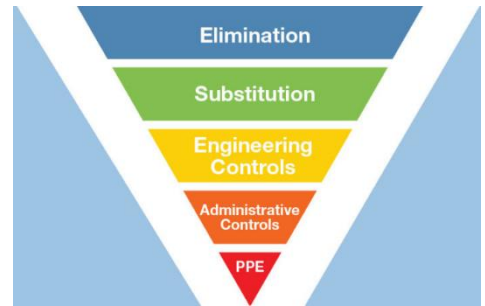
A Job Task Analysis (JTA) is a process used to identify and describe the tasks, duties, responsibilities, and competencies required for a specific task or piece of equipment. The JTA allows employees to view tasks for the appropriate PPE and understand the potential hazards for each task or piece of equipment.

1. Performing a Job Task Analysis (JTA)
 - a. There are four basic steps when using a Job Task Analysis Form (See Appendix 7B)
 - i. Select the job task/piece of equipment to be analyzed
 - ii. Break down the job task/piece of equipment to a sequence of steps

- iii. Identify all potential hazards
- iv. Determine preventative measures to overcome identified hazards

2. When to Conduct a Job Task Analysis (JTA)

- a. OSHA’s Hierarchy of Controls lists the first step to reach the most effective, and therefore the safest environment is to protect the employee with PPE. From least effective to most effective is as follows;
 - i. PPE
 - ii. Administrative Controls
 - iii. Engineering Controls
 - iv. Substitution
 - v. Elimination



- b. Jobs and equipment will be analyzed with the following in mind:
 - i. Past injuries and illnesses
 - ii. The potential to cause severe or disabling injuring/illnesses, even if there is no history of previous accidents.
 - iii. Anytime when the job/equipment, processes, or the environment change.
 - iv. New jobs/equipment
 - v. High risk, low frequency jobs
 - vi. Tasks that require the interaction of multiple people or systems.
 - vii. Any task in which the Park District or an employee has safety concerns.

c. Who Conducts the Job Task Analysis (JTA)

- i. All new JTAs must be conducted with the Superintendent of Parks or Director of Parks and Planning and Risk Management. The foreman of the respective crew and crew members may also be asked to periodically participate. A comprehensive list of completed JTAs and the minimum PPE requirements for assessed job tasks and equipment is available to all staff (See Appendix 7A).

7.7 Payment for Personal Protective Equipment (PPE)

The Buffalo Grove Park District is required by OSHA to protect employees from workplace hazards that can cause injury or illness. When elimination, substitution, engineering controls, and administrative controls are not feasible or do not provide sufficient protection, the Buffalo Grove Park District must provide personal protective equipment (PPE) to employees and ensure its use (See Appendix 7C).

1. Buffalo Grove Park District Obligations:

- a. Perform job task analyses to identify and control physical and health hazards.
- b. Identify and provide appropriate PPE for employees.
- c. Train employees in the use and care of PPE.
- d. Maintain PPE, including replacing worn or damaged PPE.
- e. Periodic review, update, and evaluation of the effectiveness of the PPE program.

2. Employee Obligations

- a. Inspect PPE prior to use,
- b. Proper wear of PPE,
- c. Attend training sessions on PPE,
- d. Care for, clean and maintain PPE, and;
- e. Inform a supervisor, Director of Parks and Planning and/or Risk Management of the need to repair or replace PPE.

7.8 Training

The Buffalo Grove Park District Director of Parks and Planning and/or the Safety and Training Supervisor will provide training to ensure that the PPE program is understood by all Buffalo Grove Park District employees.

1. Buffalo Grove Park District employees shall receive training on performing and conducting a JTA and how to identify potential hazards.
2. Buffalo Grove Park District employees shall be instructed on the purpose and use of each piece of PPE which will include the following;
 - a. When it is necessary
 - b. What kind to wear
 - c. How to properly don, adjust, and doff PPE
 - d. The limitation(s) of the PPE
 - e. Proper care, maintenance, useful life, and disposal of the PPE
3. Buffalo Grove Park District employees whose job tasks require specific PPE will attend a training on the equipment and job task.
4. Buffalo Grove Park District employee retraining will be required for all employees for one, or more of the following reasons;
 - a. A change to an employee's job task,
 - b. A change in equipment or processes that present a new hazard,
 - c. A new job task is assigned, or
 - d. An injury occurs
5. The Director of Parks and Planning and Risk Management shall certify that all Buffalo Grove Park District employees training, and retraining if needed, has been accomplished and is being kept up to date. The documentation shall contain each employee's name and dates of training.



**BUFFALO
GROVE
PARK
DISTRICT**



**BUFFALO GROVE PARK DISTRICT ORDINANCE 24-4-1
2024-2025 COMBINED BUDGET AND APPROPRIATIONS ORDINANCE**

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY FOR THE CORPORATE AND RECREATIONAL PROGRAM PURPOSES OF THE BUFFALO GROVE PARK DISTRICT, COUNTIES OF COOK & LAKE, STATE OF ILLINOIS FOR THE YEAR BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025.

BE IT ORDAINED by the Board of Park Commissioners of the Buffalo Grove Park District, in the Counties of Cook and Lake and the State of Illinois that the following sums or so much thereof as may be authorized by law be and the same are hereby appropriated for park purposes for the fiscal year beginning May 1, 2024 and ending April 30, 2025, that the sums of money hereinafter set forth and the objects and purposes of the same are deemed necessary to defray all necessary expenses and liabilities for said period for the several park purposes following:

SECTION I: The following is the estimated Annual Budget for the Buffalo Grove Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025.

	Budget	Appropriation
General Corporate Fund	3,385,333	3,612,086
Recreation Fund	7,972,589	8,223,515
Museum Fund	371,163	396,101
Audit Fund	19,000	20,900
Bond and Interest Fund	1,986,383	1,986,383
Insurance Fund	589,972	618,395
Paving and Lighting Fund	90,000	90,000
Social Security Fund	466,590	559,908
I.M.R.F. Fund	563,876	648,457
Special Recreation Fund	1,043,500	1,392,350
Capital Improvement and Equipment Replacement	8,776,742	9,740,945
Clubhouse Fund	2,216,547	2,582,887
Community Arts Center Debt Service	230,213	230,213
2023 Alternate Revenue Bonds Debt Service	580,435	580,435
Fitness Center	2,608,127	3,141,506
Total	30,900,470	33,824,081

SECTION II: As part of the annual budget, it is stated:

ARTICLE A. That the estimated cash on hand at the beginning of the fiscal year is \$ 8,115,690.

ARTICLE B. That the estimated cash expected to be received during the fiscal year from all sources is \$ 27,661,898.

ARTICLE C. That the estimated expenditures contemplated for the fiscal year are \$ 30,900,470.

ARTICLE D. That the estimated cash expected to be on hand at the end of the fiscal year is \$ 4,877,118.

ARTICLE E. That the estimated amount of taxes to be received by Buffalo Grove Park District during the fiscal year is \$ 9,995,300.

SECTION III: That the following sums of money or so much thereof as may be authorized by law be and the same are hereby appropriated for the general purposes of the Buffalo Grove Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025:

GENERAL CORPORATE FUND

ARTICLE I. CORPORATE ADMINISTRATIVE	<u>BUDGET</u>	<u>APPROPRIATION</u>
Personnel Services		
Dental Insurance	6,712	6,712
Health Insurance	164,214	180,635
Vision Insurance	892	892
Salaries - Full Time	485,847	534,432
Salaries - Part Time	7,800	7,800
Travel Allowance	900	900
Conference/Seminars	16,344	16,344
Staff Development	14,845	14,845
Dues & Subscriptions	18,750	18,750
Employee Recognition	2,050	2,050
 Commodities		
Accounting Supplies	1,250	1,250
Commissioner Expense	23,335	23,335
MIS Supplies	250	250
General Administrative	3,600	3,600
Office Supplies	2,500	2,500
Paper	500	500
Postage	1,500	1,500
Special Administrative Program	4,000	4,000
Bernard House Services	4,800	4,800
 Contractual Services		
Legal Counsel	18,000	18,000
Other Legal	7,725	7,725
Service Agreements	12,200	12,200
Computer Programming	2,350	2,350
Strategic Planning Initiatives	34,000	34,000
Consultants	176,400	176,400
 Utilities		
Telephone	4,200	4,200
 TOTAL CORPORATE ADMINISTRATIVE	 <u>1,014,964</u>	 <u>1,079,970</u>

B. CORPORATE PARKS MAINTENANCE

Personnel Services		
Group Dental	16,800	16,800
Group Health	376,978	414,676
Vision Insurance	1,703	1,703
Salaries - Full Time	1,240,486	1,364,535
Salaries - Overtime	37,000	37,000
Salaries - Part time	105,875	105,875
Travel Expense	750	750
Conferences & Seminars	24,894	24,894
Staff Development	15,385	15,385
Dues & Subscriptions	6,863	6,863
Education/Tuition	1,000	1,000
Employee Recognition Program	5,125	5,125
Commodities		
General Administrative	4,000	4,000
Office Supplies	1,550	1,550
Gasoline	68,000	68,000
Large Equipment Maintenance	6,730	6,730
Major Equipment Repair	12,500	12,500
Water/Sewer Repairs	2,000	2,000
Oil and Grease	3,000	3,000
Park Equipment Maintenance & Repair	16,000	16,000
Signs	3,700	3,700
Riding Mower Maintenance	6,350	6,350
Shop Supplies	4,050	4,050
Welding Supplies	330	330
Small Equipment Maintenance	4,500	4,500
Tractor Maintenance	2,250	2,250
Vehicle Maintenance	13,000	13,000
HVAC/Plumbing Supplies	6,000	6,000
Uniform Allowance	7,200	7,200
Safety Equipment	1,750	1,750
Grounds Supplies		
Fertilizer	5,000	5,000
Herbicides	4,000	4,000
Ice Melt	11,000	11,000
Landscape Tools	3,000	3,000
Plantings	17,000	17,000
Seed & Mulch	11,500	11,500
Athletic Field Irrigation	3,250	3,250
Sod	400	400
Top Soil	1,375	1,375
Underlayment	6,400	6,400
Tree Memorial	1,750	1,750
Ball Diamonds		
Light Repairs	10,000	10,000
Ball Diamond Maintenance	24,250	24,250
Fence Repair	3,500	3,500

Building Maintenance and Repair		
Building - Exterior	11,000	11,000
Building - Interior	5,000	5,000
Custodial Supplies	800	800
Contractual Services		
Licenses and Registration	5,030	5,030
Service Agreements	970	970
Water/Sewer Contractual	5,000	5,000
Building Maintenance	7,000	7,000
Shop & Equipment Rental	1,550	1,550
Furnace/Heater Maintenance	8,800	8,800
Pest Control	250	250
Cleaning Service	6,900	6,900
Tree Maintenance	17,000	17,000
Landscaping Services	152,000	152,000
Refuse Disposal	6,850	6,850
Contract Weed Spraying	15,075	15,075
Utilities		
Electric	7,200	7,200
Gas	3,900	3,900
Telephone	11,200	11,200
Water	5,400	5,400
Capital Improvements		
Machine & Tools	1,250	1,250
TOTAL PARK MAINTENANCE	2,370,369	2,532,115
TOTAL CORPORATE FUND	<u>3,385,333</u>	<u>3,612,086</u>

ARTICLE II RECREATION FUND

Personnel Services		
Dental Insurance	22,788	22,788
Health Insurance	549,238	604,162
Vision Insurance	2,886	2,886
Salaries - Full Time	1,892,192	2,081,411
Overtime	2,000	2,000
Salaries - Part Time	86,574	86,574
Building Supervision	27,750	27,750
Recreation Part Time	23,920	23,920
Park Services	8,400	8,400
Concessions Staff	15,030	15,030
Travel Expense	5,250	5,250
Conference/Seminars	37,058	37,058
Staff Development	19,515	19,515
Education Tuition	2,000	2,000
Dues & Subscriptions	39,221	39,221
Employee Recognition Program	3,830	3,830

Commodities		
Accounting Supplies	1,000	1,000
Computer Supplies	800	800
General Administrative	3,920	3,920
Office Supplies	7,773	7,773
Paper	3,253	3,253
Postage	38,379	38,379
Vending Supplies	1,000	1,000
Concession Supplies	12,850	12,850
Alcohol Purchases	1,000	1,000
Sponsorship Expense	5,000	5,000
HVAC/Plumbing Supplies	7,500	7,500
Uniforms	1,460	1,460
Building Repair - Exterior	3,750	3,750
Building Repair - Interior	10,750	10,750
Custodial Supplies	9,999	9,999
Willow Stream Shelter	1,750	1,750
Concession Stand Repairs	500	500
Public Information	5,825	5,825
Recreation Equipment	5,100	5,100
Photographic + A.V. Equipment	800	800
Contractual Services		
Employment Ads	1,730	1,730
Office Machine Repair	600	600
Display Advertising	5,816	5,816
Printing	137,700	137,700
Consultants	125,100	125,100
Service Agreements	53,147	53,147
Building Maintenance	11,000	11,000
Furnace/Heater Maintenance	9,000	9,000
Pest Control	1,400	1,400
Cleaning Service	34,955	34,955
Equipment Rental	9,600	9,600
BGRA Expenses	29,629	29,629
Bills Expenses	2,100	2,100
Program Charge Fees	114,000	114,000
Utilities		
Electric	64,000	64,000
Gas	33,100	33,100
Telephone	31,960	31,960
Water	23,400	23,400
Military Assistance Support	1,200	1,200
Fee Assistance	6,200	6,200
Sales Tax	4,800	4,800
Transfer to CAC Debt/2023 Alternate Bonds	810,648	810,648
TOTAL RECREATION ADMINISTRATION	<u>4,371,145</u>	<u>4,615,286</u>

B. RECREATION PROGRAMS ***

Program Expenses

Adult General	46,386	46,386
Adult Sports	33,027	33,027
Camps	760,579	760,579
Seniors	14,730	14,730
Youth General	57,766	57,766
Youth Sports	317,389	317,389
Special Events	155,166	155,166
EC & Tot	454,451	454,451

TOTAL PROGRAM EXPENSE	<u>1,839,493</u>	<u>1,839,493</u>
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C. COMMUNITY ARTS CENTER SUMMARY

Program Expenses

Instructors	463,407	463,407
Contractual Services	70,550	70,550
Tickets/Admissions	70,865	70,865
Supplies	164,115	164,115
Rentals	13,500	13,500

Personnel Services

Building Supervision	44,681	44,681
Salaries - Part Time	11,050	11,050
Rental Attendants	3,840	3,840

Contractual Services

Dues & Subscriptions	1,430	1,430
Service Agreement	10,400	10,400
Contract Services	15,560	15,560
Rental Technical Services	37,500	37,500
Building Maintenance	6,500	6,500
Furnace Maintenance	10,000	10,000
Equipment Rental	2,048	2,048

Commodities

MIS Supplies	1,892	1,892
Office Supplies	2,050	2,050
Paper	800	800
Postage	775	775
Concession Supplies	300	300
Rental Supplies	10,650	10,650
Building/Shop Supplies	2,400	2,400
Uniforms	680	680
Building Repair - Exterior	5,500	5,500
Building Repair - Interior	11,250	11,250
Custodial Supplies	8,250	8,250
Landscaping	1,000	1,000

Utilities		
Electric	39,000	39,000
Gas	9,600	9,600
Telephone	300	300
Water	4,200	4,200

TOTAL PERFORMING ARTS EXPENSES	<u>1,024,093</u>	<u>1,024,093</u>
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D. AQUATICS

Willow Stream Pool

Personnel Services		
Summer Public Swim Staff	62,041	62,041
Training	27,444	27,444
Employee Recognition	8,400	8,400

Contractual Services		
Dues & Subscriptions	405	405
Building Maintenance	12,500	12,500
Furnace Maintenance	3,400	3,400

Commodities		
Office Supplies	150	150
Uniforms	8,850	8,850
Custodial Supplies	400	400
Building Repair - Exterior	4,700	4,700
Landscaping	1,000	1,000
Sanitation	8,000	8,000
First Aid Supplies	750	750
Rescue Equipment	1,700	1,700
Deck Equipment	4,600	4,600

Utilities		
Electric	3,600	3,600
Gas	5,100	5,100
Telephone	480	480
Water	3,000	3,000

Total Willow Stream Pool Expenses	<u>156,520</u>	<u>156,520</u>
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Aquatics Programs & Operations

Program Expenses		
Instructors	224,517	224,517
Coordinators	27,600	27,600
Supplies	16,589	16,589
Contractual Services	2,370	2,370
Staff Development - PT	4,025	4,025

Commodities		
Uniforms	950	950
First Aid Supplies	200	200
Contractual Services		
Dues & Subscriptions	5,645	5,645
Total Aquatics Programs & Operations	<u>281,896</u>	<u>281,896</u>
Spray N Play		
Contractual Services		
Dues & Subscriptions	75	75
Utilities		
Electric	3,000	3,000
Telephone	600	600
Water	6,000	6,000
Total Spray N Play	<u>9,675</u>	<u>9,675</u>
TOTAL AQUATICS	<u><u>448,091</u></u>	<u><u>448,091</u></u>

E. GOLF LEARNING CENTER

Personnel Services		
Salaries - Full Time	63,847	70,232
Professional Instruction	4,000	4,400
Seasonal Maintenance	1,912	1,912
Golf Attendants	29,484	29,484
Golf Operations	50,200	50,200
Staff Development - Rec. Part Time	495	495

Commodities		
MIS Supplies	2,400	2,400
Office Supplies	4,500	4,500
Vending & Concessions Supplies	7,842	7,842
Tractor Maintenance	1,700	1,700
HVAC/Plumbing Supplies	2,000	2,000
Uniforms	2,200	2,200
Building Repair - Exterior	1,000	1,000
Building Repair - Interior	3,000	3,000
Custodial Supplies	3,900	3,900
Landscaping	31,048	31,048
Fabric Maintenance & Repair	1,000	1,000
Mechanical System Maintenance	5,000	5,000
Golf Instructional Materials	600	600
Pro Shop Supplies	8,000	8,000

Contractual Services		
Memberships & Subscriptions	1,225	1,225
Customer Appreciation	2,460	2,460
Printing & Advertising	1,160	1,160
Service Agreement	1,056	1,056
Contract Services	2,500	2,500
Building Maintenance	5,000	5,000
Equipment Maintenance	500	500
Furnace/Heater Maintenance	3,000	3,000
Structure Handling	8,000	8,000
Cleaning Service	3,778	3,778

Utilities		
Electric	7,800	7,800
Gas	25,200	25,200
Telephone	3,300	3,300
Water	660	660

TOTAL GOLF DOME OPERATIONS	<u>289,767</u>	<u>296,551</u>
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TOTAL APPROPRIATION FOR RECREATION FUND	<u>7,972,589</u>	<u>8,223,515</u>
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ARTICLE III MUSEUM FUND

Personnel Services		
Group Dental	960	960
Group Health	25,020	27,522
Vision Insurance	116	116
Salaries	224,372	246,809
Part Time Salary	6,410	6,410
Instructor	600	600
Travel	150	150
Staff Development	890	890
Conferences & Seminars	4,458	4,458
Employee Recognition	180	180

Commodities		
Computer Supplies	3,734	3,734
Office Supplies	251	251
Postage	1,070	1,070
HVAC/Plumbing Supplies	3,000	3,000
Uniforms	150	150
Building Repairs - Exterior	750	750
Building Repairs - Interior	1,994	1,994
Custodial Supplies	850	850
Program Supplies	2,463	2,463
Nature Classroom Program Supplies	2,020	2,020
Nature Classroom Exhibit Supplies	2,004	2,004
Conservation/Exhibit Supplies	5,456	5,456
Fundraising Expense	200	200
Contractual Services		
Dues & Subscriptions	2,597	2,597
Printing	850	850
Service Agreement	588	588
Furnace & Air Conditioning	2,500	2,500
Cleaning Service	9,600	9,600
Consultants	2,000	2,000
Utilities		
Electric	9,300	9,300
Gas	3,300	3,300
Telephone	2,880	2,880
Water	1,950	1,950
Capital Improvements		
Equipment	18,000	18,000
Grounds	30,500	30,500
TOTAL MUSEUM FUND	<u>371,163</u>	<u>396,101</u>

ARTICLE IV. INSURANCE FUND

Personnel Services		
Group Dental	480	480
Health Insurance	12,020	13,222
Vision Insurance	58	58
Salaries	90,712	99,783
Part-Time Staff	7,072	7,072
Travel	720	720
Preplacement Physicals/EAP	13,735	13,735
Staff Development	11,103	11,103
Dues & Subscriptions	8,177	8,177
Conferences & Seminars	5,633	5,633

Commodities		
MIS Supplies	300	300
Administrative Expense	600	600
Office Supplies	400	400
Uniform	100	100
Signs	2,000	2,000
Safety Equipment & Supplies	29,500	29,500
Contractual Services		
Appraisal	2,000	2,000
Aquatics Risk Management	8,697	8,697
Contract Services	11,000	11,000
Life Safety Services	55,000	55,000
Facility & Environmental Risk Mgmt.	17,500	17,500
Telephone	665	665
Capital Improvement - Equipment	4,500	4,500
Insurance Premiums		
P.D.R.M.A. and Dog Park	263,000	276,150
Deductibles	45,000	50,000
	<hr/>	<hr/>
TOTAL INSURANCE FUND	<u>589,972</u>	<u>618,395</u>

ARTICLE V. CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT FUND

Capital Improvements		
Emmerich Building	30,000	30,000
Alcott Center	122,333	222,333
Maintenance Equipment	13,599	13,599
MIS System	136,415	136,415
Grounds	33,650	33,650
Vehicles	302,690	302,690
BGFC Fitness Equipment	100,000	100,000
Contractual Services		
Bond Fees, Legal Fees and Consultants	116,333	116,333
Park Improvements		
Rylko Park	3,156,539	5,156,539
Fitness Center	255,192	355,192
Parkchester	1,935,797	200,000
Prairie Grove Park	90,779	590,779
Splash Pad	2,118,455	2,118,455
Rick Drazner Park	24,005	24,005
Willow Stream Pool	108,018	108,018
Raupp Museum	40,000	40,000
Community Arts Center	77,937	77,937
Village/Park Projects	25,000	25,000

Transfer Out	90,000	90,000
	<hr/>	<hr/>
TOTAL CAPITAL IMPROVEMENT FUND	8,776,742	9,740,945
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ARTICLE VI. AUDIT FUND		
Audit Expense	19,000	20,900
ARTICLE VII. BOND AND INTEREST FUND		
Bond and Interest Payments	1,986,383	1,986,383
ARTICLE VIII. PAVING AND LIGHTING FUND		
Paving and Lighting Expense	90,000	90,000
ARTICLE IX. SOCIAL SECURITY FUND		
Social Security Expense	466,590	559,908
ARTICLE X. ILLINOIS MUNICIPAL RETIREMENT FUND		
I.M.R.F. Expense	563,876	648,457
ARTICLE XI. SPECIAL RECREATION FUND		
N.W.S.R.A. Assessment	345,800	345,800
Special Recreation Capital Projects	697,700	1,046,550
Total Special Recreation Fund	1,043,500	1,392,350
ARTICLE XII. CLUBHOUSE		
Personnel		
Group Dental	960	960
Group Health	64,996	94,996
Vision Insurance	116	116
Full Time Salaries	163,404	179,744
Part-Time Staff	5,850	5,850
FICA	69,000	79,000
IMRF	60,000	70,000
Conference/Seminars	4,660	4,660
Travel Expense	2,400	2,400
Staff Development - Part Time	7,560	7,560
Staff Development - Full Time	5,700	5,700
Employee Recognition Program	1,000	1,000
Instructors	925,593	1,225,593
Contractual Services		
Dues	689	689
School Rentals	26,600	26,600
Bus Rentals	38,350	38,350
School Rentals - Field Trips	760	760
Program Charge Fees	23,500	23,500

Commodities		
Computer Supplies	2,200	2,200
Office Supplies	2,000	2,000
Paper	200	200
Postage	200	200
Participant T-Shirts	2,600	2,600
First Aid	1,000	1,000
Program Supplies	108,400	108,400
Tickets	87,210	87,210
Staff Shirts	5,300	5,300
Telephone	4,800	4,800
Equipment	1,500	1,500
Transfer to the Recreation Fund	600,000	600,000
TOTAL CLUBHOUSE OPERATIONS	<u>2,216,547</u>	<u>2,582,887</u>
ARTICLE XIII. COMMUNITY ARTS CENTER DEBT SERVICE		
Bond and Interest Payments	230,213	230,213
ARTICLE XIV. 2023 ALTERNATE REVENUE BONDS DEBT SERVICE		
Bond and Interest Payments	580,435	580,435
ARTICLE XV. FITNESS CENTER		
Personnel Services		
Group Dental	5,310	5,310
Group Health	179,224	209,224
FICA	90,000	90,000
IMRF	90,000	90,000
Vision Insurance	652	652
Travel	840	840
Salaries - Full Time	520,536	572,590
Overtime	2,500	2,500
Member Services Staff	111,092	111,092
Manager On Duty/Coordinators	41,407	41,407
Guest Services Staff	121,379	121,379
Group Exercise Instructors	165,750	195,750
Fitness Specialists	91,923	91,923
Staff Development	7,705	7,705
Conferences & Seminars	11,931	11,931
Employee Recognition	1,830	1,830
Contractual Services		
Payment Processing Fees	72,000	92,000
Dues & Subscriptions	15,656	15,656
Employment Ads	1,000	1,000
Advertising	26,240	26,240
License & Registration	500	500
Printing	7,000	7,000
Service Agreements	3,072	3,072
Contract Services	28,000	28,000
Building Maintenance	14,500	14,500
Equipment Maintenance	10,000	10,000
Pest Control	1,500	1,500
Cleaning Service	266,932	266,932
Equipment Svc. - Facility	13,000	13,000
Equipment Svc. - Building	16,500	16,500
Marketing - Special Events	9,000	9,000
Sales Tax	180	180

Commodities		
MIS Supplies	17,577	17,577
General Administrative	630	630
Office Supplies	4,000	4,000
Postage	300	300
Minor Equipment	18,200	18,200
General Maintenance	10,000	10,000
Electrical	6,000	6,000
Plumbing, HVAC	8,500	8,500
Miscellaneous	3,200	3,200
Uniforms	3,800	3,800
Locker Room	17,000	17,000
Custodial Supplies	21,000	21,000
Laundry	15,000	15,000
Linen Replacement	14,000	14,000
Pool & Deck Maintenance	21,000	21,000
Utilities		
Electric	153,000	153,000
Gas	48,000	48,000
Telephone	13,800	13,800
Water	48,000	48,000
BGFC Program Expenses		
Salaries Part Time	93,000	93,000
Instructors	92,325	92,325
Contractual Services	72,336	72,336
Program Supplies	300	300
<u>Other Expenses</u>		
Depreciation	0	385,575
Amortization	0	15,750
TOTAL FITNESS CENTER OPERATIONS	<u>2,608,127</u>	<u>3,141,506</u>

SUMMARY

	<u>BUDGET</u>	<u>APPROPRIATION</u>
General Corporate Fund	3,385,333	3,612,086
Recreation Fund	7,972,589	8,223,515
Museum Fund	371,163	396,101
Audit Fund	19,000	20,900
Bond and Interest Fund	1,986,383	1,986,383
Insurance Fund	589,972	618,395
Paving and Lighting Fund	90,000	90,000
Social Security Fund	466,590	559,908
I.M.R.F. Fund	563,876	648,457
Special Recreation Fund	1,043,500	1,392,350
Capital Improvement and Equipment Replacement	8,776,742	9,740,945
Clubhouse Fund	2,216,547	2,582,887
Community Arts Center Debt Service	230,213	230,213
2023 Alternate Revenue Bonds Debt Service	580,435	580,435
Fitness Center	2,608,127	3,141,506
TOTAL	<u>30,900,470</u>	<u>33,824,081</u>

SECTION IV.

That all unexpended balances of any item or items of any general appropriation made in this ordinance be expended in making up an insufficiency in any item in the same general appropriation, and for the same general purpose of any like appropriation made for this ordinance.

SECTION V.

That all unexpended balances from the annual appropriations in previous years are hereby re-appropriated.

SECTION VI.

All ordinances, or parts of ordinances in conflict herewith or any section thereof are hereby modified or repealed.

SECTION VII.

This ordinance shall be in full force and effect from and after its passage and approval and publication according to law.

PASSED BY THE Board of Park Commissioners of the BUFFALO GROVE PARK DISTRICT, Lake and Cook Counties, Illinois on the 24th day of April 2024.

AYES: _____

NAYS: _____

ABSENT: _____

PRESIDENT OF THE BOARD OF PARK COMMISSIONERS
OF THE BUFFALO GROVE PARK DISTRICT

SECRETARY TO THE BOARD OF PARK COMMISSIONERS
OF THE BUFFALO GROVE PARK DISTRICT



BUFFALO
GROVE
PARK
DISTRICT



CERTIFICATE OF ESTIMATE OF REVENUES

I, Hetal Wallace, hereby certify that I am the duly qualified Treasurer and Chief Fiscal Officer of the Buffalo Grove Park District in the Counties of Cook and Lake and the State of Illinois and as such Chief Fiscal Officer, I hereby certify that the Estimate of Revenues by source to be received by the Buffalo Grove Park District for the fiscal year ending April 30, 2025 are as follows:

Recreation Programs	2,434,219
Swimming Pools	337,356
Rental Income	45,260
Concessions Sales	23,250
Interest on Investments	360,000
Reimbursements	53,875
Bond Proceeds	1,700,000
Clubhouse Program	1,715,795
Golf Learning Center	465,720
Community Arts Center	1,283,695
Fitness Center	2,763,520
Property Taxes	9,899,300
Replacement Tax	36,000
Miscellaneous	42,060
Sponsorships	6,200
Grants	4,285,000
Developer Donations	100,000
Transfers	2,110,648
	<hr/>
Total	<u><u>27,661,898</u></u>

April 24, 2024
Date

Hetal Wallace
Treasurer and Chief Fiscal Officer



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
FROM: CHUCK BURGESS, SUPERINTENDENT OF RECREATION
RE: JANITORIAL SERVICES RENEWAL: OUTDOOR BATHROOMS AND SATELLITE FACILITIES
DATE: MARCH 22, 2024

Action Requested:

Staff asks that the Board approve the renewal of Janitorial Services Contract for Eco Clean Maintenance, Inc. of Elmhurst, IL for the 2024-2025 fiscal year.

Background Information:

The District went out to bid in April of 2023 for the janitorial services for the outdoor bathrooms and satellite facilities (Emmerich, Golf Dome, and Raupp Museum). The board awarded the bid to Eco Clean Maintenance, Inc. of Elmhurst, IL in June 2023. We are very happy with the customer service and quality they provided during their first year of the contract. Per our agreement, the District has the option to renew for three (3) additional years at the same agreed price of \$46,710. This will be the first year of the renewal option.

Enclosed:

2024 AMENDMENT TO JANITORIAL SERVICES: OUTDOOR BATHROOMS AND SATELLITE FACILITIES AGREEMENT

AMENDMENT TO AGREEMENT

This Amendment to Agreement ("Amendment") is made and entered into this ____ day of April, 2024 ("Effective Date") by and between BUFFALO GROVE PARK DISTRICT, an Illinois Park District ("BGPD") and Eco Clean Maintenance, INC., an Illinois corporation ("Contractor"). BGPD and Contractor are sometimes each referred to as a "Party" and collectively as the "Parties."

RECITALS

- A. BGPD and Contractor entered into an Agreement on June 12, 2023 wherein the Contractor, under certain specifications set forth in a signed Bid Document, would provide cleaning/janitorial services effective on June 15, 2023 through May 31, 2024 (the "Agreement").
- B. BGPD had the sole right and option to extend the term of the Agreement ("Extended Term") for an additional three (3) one-year terms with the same specifications and payments. The Parties will amend the Agreement in April 2024 for an Extended Term to April 30, 2025. Agreement can be extended for another (2) one year terms with the same specifications and payments.

TERMS

In consideration of the mutual promises and covenants contained herein, the parties mutually agree as follows:

1. **Ratification of Terms and Conditions.** All of the terms, conditions and provisions of the Agreement shall continue in full force and effective beginning on April 24, 2024 and shall remove the cleaning of the outdoor bathrooms at Spray 'N Play, and add cleaning for the Rick Drazner classroom for the Extended Term to April 30, 2025.
2. **Counterparts, Facsimile and E-mail Transmission.** This Amendment may be signed in any number of counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same Amendment. The parties may sign and deliver this Amendment by facsimile transmission, or by e-mail with attached scanned signature page image. Each of the Parties agree that the delivery of this Amendment by facsimile or by e-mail with attached scanned signature page image shall have the same force and effect as delivery of original signatures and that each of the Parties may use such signatures as evidence of the execution and delivery of this Amendment by all Parties to the same extent that an original signature could be used.
3. **Binding Effect.** This amendment shall be binding upon and inure to the benefit of the Parties and their respective heirs, personal representatives, successors and permitted assigns.

4. **Authority.** The undersigned persons executing this Amendment on behalf of the respective Parties have complete authority and power to execute this Amendment and this Amendment shall be binding on the Parties.

The Parties hereby have executed this Amendment as of the date first written above.

BUFFALO GROVE PARK DISTRICT
an Illinois Park District

Eco Clean Maintenance, INC.
an Illinois corporation

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



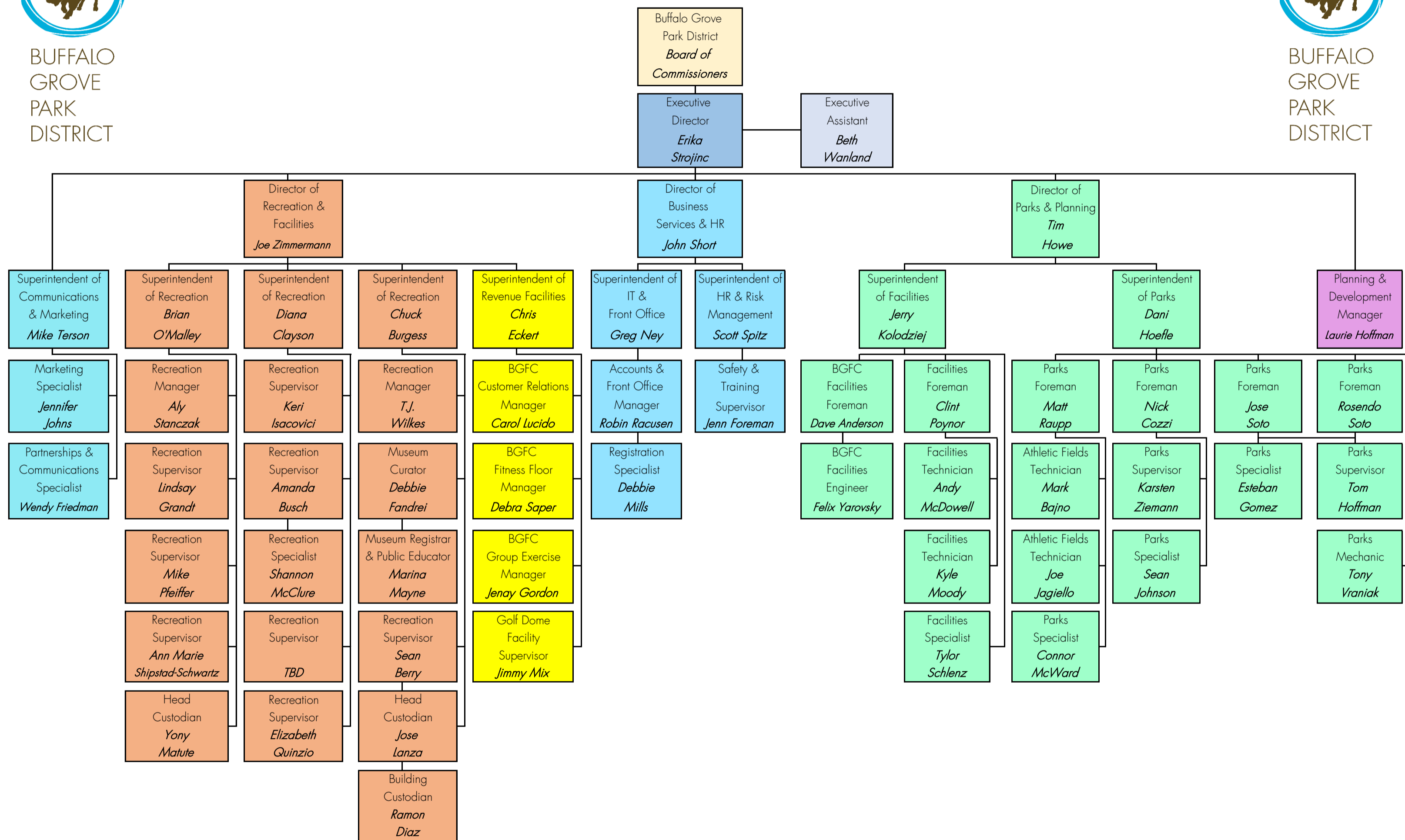
BUFFALO GROVE PARK DISTRICT

BUFFALO GROVE PARK DISTRICT

Proposed Organizational Chart FY 2024/25



BUFFALO GROVE PARK DISTRICT



Updated by BW 4/4/2024



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
RE: DISPOSAL OF PARK DISTRICT EQUIPMENT & SUPPLIES
DATE: APRIL 3, 2024

Action Requested:

Staff recommends that the Board approve the disposal of multiple pieces of surplus equipment and supplies.

Background Information:

The Parks Department did some spring-cleaning at Emmerich and Drazner facilities. Tim Howe tasked staff with looking for equipment that we no longer use or has passed its useful life. Tim also reached out to building managers and asked if there was anything at their facilities that are no longer being used or needed. The parks department equipment will be put on auction on Govdeals.org website where we have had successful sales in the past. The other surplus items will be posted on other websites to be determined. Below is a summary of the items that are being surplus:

1. 2018 Wall Hanging Art equipment. This was from the renovation of the CAC. It is no longer needed as there is a new product being used in the art gallery.
2. Piano for teaching lessons. This was given to the District years ago and is no longer needed.
3. Large speaker from the CAC. The speaker is out-of-date with new technology and no longer useful.
4. Ariens roto-tiller. Serial # 031153. This roto-tiller has aged out of our fleet and no longer being used by staff. We have a new roto-tiller that is in our fleet.
5. John Deere snow auger attachment. The auger attachment is from an old snow machine that we no longer have. It will not fit our new snow machine.
6. Miscellaneous theater supplies. CAC staff are getting organized and realizing that some of the supplies they use are no longer needed. Staff are thinking about hosting a garage sale during the summer.
7. Food cooler. The cooler came from the Fitness Center when the deli area was removed. There is no longer a need for this item.

8. NAPA floor jack. Model # 300082.
9. Line-striper trailer. We have a new trailer and the Line-striper trailer is no longer needed. It will cost more to repair than it is worth.
10. Tow-behind landscape rake. This implement is no longer used and staff has a laser grader to help level off areas.
11. "Big Ass" ceiling fan. The ceiling fan was given to us by District 96 after they installed an AC unit in their gym at Ivy Hall. We have no use for the fan.

Enclosed:

Ordinance 24-4-2 Disposal of Surplus Property



ORDINANCE NO. 24-4-2
ORDINANCE AUTHORIZING THE SALE OF ITEMS OF PERSONAL
PROPERTY OWNED BY THE BUFFALO GROVE PARK DISTRICT

WHEREAS, in the opinion of at least three-fifths of the corporate authorities of the Buffalo Grove Park District that it is no longer necessary or useful to or for the best interest of the Buffalo Grove Park District to retain the following described personal property:

- Item #1 2018 Wall Hanging Art Wall equipment from CAC condition: Good
- #2 Piano from CAC condition: Used
- #3 Large speaker from CAC condition: Used
- #4 Ariens Roto-Tiller Serial #031153 condition: Poor
- #5 John Deere snow auger attachment condition: Poor
- #6 Miscellaneous theater supplies condition: Worn
- #7 Food cooler from Fitness Center condition: Used
- #8 NAPA four-ton floor jack Model# 300082 condition: Used
- #9 Line-striper trailer condition: Used
- #10 Tow behind landscape rake condition: Used
- #11 "Big Ass" ceiling fan condition: Good

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BUFFALO GROVE PARK DISTRICT, LAKE AND COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Pursuant to 70 ILCS 1205-8-22 of the Park District Code, the Buffalo Grove Park District finds that the following described personal property:

- Item #1 2018 Wall Hanging Art Wall equipment from CAC condition: Good
- #2 Piano from CAC condition: Used
- #3 Large speaker from CAC condition: Used
- #4 Ariens Roto-Tiller Serial #031153 condition: Poor
- #5 John Deere snow auger attachment condition: Poor
- #6 Miscellaneous theater supplies condition: Worn
- #7 Food cooler from Fitness Center condition: Used
- #8 NAPA four-ton floor jack Model# 300082 condition: Used
- #9 Line-striper trailer condition: Used
- #10 Tow behind landscape rake condition: Used
- #11 "Big Ass" ceiling fan condition: Good

Is no longer necessary or useful to the Buffalo Grove Park District and the best interests of the Buffalo Grove Park District will be served by its sale in whatever manner deemed appropriate.

- Item #1 2018 Wall Hanging Art Wall equipment from CAC condition: Good
- #2 Piano from CAC condition: Used
- #3 Large speaker from CAC condition: Used
- #4 Ariens Roto-Tiller Serial #031153 condition: Poor
- #5 John Deere snow auger attachment condition: Poor
- #6 Miscellaneous theater supplies condition: Worn
- #7 Food cooler from Fitness Center condition: Used
- #8 NAPA four-ton floor jack Model# 300082 condition: Used
- #9 Line-striper trailer condition: Used
- #10 Tow behind landscape rake condition: Used
- #11 "Big Ass" ceiling fan condition: Good

SECTION 2: Pursuant to 70 ILCS 1205-8-22 of the Park District Code, the President is hereby, authorized and directed to sell and or dispose of the following described personal property.

- Item #1 2018 Wall Hanging Art Wall equipment from CAC condition: Good
- #2 Piano from CAC condition: Used
- #3 Large speaker from CAC condition: Used
- #4 Ariens Roto-Tiller Serial #031153 condition: Poor
- #5 John Deere snow auger attachment condition: Poor
- #6 Miscellaneous theater supplies condition: Worn
- #7 Food cooler from Fitness Center condition: Used
- #8 NAPA four-ton floor jack Model# 300082 condition: Used
- #9 Line-striper trailer condition: Used
- #10 Tow behind landscape rake condition: Used
- #11 "Big Ass" ceiling fan condition: Good

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, by at least three-fifths of all the Park District Commissioners and approval in the manner provided by law.

PASSED AND APPROVED THIS: 8TH DAY OF APRIL, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

 Scott Jacobson, President
 Buffalo Grove Park District
 Board of Commissioners

 Erika Strojinc, Secretary
 Buffalo Grove Park District
 Board of Commissioners

PARK BOARD APPOINTMENTS

FY 2021-2022

President – Scott Jacobson
Vice President – Tracy Bragg
Treasurer – Steve Cummins
Secretary – Ryan Risinger

Park Development – Commissioners Reiner & Cummins
Policy and Legislation – Commissioners Johnson & Reiner
Recreation – Commissioner Johnson
Public Relations – President Jacobson
Finance – Commissioner Cummins
Personnel – President Jacobson & Vice President Bragg
Ethics Advisor – Commissioner Reiner
IAPD Key Contact – Commissioner Johnson

Village Board – President Jacobson
Village Plan Commission – Commissioner Reiner
FOP Foundation – Vice President Bragg
EAT – Commissioners Cummins & Johnson

FY 2022-2023

President – Scott Jacobson
Vice President – Tracy Bragg
Treasurer – Steve Cummins
Secretary – Ryan Risinger

Park Development – Commissioner Reiner
Policy and Legislation – Commissioner Reiner
Recreation – Commissioner Jacobson
Public Relations – Commissioner Jacobson
Finance – Commissioners Cummins & Wallace
Personnel – Commissioners Bragg and Cummins
Ethics Advisor – Commissioner Reiner
IAPD Key Contact – Commissioner Bragg

Village Board – Commissioner Jacobson
Village Plan Commission – Commissioner Jacobson
FOP Foundation – Commissioners Bragg & Wallace
EAT – Commissioners Cummins & Wallace
BG Days Liaison – Commissioner Reiner

FY 2023-2024 Board Appointments

President – Scott Jacobson
Vice President – Steve Cummins
Treasurer – Hetal Wallace
Secretary – Erika Strojinc

Park Development – Commissioner Reiner
Policy & Legislation – Commissioner Reiner
Recreation – Commissioner Wallace
Public Relations – Commissioner Jacobson
Finance – Commissioner Wallace
Personnel – Commissioner Cummins
Ethics Advisor – Commissioner Reiner
IAPD Key Contact – Commissioner Wallace
Village Board and
Planning & Zoning – Commissioner Jacobson
FOP Foundation – Commissioner Wallace
EAT – Commissioner Cummins
BG Days Liaison – Commissioner Cummins

FY 2024-2025 Board Appointments

President –
Vice President –
Treasurer –
Secretary –

Park Development –
Policy & Legislation –
Recreation –
Public Relations –
Finance –
Personnel –
Ethics Advisor –
IAPD Key Contact –
Village Board and
Planning & Zoning –
FOP Foundation –
EAT –
BG Days Liaison -