

Standard Operating Procedures
 Chapter 5 – Parks and Planning Procedures

<u>Section</u>	<u>Description</u>	<u>Approved</u>	<u>Revised</u>	<u>Reviewed</u>
5.000	General-Index	N/A	03/10/2015	
5.001	Vehicles and All Equipment Purchasing	02/14/1987	07/17/2015	
5.002	Prescription Safety Glasses Purchasing	06/22/1990	07/17/2015	
5.003	Turf Management-DELETED	02/14/1987	09/30/2004	
5.004	Baseball Field Maintenance-DELETED	02/14/1987	09/30/2004	
5.005	OPEN			
5.006	Hot Work Procedure	08/02/1994	07/17/2015	
5.007	Capital Development Project Community Input	02/14/1997	07/17/2015	
5.008	North School Park Holiday Tree Specification	02/14/1987		07/17/2015
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5.012	During Absence-Chain of Command	10/08/1998	07/30/2015	
5.013	Right to Know/Hazard Communication	10/22/2000	07/30/2015	
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5.019	General Park Inspection and Trash Pick Up	09/30/2004		07/30/2015
5.020	Soccer Goal Staking Procedure	02/14/1987		07/30/2015
5.021	Snow Removal Operation Plan	09/30/2004		07/24/2015
5.022	Fleet Management Preventative Maintenance	09/30/2004		07/24/2015
5.023	HVAC and Building Equipment Maintenance	09/30/2004		07/24/2015
5.024	Playground and Hard Surface Maintenance	09/30/2004		07/24/2015
5.025	Athletic Field Maintenance	02/14/1987		07/24/2015
5.026	Swimming Pool and Equipment Maintenance	02/14/1987	07/24/2015	
5.027	Building Plan Storage and Filing	09/30/2004	07/24/2015	

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5.028	Winter Sports Procedure- Sled Hills & Ice Rinks	02/14/1987	08/30/2015	
5.029	OPEN			
5.030	MainTrac: Computerized Management System	08/27/2010		08/03/2015

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Chapter: Parks and Planning	Number: 5.001
Title: Vehicles and All Equipment Purchasing Procedure and Guidelines	Page: 1 of 2
Approved: 02/14/1987	Revised: 09/30/2004, 07/17/2015

It is the objective of the Parks and Planning Department, to provide and maintain all equipment, vehicles, etc. in the most cost efficient manner possible. Reevaluation of all equipment is an ongoing process due to technological changes, efficiency factors, and cost to maintain existing equipment. The following process will be used when purchasing all vehicles and equipment.

- Define need for replacement or additional equipment. Research item to be purchased - maximum efficiency and quality for dollars expended.
- Budgeting process - prepare and plan to justify expenditures.
- Purchasing Options
 1. State of Illinois Joint Purchase Program
 2. Other Joint Purchasing Program
 3. Independent bids using AHPD purchasing procedures and guidelines.
- Replacement - Recommended Guidelines
 1. Administrative Vehicles and Light Pick-Up Trucks - 6-8 yrs. including snow plow equipment.
 2. 2½ Ton Trucks - 10-12 yrs.
 3. Tractors, End Loaders and Back Hoe - 12-18 Yrs.
 4. Large mowing equipment - 6-8 Yrs.
 5. Hand Mowers - As Required

Note: All equipment replacement schedules are subject to maintenance cost, overall condition and obsolescence.
- Colors
 1. Trucks - Green with alternate of dark blue - only if green is not available.
 2. Tractors and mowing equipment - manufacturer's standard color.
- Director of Parks and Planning will review and approve all Specifications and seek the Executive Director's input when deviating from customary practices.

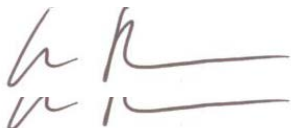
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The above replacement schedule should provide staff with quality equipment, to enhance performance, providing the residents the necessary services they deserve at a nominal cost.



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Chapter: Parks and Planning	Number: 5.002
Title: Prescription Safety Eyeglasses Purchasing	Page: 1 of 2
Approved: 06/22/1990	Revised: 03/15/2000, 09/30/2004, 07/17/2015

The District provides the opportunity for employees who wear prescription eyeglasses to obtain prescription safety eyeglasses at a reduced cost. The cost of approved safety glass and safety frame prescription eyeglasses will be reimbursed to the employee up to the District approved reimbursement amount.

Provider Information

1. Employees may go to the vision care provider of their choice. However, the District suggests that employees use vision care providers who are part of the District's vision care plan, as these providers offer District employees discounts on examinations, lenses and frames.
2. At the employee's request, the District can identify vision plan providers within close proximity to the employee's home or to the Parks Department Service Centers.

Safety Glasses Purchasing Procedure

1. The cost of the eye examination is the responsibility of the employee and is not reimbursable.
2. The employee shall schedule the eye examination and purchase on their own time.
3. The glasses purchased by the employee must be an approved safety glass or plastic, along with an approved safety frame. Employees will be required to submit certification from the provider to their immediate supervisor verifying that the safety lenses and frames meet ANSI safety specifications.

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4. A check for reimbursement will be made payable to the employee upon receipt of the glasses, in the District approved amount.
5. The employee must present an original sales receipt for the safety glasses to the employee's Immediate Supervisor, to be eligible for the reimbursement.
6. The employee's immediate supervisor will complete and forward a check request to the Accounts Payable Clerk within one week of receiving the paid receipt from the employee. The Accounts Payable Clerk will process the check request and forward the reimbursement check directly to the employee.
7. Reimbursement for safety lenses and frames will be made every two years.

Safety Glasses Requirements

1. Employees must wear their prescription safety glasses at all times.
2. Goggles/face shields will be worn by the employee when
3. Failure to wear safety glasses as required will result in disciplinary action, up to and including termination.



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Chapter: Parks and Planning	Number: 5.006
Title: Hot Work Procedures	Page: 1 of 1
Approved: 08/02/1994	Revised: 10/22/2003, 09/30/2004
	Reviewed: 03/10/2015

A hot work permit is required for any temporary operation involving open flame or producing sparks. Hot work includes, but is not limited to: brazing, cutting, grinding, soldering, pipe thawing, torch applied roofing, and welding. The guiding principle for all hot work is, if there is a practical and safer way to do the job without hot work, that method must be used.

- Hot work is permitted only with authorization from the Maintenance Supervisor or Superintendent in the form of a signed hot work permit. Hot work can only be performed by qualified maintenance personnel.
- Hot work should be performed only in designated areas of the Maintenance Service Centers or in work assignments on the morning (or beginning of the shift) the work is scheduled to be done.
- Specific fire fighting equipment and protection must be present at all hot work sites.
- Permanent hot work sites will be included in all fire inspection walk throughs. Guidelines include:
 1. Floors must be swept clean. Grease and oil spills are to be cleaned up and removed, not simply soaked up with saw dust.
 2. Flammable liquids such as paints, oils and lacquers are to be removed from the hot work site, not just stored in sealed containers.
 3. Combustibles which cannot be moved must be protected by fire resistant tarps or metal shield/barriers. This includes the storage of machinery with grease or lint deposits.
 4. Explosive atmospheres must be eliminated and the area kept well ventilated. No trace of combustible gases can be present.
 5. All wall and floor openings must be covered.
 6. The thirty-five foot rule should be applied to permanent and field work sites. (Nothing flammable or potentially combustible is within 35 feet of the actual hot work site.)
- Contractors performing work for the District are required to notify the Maintenance Supervisor of any planned hot work that is outside of specifications of a bid.



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Title: Capital Development Project Community Input	Page: 1 of 2
Approved: 02/14/1987	Revised: 09/30/2004, 07/17/2015

To ensure public input in major park projects, the following procedure should be utilized:

- At the start of the new fiscal year (May 1), the Director of Finance and Personnel will run the Capital Project list for the year. This list identifies projects that may require citizen notification.
- Citizen input and notification should be taken into consideration by the project coordinator and/or the Department Director when developing the timeline for a capital project.
- Prior to presenting conceptual plans to citizens, the conceptual plans should proceed through the Capital Development Project Review Process. After tentative approval has been given, citizen notification should begin.
 1. Contact in letter form will be made to the area homeowner's associations if available informing them of the project and requesting a list of members to be notified.
 2. Upon receiving feedback from the Homeowner's Association, a meeting should be scheduled at the nearest Community Center in the evening (to make the meeting as convenient as possible for the residents).
 3. In all cases, residents living within 250 feet of the park shall be notified.
 4. Residents are to be notified of the meeting no less than two weeks prior to the meeting date by the District.
 5. Comments about the project from residents should be noted and be taken into consideration whenever possible prior to finalizing project plans.

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- After the project has been reviewed by citizens, a Board Summary is prepared and conceptual plans proceed to the Committee of the Whole for approval.



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Chapter: Parks and Planning	Number: 5.008
Title: North School Park Holiday Tree Specification	Page: 1 of 1
Approved: 02/14/1987	Revised: 09/30/2004
	Reviewed: 07/17/2015

The following procedure will provide specifications for the Holiday Tree in North School Park. This procedure will insure the structural stability of the fountain by maintaining acceptable weight loads that will not go beyond the structural tolerance. A tree will be provided annually from the Village of Arlington Heights and follow the specifications as set forth.

1. This tree will be an evergreen, preferably a Colorado Spruce.
2. The tree will be a maximum of 30' tall.
3. The following height to weight ratio will be followed. This ratio is based on average size and weight calculations made by the North School Park Project Consultant, Martin Associates. These ratios follow closest to those of nursery standard for acceptable growing variations.

<u>Size</u>	<u>Maximum Weight</u>
20"	650 lbs.
22'	800 lbs.
24'	1000 lbs.
26'	1300 lbs.
28'	1750 lbs.
30'	2200 lbs.

4. During installation, decorating and removal, plywood will be used to protect turf and brick pavers from damage by heavy equipment.
5. The tree will be cabled in three locations to the fountain. The guying cable will have a rated breaking strength of at least 15,000 lbs.
6. Removal prior to February 1st of each year.



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Title: Lockout-Tagout Program	Page: 1 of 3
Approved: 09/13/1995	Revised: 10/22/2003, 09/30/2004
	Reviewed: 07/17/2015

The Lock Out/Tag Out Procedure is designed to comply with OSHA and the Illinois Department of Labor Regulations in order to prevent injury to employees caused by unexpected energizing, startup or release of stored energy supplies in equipment being maintained by employees.

- Lock Out / Tag Out must be used when:
 1. Repairing electrical circuits,
 2. Cleaning or oiling machinery with moving parts,
 3. Cleaning jammed or blocked machine mechanisms,
 4. When you must remove or bypass a guard or other safety device,
 5. When you must place any part of your body where you could be caught by moving machinery,
 6. When preventing use of equipment by unauthorized persons.
- Once it is determined a lock out/tag out procedure is necessary **all employees who work in the affected area must be notified.** The procedure must be applied by trained authorized employees, and follow OSHA regulation six step procedure.
 1. Preparation for shutdown:
 - A. Review service manual as to types and amount of energy that power equipment.
 - B. Hazards that energy could cause.
 - C. How energy can be controlled.
 2. Equipment Shutdown:
 - A. Turn off equipment or system using its energy source and disconnect this.
 - B. Locate and identify all switches, valves, and other devices that will have to be locked or tagged.

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	Reviewed: 07/17/2015

- C. Whenever possible, before work begins, testing equipment such as volt meters, pressure gauges, etc. shall be used to verify that energy has been interrupted or dissipated.
3. Equipment Isolation:
- Lockout energy sources. Use a lock to prevent energy flow from being restored. Remember in multiple lockouts a co-worker could remove his lock leaving you unprotected. Dual locks must be used.
- NOTE:** PULLING FUSE OR FLIPPING CIRCUIT BREAKER IS NO SUBSTITUTE FOR LOCKING OUT.
4. Application of Lock Out/Tag Out Devices:
- A. Tag out at the disconnect point even though you are using a lock. A tag will give extra protection and provide information.
- B. Tag information should include:
- a. Name
 - b. Date work began
 - c. Type of work being done
 - d. Indicate a warning (i.e.: Do not start, Do not open, Do not Energize)
5. Control or Release Stored Energy:
- A. Before work begins remove residual energy. All machinery should be a zero mechanical state or ZMS. This will protect you from unexpected mechanical movement. Remember equipment may run on other energy sources besides electrical. Hydraulic and pneumatic energy should also be released. Following the below steps should insure maximum safety:
- a. Be sure machine has stopped moving completely before starting work.

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Approved: 09/13/1995

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- b. Release stored energy that could cause sudden movement. Block or remove the energy in those parts of the lock off.
 - c. Secure loose and removable parts before you begin.
 - d. Be sure that the machine cannot move.
 - e. Lock off and reduce air pressure.
 - f. Don't overlook remote controls such as timers.
 - g. Verify machine is de-energized before work begins.
6. Restoration of Energy:
- A. When you are finished working, check to make sure all tools have been removed; all lines have been reconnected and unblocked; all guards and safety devices have been replaced, and other workers are safely out of the way.
 - B. Remove Lock Out/Tag Out and reenergize.

NOTE: ONLY THE PERSON WHO APPLIED LOCK OUT/TAG OUT REMOVES IT.



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Chapter: Parks and Planning	Number: 5.010
Title: Hearing Conservation Program	Page: 1 of 2
Approved: 10/22/2003	Revised: 07/30/2015

Whenever it has been determined that the eight-hour TWA (time weighted average) noise exposure is greater than or equal to 85 dBA, a Hearing Conservation Program will be established. In general, the program will consist of the following:

- **Monitoring** – Noise monitoring will be conducted to determine if changes in the work place noise levels have taken place when the following has occurred:
 1. Installation of engineering controls
 2. Institution of administrative controls
 3. Equipment changes
- **Audiometric Testing** – All full-time employees required to wear hearing protection must have a baseline audiogram at the time of hire. The audiogram is to be provided at no cost to the employee.
 1. Prior to the baseline audiogram, the employees should be notified that they should not be exposed to any high noise levels (greater than or equal to 85 dBA) during the 14-hour period before the test.
 2. When the audiogram is obtained, it will be evaluated by an audiologist or physician who has experience interpreting audiograms and evaluating noise-induced hearing loss. After the audiogram is evaluated, the audiologist/physician will report the results to the Superintendent of Human Resources. Since the audiogram is a graphic picture of an individual's hearing, the report will address whether any loss has occurred in specific frequencies. Although, the human ear can respond to frequencies ranging from 20-20,000 Hz, the audiogram will test 500 Hz, 1000 Hz, 3000 Hz, 4000 Hz and 6000 Hz.

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- Hearing Protection – The use of hearing protective devices will be mandatory for employees exposed to noise levels greater than or equal to 85 dBA Time-Weighted Average.
- Training – Employees in the Hearing Conservation Program will attend an initial training session when they first enter the program and annually thereafter. The content of the training program must include the following:
 1. The effects of noise
 2. Purpose, advantages, disadvantages and noise reduction properties of types of hearing protectors to be used
 3. Selection, fitting and care of hearing protectors
 4. Purpose of and procedures relating to audiometric testing
 5. The District will keep a written roster of those attending the training sessions.
- Record Keeping - Records regarding individual's noise exposure and any audiograms will be kept indefinitely. These records will be stored in employees' medical records.

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Chapter: Parks and Planning	Number: 5.012
Title: Chain of Command – Director of Parks and Planning’s Absence	Page: 1 of 1
Approved: 10/08/1998	Revised: 06/08/2004, 9/30/2004, 07/30/2015

The Arlington Heights Park District, Director of Parks and Planning, is responsible for the overall operation and function of the Department of Parks and Planning. If for the reasons listed below, the Director of Parks and Planning is unable to perform the duties of the position, the following department director will be in charge.

- If the Director of Parks and Planning is out of town on business or vacation, or is out of the office due to illness, the following persons will be in charge.
 1. Superintendent of Parks – Trades (Davis Service Center)
 2. Superintendent of Parks – Grounds
 3. Grounds Operations Supervisor II
 4. Trades Operations Supervisor II

If the Superintendent listed in the number “1” position is unable to perform the duties, the supervisor listed in the number “2” position would take over, and so forth down the line.

- If the Director of Parks and Planning would be away from the District for a period longer than 30 days (whether it be illness or vacation), the Executive Director will review the chain of command.
- The Executive Director has the authority to review or change the chain of command, as he/she sees appropriate, in the best interest of the operation of the Arlington Heights Park District.



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Chapter: Parks and Planning	Number: 5.013
Title: Right to Know/Hazard Communication	Page: 1 of 3
Approved: 10/22/2000	Revised: 09/30/2004, 07/30/15

The Arlington Heights Park District recognizes the need to inform all employees of hazardous chemicals that may be found in the work place. To this end we are committed to the use of non-hazardous chemicals wherever possible. However, where hazardous chemicals cannot be avoided, we recognize the need to obtain a Safety Data Sheet (SDS) and to carefully assess chemical hazards before introduction into the work place.

- **Safety Data Sheets** – Safety data sheets will be required for every hazardous chemical and are to be reviewed by the supervisor purchasing the chemical. All posted SDSs will be kept in ring binders and posted at major park district work locations. These locations will be well marked for use by all employees.
- All written requests by employees for Safety Data Sheets will be answered by the supervisor within 10 days. If an SDS is not immediately available, a good faith effort will be made by the park district to obtain an SDS within the initial 10 days. Failure to obtain an SDS, after a good faith effort, does not give employees the right to refuse work with a particular chemical.
- **Warning labels** – Warning labels will be available at specified locations in the work place for use by all employees. Warning labels will be required on all chemical containers as outlined in the Product Warning Label Procedure.
- **Employee Information and Training** – Employees will be given information and training on hazardous and toxic chemicals at the time of their initial assignment, annually and whenever a new hazard is introduced into the work area. Employees will also be informed of the OSHA requirements and any operations in the work area where hazardous materials are present.
- **Hazardous Chemical Emergency** – All hazardous chemical emergencies should be reported immediately to the supervisor and the safety supervisor. For a serious emergency, fire department paramedics or the fire department hazardous materials team should be contacted.
- For spill control, if employees can work safely, the perimeter of the spill should be diked and the hazardous chemical kept away from all storm sewers and waterways.

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Product Warning Label Procedure

- Warning labels are designed to alert you that a chemical is dangerous. They must identify all the hazards of a chemical, but may not communicate everything you need to know about controlling those dangers. More detailed information can be found on the SDS (Safety Data Sheet).
- With few exceptions, labels are required on the following:
 1. All containers of hazardous materials in the work place.
 2. All containers of hazardous materials being shipped from one work place to another.
- Warning labels must provide the following information:
 1. The name of the chemical.
 2. All physical hazards and health hazards.
 3. Labels on containers being shipped from one location to another must also give the name, address and phone number of a responsible source of information about the chemical. This would normally be the manufacturer.
- Information may be given in words, symbols, or pictures. Labels must be easy to see and easy to read.
- The following exceptions apply to the labeling requirements:
 1. If several stationary containers in a single area hold similar chemicals, the warning may be given on an area sign, rather than labeling on each container.
 2. For stationary process containers, standard operating procedures or other written warnings may be used instead of container labels.
 3. Pipes need not be labeled.
 4. Portable containers do not have to be labeled if the chemical is transferred from a labeled container and is immediately used by the worker who transferred it.
 5. If containers are already adequately labeled with the product name and appropriate hazard warnings, we will not be required to label containers again. However, where existing labels are damaged or destroyed, we are required to label the container appropriately.

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- All employees working with hazardous chemicals that require labeling will do the following:
 1. Read the label on the container of every chemical used.
 2. Check the SDS whenever more information is needed about controlling the material's hazards.
 3. Follow instructions on the product label.

- All employees working with hazardous chemicals that require labeling will do the following:
 1. Review the SDS or ask your supervisor if the product requires a warning label, and what should be marked.
 2. This will be completed by the using employee or the supervisor.
 3. All indicated personal protective equipment will be worn when handling hazardous materials.
 4. Any questions regarding application or use should be directed to your supervisor.

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Chapter: Parks and Planning	Number: 5.014
Title: Personal Protective Equipment Compliance Program	Page: 1 of 5
Approved: 10/22/2003	Revised: 09/30/2004, 07/30/2015

The Personal Protective Equipment Standard (PPE) requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE for protection from existing hazards to the head, eye, hands, feet, etc. Agencies must certify in writing that a workplace hazard assessment has been performed.

Another important aspect of the PPE compliance program is the training of employees. Employees will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. The Arlington Heights Park District is also required to certify in writing that training has been carried out and that employees understand it.

- **Hard Hats** -Each type and class of head protector is intended to provide protection against specific hazardous conditions. Employers need to assess the conditions your employees will be working under and select the proper hard hat for the particular situation.
 1. The common method for cleaning hard hat shells is dipping them in a hot water solution (approximately 140 F) that contains a good detergent. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.
 2. Helmets should not be stored or carried on the rear window shelf of an automobile since sunlight and extreme heat may adversely affect their degree of protection.
- **Eye and Face Protection** - Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. Employers are responsible for providing eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors, management personnel, and should apply to all visitors while they are in the hazardous areas.
 1. Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic

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liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- A. Provide adequate protection against the particular hazards for which they are designed;
 - B. Be reasonably comfortable when worn;
 - C. Fit snugly without interfering with the movements or vision of the wearer;
 - D. Be durable and capable of being disinfected;
 - E. Be kept clean and in good repair.
2. Eye protection that has pitted lenses, dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to keep personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators that are located by specific power equipment can be stored in disinfected metal coffee cans that have a plastic lid which will keep them from accumulating dust and dirt.
- Ear Protection - It is very important to note that employees exposed to high noise levels in excess of 85 dBA for extended periods of time can cause permanent hearing damage that is not medically repairable. Some examples of employees who may be exposed to levels in excess of 85 dBA may include employees who spend the majority of their day on mowing equipment.
 1. The two most common types of ear protection are moldable ear plugs and ear muffs.
 2. Waxed cotton, foam, or fiber glass wool ear plugs are all self-forming and when properly inserted work well to protect employees. Some ear plugs are disposable to be used one time and then be thrown away. Other non-disposable type ear plugs should be cleaned after each use for proper sanitation and protection. Ear muffs are also an alternative to provide hearing protection to employees. It is important that ear

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muffs make a perfect seal around the ear to be effective. The use of glasses, long side-burns, long hair or facial movement such as chewing can reduce protection.

3. Important Note: Plain cotton is ineffective as protection against hazardous noise levels.

- Respiratory Protection - Respirators will be provided by the Arlington Heights Park District when such equipment is necessary to protect the health of the employee. Respirators will be suitable for the hazards identified in the assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are material safety data sheets. MSDS sheets help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect your employees.

The following is a listing of general circumstances that would require respiratory protection:

1. When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on MSDS sheet).
2. When the district has implemented all feasible engineering and work practice controls and they are not sufficient to reduce exposures to or below the PEL.
3. During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees who have not received specific training in emergency response procedures that require respiratory protection should contact the local Arlington Heights Fire Department in such emergencies.
4. When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

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Approved: 10/22/2003	Revised: 09/30/2004, 07/30/2015

- Torso Protection - District employees may become involved in a variety of work tasks that may expose their torso to harm. These include working with various pool chemicals, the use of winter clothing to reduce the potential for hypothermia, welding aprons, special protective coveralls to be used when applying pesticides and related work activities.
 1. Selection of torso protection should be made after reviewing material safety data sheets when chemicals are used or when employees are exposed to extreme temperatures of heat or cold.
 2. Another excellent source of information in identifying the best possible and most cost effective type of torso protection is your local safety equipment supply vendor. The vendor can discuss various products available on the market so that it can be specifically tailored to your work needs.
- Arm and Hand Protection - There are numerous types of injuries that can occur to arms and hands which include burns, cuts, electrical shock, amputation, and the absorption of chemicals.

Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries.

- Foot and Leg Protection - The use of foot and leg protection will be determined by the type of job being undertaken by the employee. Foot protection should be considered when conducting welding tasks and when operating chain saws during forestry operations. In addition, heavy leather protective leg wear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

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- Personal Protective Equipment for Working Near Water - A Coast Guard-approved life jacket should be worn if there is any danger of falling into water while working. Employees who may be working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas, should all wear Coast Guard-approved life jackets to help minimize their potential to be injured and drowned.

Employees working on or near water should wear the life vest at all times, even if they are strong swimmers. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

- Traffic Control and Night Maintenance - Any employees used to direct traffic or work in a roadway must be fitted with a reflective vest or suit which will reflect light so that they are visible to moving vehicles.



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Statement of Purpose – The Arlington Heights Park District is concerned not only with meeting federal and state regulations, but also with maintaining employee health.

1. Evaluation of the Hazard – Surveys of employee groups and/or processes pertinent to district operations will be conducted on an as needed basis.

The Safety Data Sheets (SDS) combined with application of contaminant and exposure levels will be used in the formation of a decision to implement the use of a respiratory protective program.

2. The Selection of Respiratory Protective Equipment – Upon completion of the hazard evaluation, the District will review the results to determine the feasibility of engineering and/or administrative control techniques.
- Designation of Program Administrator – A respiratory protection program is hereby established so as to coordinate the use and maintenance of respiratory protective equipment as determined necessary to (a) reduce employee exposure to toxic chemical agents; (b) allow employees to work safely in hazardous work environments.

All supervisory and management staff are responsible for the respiratory program at each facility. They have been delegated authority to make decisions and implement changes in the respirator program anywhere within this facility. With the assistance of qualified professionals, the District will monitor the following:

1. Supervision of respirator selection procedure;
2. Establishment of training sessions about respiratory equipment for employees;
3. Establishment of a continuing program of cleaning and inspection of equipment;
4. Inspection of storage cabinets for respiratory equipment;

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5. Establishment and issuance of accounting procedures for uses of respiratory equipment;
 6. Establishment of medical screening program procedures for employees assigned to wear respiratory equipment;
 7. Establishment of periodic inspection schedule of those workplaces/conditions – requiring respiratory equipment – to determine exposure and/or changing situation; and
 8. A continuing evaluation of the above aspects to assure their continued functioning and effectiveness.
- Purchase of Respiratory Protective Equipment - Each program supervisor will have authority to purchase respiratory protective equipment. Respiratory equipment will be selected only from current NIOSH approved listings.
 - Medical Aspects of Respiratory Equipment Usage – Only those individuals who are medically able to wear respiratory protective equipment will be issued equipment. All employees requiring respiratory protection for their job function must have a medical release stating their ability to wear respiratory protective equipment.
 - Issuance of Respiratory Protective Equipment – All individuals who are assigned to wear respiratory protective equipment will be provided respiratory protective equipment for their exclusive use.

A documentation system will be established to facilitate the accounting of users and equipment.

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- Recording of Equipment Usage – All employees must document their usage and maintenance of respiratory equipment.
- Fitting Procedures for Respiratory Protective Equipment – The proper fitting of respiratory equipment to the user will follow methods as outlined in OSHA regulation Appendix D to 1910.1025. (See regulations for details.)
- Respiratory Protective Equipment Maintenance – Respiratory equipment maintenance and storage will be carried out in accordance with the instructions of the equipment manufacturer.
 1. Cleaning and Disinfecting – Respirator should be cleaned after each day's use according to the following procedure:
 - A. Remove filters, headbands, and valves from face piece.
 - B. Immerse all parts, except filters or cartridges, in a warm solution of germicidal detergent (120° F) – or in any solution of a commercially available detergent that contains effective disinfectants such as quaternary ammonium compounds.
 - C. Parts should be scrubbed gently with the aid of a soft brush and rinsed thoroughly.
 - D. Air dry.
 - E. Between complete washings, mask can be surface cleaned with respirator wipe.
 2. Maintenance – This respirator must be kept in good condition to function properly. Replace any worn or deteriorated part immediately with the proper replacement part.
 3. Storage – When not in use, the respirator should be thoroughly cleaned and placed in a plastic bag. Store in a storage cabinet which is free from air borne contamination. Do not distort the rubber face piece or valves during storage. Re-check your respirator before using.

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- Inspection Procedures – The District will institute a continuing review of the inspection procedure so as to cover all uses of respiratory protective equipment.
- Program Evaluation – Each program supervisor will develop a procedure to evaluate the effectiveness of the program. Program review will be done on a continuing basis.



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The following guidelines have been adopted by the Arlington Heights Park District. They are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the District, as additional information becomes available.

The District recognizes that confined spaces pose significant risks and that development of the confined space program is reasonably necessary to protect affected employees from those risks. The following guidelines are intended to assist the District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

- Definitions

1. *Acceptable Entry Conditions* means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
2. *Attendant* means a trained individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.
3. *Authorized Entrant* means a trained employee who is authorized by the employer to enter a permit space.
4. *Blanking or Blinding* means the absolute closure of a pipe, line, or duct by the fastening of a solid plate 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.
5. *Confined Space* means a space that:
 - A. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - B. Has limited or restricted means for entry or exit; and
 - C. Is not designed for continuous human occupancy.

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6. *Emergency* means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
7. *Engulfment* means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or 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.
8. *Entry* means 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.
9. *Entry Permit* means 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 OSHA 1910.146, paragraph (f).
10. *Entry Supervisor* means the trained person 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 if required.
11. *Hazardous Atmosphere* means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:
 - A. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL); (Note: LFL is the same as LEL, Lower Explosive Limit).
 - B. Airborne combustible dust at a concentration that meets or exceeds LFL.
 - C. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent
 - D. Atmospheric concentration of any substance for which a dose of 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 of permissible exposure limit.
 - E. Any other atmospheric condition that is immediately dangerous to life or health.
12. *Hot Work Permit* means the employer's written authorization to perform operations capable of providing a source of ignition.

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13. *Immediately Dangerous to Life or Health (IDLH)* means 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.
14. *Isolation* means 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 and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.
15. *Line Breaking* means 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.
16. *Non-Permit Confined Space* means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
17. *Oxygen Deficient Atmosphere* means an atmosphere containing less than 19.5 percent oxygen by volume.
18. *Oxygen Enriched Atmosphere* means an atmosphere containing more than 23.5 percent oxygen by volume.
19. *Permit-Required Confined Space* means a confined space that has one or more of the following characteristics:
 - A. Contains or has the potential to contain a hazardous atmosphere;
 - B. Contains a material that has the potential for engulfing an entrant;
 - C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section; or
 - D. Contains any other recognized serious safety or health hazard.
20. *Permit-Required Confined Space Program* means 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.

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21. *Permit System* means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
22. *Prohibited Condition* means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
23. *Rescue Service* means the personnel designated to rescue employees from permit spaces.
24. *Retrieval System* means the equipment used for non-entry rescue of persons from permit spaces.
25. *Testing* means 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.

- **Confined Space Identification Information**

At each facility and work area involving employees of the District, the assigned supervisor will perform a survey for the purpose of identifying confined spaces. Upon completion of this survey, a "Work Space Profile" form will be completed by employees who would enter those spaces as part of their normal work. The survey sheets will be changed to reflect the information shown on the completed "Profile Sheets". It is the responsibility of the Parks and Planning Department to maintain a current file of all "Profile Sheets" and to notify affected employees of any change in status of a confined space. The "Work Space Profile" will give an employee pertinent information relative to safe entry into that particular confined space and will serve as inspection and testing documentation for "Alternate Entry Procedures".

1. Hazard Control

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- A. If the District contains permit spaces, the District will inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
 - B. Before any confined space entry, it must be determined by the supervisor as a necessary entry. If at all possible, the needed work will be completed without entry.
 - C. The District will provide training so that all employees associated with working in or around permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
 - D. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
 - a. Testing and monitoring equipment needed to comply with the standard;
 - b. Ventilating equipment needed to obtain acceptable entry conditions;
 - c. Communication equipment necessary for compliance;
 - d. Personal protective equipment insofar as feasible; engineering and work practice controls that adequately protect employees;
 - e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
 - f. Barriers and shields needed to protect the entrants from overhead hazards;
 - g. Equipment such as ladders for safe ingress and egress by authorized entrants;
 - h. Rescue and emergency equipment needed to comply with the standard; and
 - i. Any other equipment necessary for safe entry into and rescue from permit spaces.
2. Compliance Options – After reviewing the "Profile Sheets" & Survey Sheets for a particular confined space to be entered, a determination will be made to use one of the following options:
- A. Option #1 - No Entry.

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The District will not enter the confined space and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage.

B. Option #2 - Use of Outside Contractor

The District will use an outside contractor to conduct the confined space work. The Director or Superintendent of Parks will apprise the contractor of the hazards and precautions of the confined space as identified by the "Profile Sheets" and Survey Sheets. In addition, the Supervisor will coordinate the action of the District employees, prevent unauthorized entry, and will debrief the contractor at the work conclusion.

C. Option #3 - Forced Air Ventilation

- a. If the confined space has a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the Confined Space Profile, the space may be entered without the need for a written permit provided that the space can be maintained in a safe condition by mechanical ventilation alone.
- b. The spaces will be considered as a permit-required space until a "Non-Permit Entry Checklist" (Appendix A) demonstrates otherwise. The Non-Permit Entry Checklist will be completed prior to entry and without having to enter the space. The atmosphere in the confined space will be tested, using a properly calibrated gas detector, and the results recorded on the Non-Permit Entry Checklist. The atmosphere will be tested at four (4) foot intervals in the direction of the entrant travel and side-to-side, for a minimum response time as specified by the manufacturer of the test instrument being used, down to the level where work is being performed.
- c. Any conditions making it unsafe to remove an entrance cover will be eliminated before cover is removed.
- d. When entrance covers are removed, the opening will be promptly guarded by a temporary barrier that will prevent an accidental fall through the opening and will protect each employee, working in the space, from foreign objects entering the space.
- e. The Superintendent of Parks will be notified prior to entry and immediately upon completion of entry.

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- f. Before an employee enters the space, the internal atmosphere will be tested and ventilation of the space will be continuous until all employees have left the space.
 - g. If a hazardous atmosphere is detected during entry:
 - i. Each employee will leave the space immediately;
 - ii. The Superintendent of Parks and supervisor will be contacted immediately;
 - iii. The space will be evaluated to determine how the hazardous atmosphere developed; and
 - iv. Measures will be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
 - h. Smoking in or around the confined space is prohibited.
 - i. The atmosphere within the space will be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- D. Option #4- Permit-Required Confined Space
- a. Implement the measures necessary to prevent unauthorized entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures will be used.
 - b. The entry supervisor should complete the "Entry Permit" (Appendix B) form issued and authorized by the risk manager or his designee, as well as reviewing the past "Profile Sheets," prior to work beginning in the confined space.
 - c. Identify and evaluate any hazards existing in the space to assure acceptable entry conditions are met prior to entry into the space. Where possible, hazards should be minimized or eliminated by blanking or blinding, isolation, line breaking, lockout/tagout, purging, inserting, flushing, ventilating, or other appropriate methods. (Note: acceptable entry conditions are listed on confined space profile sheets.)
 - d. Initially, the atmosphere outside of the confined space will be tested to determine if any hazards are present. The atmosphere within the confined space will then be tested, using a properly calibrated gas detector, and the results recorded on the confined space entry permit. The atmosphere will be

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tested at four (4) foot intervals in the direction of the entrant travel and side-to-side, for a minimum response time as specified by the manufacturer of the test equipment being used, down to the level where work is to be performed. The confined space atmosphere will be also tested on a continuous basis while workers are in the space.

- e. The Confined Space Entry Permit must be completed by the Entry Supervisor and reviewed in detail by the authorized Entrants and Attendants, prior to entry into the confined space.
- f. If the atmosphere inside the space is within acceptable limits, authorized employees may enter the space using the equipment listed on the Entry Permit and "Profile Sheet" for the space. If the atmosphere inside the space is not within acceptable limits, the space will be ventilated until testing indicates that an acceptable atmosphere exists. Ventilation will continue while there are employees inside the space. (Note: Additional notification is required by the risk manager when hazardous atmospheres are encountered.)
- g. Where applicable, a retrieval system will be used by each employee who enters the space, such as a safety harness worn by the employee, connected to a winch and tripod by means of a tagline and yoke. Where a retrieval system is impractical, employees will carry 5-minute escape packs for the purpose of safe egress only. The procedures for contacting the local EMS will be reviewed by the attendant prior to confined space entry.
- h. An attendant will be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant will not be exceeded. The permit will include the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities.
- i. When employees of more than one employer may be working simultaneously as authorized entrants in a permit space, the Superintendent of Parks will be notified prior to their entry into the confined space. Procedures will be identified so not to endanger the employees of any other employers.
- j. Constant communication will be maintained between the entrants inside the space and the attendant.

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- k. All appropriate personal protective equipment will be worn while entry is in progress.
- l. Smoking in or around a confined space is prohibited.
- m. Artificial lighting will be explosion proof, if the space contains or has the potential to contain an explosive atmosphere.
- n. If the gas detector sounds an alarm, workers will exit the space immediately and may not re-enter until the atmosphere has been determined as safe, using methods as described in Step b, c and d above, including the issuance of a new entry permit and notifying the Superintendent of Parks.
- o. All entry permits are to be canceled by the entry supervisor upon completion of assigned duties. The confined space will then be returned to its working condition and secured to prohibit unauthorized entry.
- p. The District will perform a single annual review covering all entries performed during a 12-month period. If no entry was performed during the 12-month period, no review will be completed.

3. Permit System

- A. Before entry begins, the entry supervisor identified on the permit will sign the entry permit to authorize entry.
- B. The completed permit will 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 entrants can confirm that pre-entry preparations have been completed.
- C. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- D. The entry supervisor will terminate entry and cancel the entry permit when:
 - a. The entry operations covered by the entry permit have been completed; or
 - b. A condition that is not allowed under the entry permit arises in or near the permit space.
- E. The District will retain each canceled entry permit for at least one year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation will be noted on the

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pertinent permit so that appropriate revisions to the permit space program can be made.

4. Entry Permit

The entry permit will identify:

- A. The permit space to be entered;
- B. The purpose of the entry;
- C. The date and the authorized duration of the entry permit;
- D. The authorized entrants within the permit space, by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
- E. The personnel, by name, currently serving as attendants;
- F. The individuals, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry;
- G. The hazards of the permit space to be entered;
- H. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
- I. The acceptable entry conditions;
- J. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
- K. The rescue and emergency services that can be summoned and the means for summoning those services;
- L. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry;
- M. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance;
- N. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
- O. Any additional permits, such as for hot work (Attachment C), that have been issued to authorize work in the permit space.

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- General Training Requirements

The District will provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.

 1. Training will be provided to each affected employee:
 - A. Before their first assignment
 - B. Before any change in 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 any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures
 - E. The District will document all training including names and dates. This documentation should be available for review by employees and authorized personnel.
 2. Duties of Authorized Entrants

The District will ensure that all employees whose job task includes entering a permit-space:

 - A. Know the hazards that may be faced during entry, including information about the signs and symptoms, and consequences of the exposure
 - B. Know the proper use of all equipment involved
 - C. Know how the communication system works
 - D. Know how to alert the attendant whenever the employee recognizes any warning sign, symptom or detects a prohibited condition
 - E. Know how and when to exit the permit space during an emergency
 3. Duties of the Attendant

The District will ensure that each attendant:

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- A. Knows the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure
- B. Maintains an accurate count of all authorized entrants
- C. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.
- D. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.
- E. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
 - a. Detects a prohibited condition
 - b. Detects the behavioral effects of hazard exposure in an entrant
 - c. Detects a situation outside the permit space that could endanger entrants in the space
 - d. Cannot effectively and safely perform all the duties required under the standard
- F. Summons rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.
- G. Prevents unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
 - a. Warns unauthorized persons to stay away from the permit space.
 - b. Advises unauthorized persons to exit immediately if they have entered the permit space.
 - c. Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
 - d. Must be able to perform non-entry rescue as indicated by the District's rescue procedure. If rescue requirements of the District's permit program includes appropriate procedures for attendant entry, attendants may enter a permit

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space to attempt a rescue. However, this is allowed only with adequate rescue training, equipment, and is properly relieved by another trained attendant.

- e. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

4. Duties of the Entry Supervisor

- A. Any employee designated by the District who may authorize or supervise permit entry operations, would be designated the entry supervisor.
- B. The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District will ensure that each entry supervisor:
 - a. Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure.
 - b. Verifies, by checking that the appropriate entries have been made on the permit, that all test 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. Terminates the entry and cancels the permit when:
 - i. The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.
 - ii. Verifies that rescue services are available and that the means for summoning them are operable.
 - iii. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
 - iv. Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.

5. Rescue & Emergency Services

The following requirements apply if the District will have employees enter permit spaces to perform rescue services:

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- A. The District will ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
 - B. Each member of the District rescue team will be trained to perform the assigned rescue duties. Each team member must also receive the training required of authorized entrants.
 - C. Each member of the rescue team will 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 space or from a representative space. Representative spaces will simulate the types of permit spaces from which rescue is to be performed.
 - D. Each member of the rescue team will be trained in basic first-aid and CPR.
6. Outside Rescue Services
- A. Contract the rescue service prior to entry into the permit-required confined space
 - B. Inform the rescue service of the hazards they may encounter when called on to perform rescue at the District
 - C. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations
7. Retrieval Systems (Non-Entry Rescue)
- A. To facilitate non-entry rescue, the District will use retrieval systems or methods whenever an authorized entrant enters a permit space. The only exception would be if the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.
 - B. To maintain compliance with OSHA, the retrieval systems will have the other end of the retrieval line 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 will be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

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8. Material Safety Data Sheets (MSDS)

If an injured entrant is exposed to a substance for which a MSDS or other similar written information is required to be kept at the worksite, that MSDS or written material will be made available to the medical facility treating the exposed entrant.

9. Outside Contractors

Outside contractors hired by the District to perform work in permit-required spaces must have their own Confined Space Program that meets or exceeds OSHA 1910.146. The District will coordinate the actions of the District's employees, prevent unauthorized entry and debrief the contractor at the conclusion of the designated work.

10. Specialized Equipment

The District will provide the following equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly:

 - A. Testing and monitoring equipment needed to comply with the standard
 - B. Ventilating equipment needed to obtain acceptable entry conditions
 - C. Communication equipment necessary for compliance
 - D. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees
 - E. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency
 - F. Barriers and shields needed to protect the entrants from overhead hazards
 - G. Equipment such as ladders for safe ingress and egress by authorized entrants
 - H. Rescue and emergency equipment needed to comply with the standard
 - I. Any other equipment necessary for safe entry into and rescue from permit spaces

11. Testing and Monitoring

The District will evaluate permit space condition as follows when entry operations are conducted:

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- A. The atmosphere outside of the confined space will be tested to determine if any hazards are present.
- B. The atmosphere within the confined space will then be tested, using a property calibrated gas detector.
- C. When testing for atmosphere hazards, oxygen will be tested first, then combustible gas and vapors, and then for toxic gases and vapors.
- D. The atmosphere will be tested at four (4) foot intervals in the direction of the entrant and side-to-side, for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed.
- E. The confined space atmosphere will be also tested on a continuous basis while workers are in the space.

12. Program Review

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the Parks and Planning Department will review the program on an annual basis. This includes review of all "Profile Sheets," canceled "Entry Permits," Confined Space Equipment inspection and calibration logs, as well as the written program.



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This Arlington Heights Park District will ensure that the hazards of all elevated falls over 4 feet within our facilities are evaluated and that information concerning their hazards is transmitted to all employees. This policy is intended to address the issues of: evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

- **Responsibility**
The Parks and Planning Department is responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All Arlington Heights Park District employees are responsible for safety at all times. The Arlington Heights Park District has expressly authorized these individuals to halt any park district operation where there is danger of serious personal injury due to falls.

- **Written Program**
The District will review and evaluate this Fall Protection Procedure:
 1. On an annual basis;
 2. When changes occur to the OSHA fall protection standards
 3. When facility operational changes occur that require a revision of this document;
 4. When there is an accident or close-call that relates to this area of safety;
 5. When fall protection procedures fail.

Effective implementation of this program requires support from all levels of management within the District. This written program will be communicated to all personnel who are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

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- **Fall Protection Assessment**

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. The District will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A fall hazard assessment sheet will be used to document fall hazard assessments. A complete list of fall hazard locations and protective measures procedures will be maintained by the Parks and Planning Department.

- **Training**

1. Training program – A training program will be provided for all employees who will be exposed to fall hazards in the work area and will be conducted by competent personnel. The program will include, but will not be limited to:
 - A. A description of fall hazards in the work area
 - B. Procedures for using fall prevention and protection systems
 - C. Equipment limitations
 - D. The elements encompassed in total fall distance
 - E. Prevention, control and fall arrest systems
 - F. Inspection and storage procedures for the equipment

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control and fall arrest systems. It is required that appropriate fall arrest systems are installed and that employees know how to use them before beginning any work that requires fall protection.

2. Initial Training–Training will be conducted prior to job assignment. The District will provide training to ensure that the purpose, function, and proper use of fall protection is

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understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This policy will be provided to and read by all employees receiving training. The training will include, as a minimum, the following:

- A. Types of fall protection equipment appropriate for use
 - B. Recognition of applicable fall hazards associated with the work to be completed and the locations of such
 - C. Load determination and balancing requirements
 - D. Procedures for removal of protection devices from service for repair or replacement
 - E. All other employees whose work operations are or may be in an area where fall protection devices may be utilized will be instructed to an awareness level concerning hazards associated with fall protection operations
 - F. Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned in to the supervisor for inspection.
 - G. Equipment maintenance and inspection requirements
 - H. Equipment donning and doffing procedures
 - I. Equipment strengths and limitations
3. Certification—The District will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel
 4. Refresher Training – This procedure will be provided to and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on a semi-annual basis or when the following conditions are met, whichever event occurs sooner:

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- A. Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a know hazard is added to the work environment which affects the fall protection program.
 - B. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this agency has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
 - C. Whenever a fall protection procedure fails.
 - D. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.
5. Certification – This agency will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.
- **Fall Protection Procedures**

Once a facility or specific job evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by District competent individuals or other competent personnel. District personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

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1. Involve the supervisor and other staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
 2. Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
 3. Involve maintenance staff when anchorage points must be installed.
 4. The Arlington Heights Park District will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the contractor's fall protection policies and procedures when they will be working at elevated heights.
- **Protective Materials and Hardware**

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the risk manager and/or other designated fall protection personnel.

 1. **Selection Criteria**

Fall protection devices will be singularly identified; will be the only device(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

 - A. Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
 - B. Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
 - C. Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.
 2. **Standardization with District facilities:**

Fall protection devices will be standardized whenever possible.

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- **Fall Protection Systems**

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The agency may utilize, but not limited to the following fall protection systems:

1. Guard rail systems
2. Hand rail and stair rail systems
3. Safety net systems
4. Fall arrest systems
5. Scaffolding

- **Inspection and Maintenance**

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained. The following, as a minimum, will comprise the basic requirements of the inspection and maintenance program:

1. Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
2. All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturer's guidelines.
3. The user will inspect equipment prior to each use and check the inspection date.
4. Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
5. Check all equipment for mold, damage, wear, mildew or distortion.
6. Hardware should be free of cracks, sharp edges or burns.

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7. Ensure that no straps are cut, broken, torn or scraped.
8. Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
9. Equipment that is damaged or in need of maintenance will be tagged as unusable and *will not be stored* in the same area as serviceable equipment.
10. Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

- **Contractor Responsibilities**

In addition to complying with the fall protection requirements that apply to all District employees, each contractor who is retained to perform operations that involve fall protection will:

1. Obtain any available information regarding fall hazards and protective measures from the District.
2. Coordinate fall protection operations with the District, when both park district personnel and contractor personnel will be working in or near recognized fall hazard locations.
3. Inform the District of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within District-owned facilities through a debriefing immediately prior to the operation.



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- **Training Program**

Only trained and authorized operators shall be permitted to operate a powered industrial truck or fork lift truck. Employees will be trained in accordance with the following guidelines:

 1. The Parks and Planning Department will have the authority to provide or coordinate training on the operation of powered industrial trucks.
 2. Employees of the District will not operate a powered industrial truck (PIT) unless they have received training in accordance with this program.
 3. Personnel transferred within the agency will have their training verified prior to being allowed to operate a PIT.
 4. Employee training records will be kept with the date, title, and topic of training.
 5. Any employee who refuses such training or fails skills testing will not be permitted to operate a PIT.

- **Operational Safety Issues**
 1. **General Requirements**
 - A. Trucks shall not be driven up to anyone standing in front of a fixed object.
 - B. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
 - C. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
 - D. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.
 - E. When a powered industrial truck is left unattended, forks or platform lift shall be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.

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- a. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
- b. When the operator is dismounted and within 25 feet of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.
- F. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.
- G. Brakes will be set and wheel blocks in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.
- H. The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the vehicle in these areas.
- I. An overhead guard will be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a heavy falling load.
- J. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- K. Only approved industrial trucks will be used in hazardous locations. The Parks and Planning Department will be responsible for determining if the PIT is appropriate for the location.
- L. Employees are to be elevated only with the following precautions:
 - a. Use of a safety platform with guardrails and midrails firmly secured to the lifting carriage and/or forks.
 - b. Means shall be provided so employees on the platform can shut off power to the truck.
 - c. Such protection from falling objects as indicated necessary by the operating conditions will be provided.
- M. Fire aisles, access to stairways, and fire equipment will be not be obstructed at any time.

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2. Operator Requirements
 - A. Will obey agency set speeds and other traffic regulations at all times.
 - B. Will operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.
 - C. Will not raise or lower loads while moving.
 - D. Will not carry anything on the overhead guard.
 - E. Will use all site observation mirrors.
 - F. Will ensure vehicle sound/illuminated warning devices are operational.
 - G. Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.
 - H. Will drive cautiously on uneven or slippery surfaces.
 - I. Will ensure the load is pointed uphill where the gradient is greater than 10 percent.
 - J. Will ensure a fire extinguisher is carried with the vehicle and is in proper working order.

3. Pre-start requirements
 - Operators:*
 - A. Will verify that all brakes, controls, gauges, lights seat belts, and routine operational features are in proper working order. They shall be examined before and after each use. Defects when found shall be immediately reported and corrected.
 - B. Will remove the truck from service any time it is found to be in need of repair, defective, or in any way unsafe.
 - C. Will check for leaks and perform necessary operator maintenance before starting vehicle.
 - D. Will report deficiencies to maintenance.
 - E. Will ensure they know the load capacity and stay within it.
 - F. Will be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems.
 - G. Will wear the same level of personal protective equipment as the personnel they are directly working with.
 - H. Will not engage in stunt driving or horseplay.
 - I. Will slow down for wet and slippery floors.

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- J. Will properly secure dockboard or bridge plates before they are driven over. Dockboard or bridge plates will be driven over carefully and slowly and their rated capacity never exceeded.
 - K. Will approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set until the desired level is reached.
 - L. Motorized hand trucks must enter elevators or other confined areas with load end forward.
 - M. Running over loose objects on the roadway surface shall be avoided.
 - N. While negotiating turns, speed shall be reduced to a safe level. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
 - O. Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated, shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.
4. Loading/Unloading requirements
- Operators:*
- A. Will ensure load is within the trucks rated capacity.
 - B. Will place load squarely on forks until load touches carriage.
 - C. Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading).
 - D. Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.
 - E. Will tilt the mast back to lift load.
 - F. Will proceed straight into trailers or railcars to load/unload.
 - G. Will ensure if loading/unloading onto trucks that the truck's wheels are chocked, brakes are engaged, and loading platform is positioned properly.
 - H. Will ensure if loading/unloading onto or from racks or stacked materials the proper safe weight or height-to-load ratio is maintained.
5. Parking requirements:
- Operators:*

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- A. Must select flat parking surfaces, away from traffic where the vehicle does not block, doors, pedestrian routes, aisles, exits, etc.
 - B. Must not leave a truck unattended or be more than 25 feet from the vehicle without following procedures for unattended trucks.
6. Refueling requirements
- Operators:*
- A. Refuel only in assigned, ventilated areas containing no ignition sources.
 - B. Turn off engine.
 - C. Have fire suppression and cleanup equipment available.
 - D. Extinguish smoking materials.
 - E. Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/changing.
 - F. Remove battery cap slowly and leave open.
 - G. Pour acid into water, not water into acid.
 - H. Follow the vehicle manufacturer's instructions for gas or propane fueling.
 - I. Never use open flame to check fuel level.
 - J. Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle.
 - K. Take empty propane tanks to an authorized compressed gas container disposal/storage area and follow company policy for disposal/storage.
- Selection Program
 1. The atmosphere or location where the PIT will be used will have to be classified as to whether it is hazardous or nonhazardous prior to using the truck in that location. An example of a hazardous location may be a paint/flammable storage room. In this environment, only a PIT with maximum safeguards against fire should be used. When a new PIT will be purchased, 29 CFR 1910.148 and the proposed manufacturer will be consulted to determine the most suitable vehicle.
 2. No modifications or additions which affect capacity and safe operation shall be performed without the manufacturer's prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals shall be changed accordingly.

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3. If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.

4. All nameplates and markings will be maintained in a legible condition.



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Title: General Park Inspection and Trash Collection Program	Page: 1 of 2
Approved: 09/30/2004	Revised: 08/27/2010
	Reviewed: 07/24/2015

Realizing the importance and value of a comprehensive park inspection and debris pick up program, the Parks and Planning Department shall establish appropriate schedules and perform removal and repairs to protect the health and safety of park users and participants.

- Routine General Park Inspections
 1. Employing a non-computer based tracking method, the Parks Supervisor or Parks Superintendent shall establish and carry out an inspection and debris pick up program on an ongoing and predetermined schedule.
 2. It is the intent of this program to complete two park audits per year on or about March 15 and September 15 and to complete, at a minimum, one routine/general inspection per week weather conditions permitting.
 3. Staff carrying out inspections and performing repairs shall be properly trained by the supervisor in charge or by his designate. PDRMA training is preferred.
 4. When required, structures or infrastructure requiring repairs will first be rendered safe to the public and replacement parts or materials will be ordered, as needed, within three business days.
 5. The supervisor in charge, based out of Frontier Service Center, shall maintain records of all repairs and required replacements.
 6. It is this department's priority to have the parks, equipment and structures in question back in operating condition within a two week period, replacement parts, material availability or weather condition's permitting.

- Trash and Debris Pick Up
 1. It is the intent of this program to complete debris pick up on a daily basis during the peak summer months and as needed during off peak months.
 2. Trash and debris will be removed by the appropriate equipment to be determined by the Parks Supervisor and/or Parks Superintendent.
 3. During normal work week, the order of priorities is building and facility parking lots, rental areas followed by athletic fields and then general parks.
 4. During the weekend, the order of priorities is athletic fields, building and facility parking lots, rental areas and then general parks.
 5. Staff will keep track of buildings facilities,, athletic fields and general parks that were visited and trash and debris removed and number of receptacles emptied.

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6. It is the intent of this program to have trash receptacles collected a minimum of once per week in general parks, building and facilities parking lots, rental areas and athletic fields weather conditions permitting.
 7. When encountering hazardous or other than normal waste, an employee will contact his supervisor before taking the responsibility of disposal
 8. Garbage collected in parks will be processed for recycled materials.
- Utilizing information gathered during this program, both operating and life cycle costs and data shall be tracked and kept on file to assist in determining the useful life of structures, materials and related equipment. This information shall be utilized in the preparation of both the annual operating and capital budget.



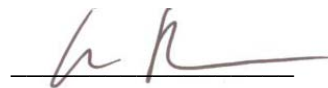
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Chapter: Parks and Planning	Number: 5.020
Title: Soccer Goal Staking Procedure	Page: 1 of 1
Approved: 02/14/1987	Revised: 09/30/2004
	Reviewed: 07/24/2015

Identifying unsecured soccer goals as a potential safety hazard if not properly staked down, the following staking procedure shall be in effect.

- Following initial seasonal setup and weekly thereafter as long as the soccer goals are available for public use, soccer goals shall be inspected on a weekly basis to confirm that goals are securely staked down and proper warning label affixed and visible.
- During weekly soccer field striping, all 'in use' soccer goals shall be inspected by Parks and Planning staff and documented in such a manner to confirm that a minimum of TWO stakes are securely holding the rear portion of the soccer goal to the ground.
- If at any time during the weekly inspection, or otherwise noted in the field, a soccer goal is determined to be unsecured or the goal unsafe for use, the inspector shall BOTH verbally and in written form bring this situation to the attention of his/her immediate supervisor for immediate action.
- Upon final goal removal each season, the date and time of the removal shall be documented by the crew leader or supervisor and recording the information in a file appropriate location for a minimum of 5 years.



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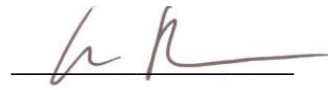
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Chapter: Parks and Planning	Number: 5.021
Title: Snow Removal Operation Plan	Page: 1 of 1
Approved: 09/30/2004	Reviewed: 07/24/15

Recognizing that winter weather in the Midwest can occasionally be hazardous, the Park District attempts to provide safe winter conditions at all parks and facilities. Utilizing the most up to date technical information available along with a well trained staff and appropriate snow and ice removal equipment, the Arlington Heights Park District strives to meet the high snow and ice management practices currently established within the Arlington Heights community.

Realizing the importance and value of a comprehensive snow and ice removal plan, the Parks and Planning Department Snow and ice Removal Procedure shall continue in the form of the Arlington Heights Park District Snow and Ice Removal Operation Plan.

This annually updated operation plan shall act as the Parks and Planning Department's Procedure for all snow and ice removal and related activities as well as annual ice rink classifications.



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Chapter: Parks and Planning	Number: 5.022
Title: Fleet Management Preventative Maintenance	Page: 1 of 1
Approved: 09/30/2004	Reviewed: 07/24/2015

It is the purpose of the Fleet Management Preventative Maintenance Program to provide a safe, well-maintained vehicle equipment fleet. The program will provide a cost-effective method of managing scores of vehicles and construction equipment.

It will be the goal of the program to maintain the fleet while meeting all federal, state, local and OSHA regulations.

- Employing the current CFA Fleet Management software, the fleet supervisor/manager shall establish and carry out a Preventative Maintenance program on an ongoing and predetermined schedule.
- Utilizing information gathered during the preventative maintenance schedule, both operating and life cycle costs and data shall be tracked and kept on file to assist in determining the useful life of vehicles and equipment. This information shall be utilized in the preparation of both the annual operating and capital budget.



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Chapter: Parks and Planning	Number: 5.023
Title: HVAC and Building Equipment Preventative Maintenance	Page: 1 of 1
Approved: 09/30/2004	Reviewed: 07/24/2015

Realizing the importance and value of a comprehensive HVAC and Building Maintenance program and Procedure, the Parks and Planning Department shall establish appropriate schedules and perform preventative maintenance on all Building HVAC and related equipment within the entire Park District.

- Employing the current method of establishing the program, the Trades supervisor shall establish and carry out a Preventative Maintenance program on an ongoing and predetermined schedule.
 1. It is the intent of this program to complete quarterly inspections for all District buildings. See the Building List – HVAC System Maintenance for a complete list of inspection locations.
 2. A Preventative Maintenance Checklist will be completed and submitted to the Trades supervisor.
 3. Staff completing inspections and performing repairs shall be properly trained.
 4. When required, structures or infrastructure requiring repairs will first be rendered safe to the public and replacement parts or materials will be ordered, as needed, within three business days.
 5. The supervisor in charge, based out of the Davis Street Service Center, shall maintain records of all repairs and required replacements.
- Utilizing information gathered during the preventative maintenance schedule, both operating and life cycle costs and data shall be tracked and kept on file to assist in determining the useful life of all HVAC and related building equipment. This information shall be utilized in the preparation of both the annual operating and capital budget.


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Arlington Heights Park District Standard Operating Procedure

Chapter: Parks and Planning	Number: 5.024
Title: Playground and Hard Surface Maintenance and Preventative Maintenance Program	Page: 1 of 2
Approved: 09/30/2004	Reviewed: 07/24/2015

Public safety is the most important factor is establishing and managing a playground preventative maintenance program. Realizing the importance and value of a comprehensive playground and hard surface inspection and preventative maintenance program, the Parks and Planning Department shall establish appropriate schedules and perform preventative maintenance and safety inspections on all Parks and Planning operated playgrounds and hard surfaces within the District.

- Routine Playground Maintenance
 1. When required, playgrounds or structures requiring repairs shall first be rendered safe to the public and replacement parts shall be ordered, as needed, within 3 business days.
 2. It is this department's priority to have the playground equipment, structures or site furnishings in question and/or site back in operating condition within a two week period, replacement part availability or weather conditions permitting.
- Routine Hard Surface Maintenance
 1. Hard surface areas shall be inspected regularly for safety during the playground inspection process. Broken glass or sharp objects shall be removed from hard surfaces immediately upon notification or inspection.
 2. Each spring hard surface areas shall be evaluated for severe cracking or damage the, swept and broomed for the upcoming season. As the budget for contracted services permit s, hard surface areas shall be patched and cracks filled on a priority basis in comparison with all hard surface areas within the District.
- Preventative Maintenance
 1. Employing a non-computer based tracking method, the Parks Supervisor or Park Superintendent shall establish and carry out a Preventative Maintenance and inspection program on an ongoing and predetermined schedule.
 2. It is the intent of this program to complete weekly inspections April 1 - October 31 and monthly inspections November 1 – March 31.

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Chapter: Parks and Planning	Number: 5.024
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3. Staff carrying out the ongoing inspections and completing repairs shall be properly trained by the supervisor in charge or by his designate as directed by the supervisor. PDRMA training is minimum requirement with NPSI (CPSI) training and certification preferred.
4. Annually, following spring inspections of pathways and similar other hard surface areas, staff will establish a list of hard surfaces areas requiring repair, replacement or renovation. This list will be utilized both during budget development for the following year to establish priorities for capital improvements or repairs.
5. Tennis courts and basketball courts are evaluated on a separate basis. Each fall courts are audited for to establish repair and capital project recommendations. A five year colorcoating, repair and replacement schedule is then updated and followed to maintain these courts to the highest quality possible as funding permits.
6. The supervisor in charge, based out of the Frontier Service Center, shall maintain records of all new installations, repairs and required replacements for the life of the playgrounds, site furnishings, equipment or structures.
7. Utilizing information gathered during the preventative maintenance program, both operating and life cycle costs and data shall be tracked and kept on file to assist in determining the useful life of all playgrounds, structures and related equipment. This information shall be utilized in the preparation of both the annual operating and capital budget.



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Arlington Heights Park District Standard Operating Procedure

Chapter: District Wide	Number: 5.025
Title: Athletic Field Maintenance and Preventative Maintenance Program	Page: 1 of 4
Approved: 02/14/1987	Revised: 09/30/2004, 08/27/2010 Reviewed: 07/24/2015

Routine Maintenance

The District maintains a large number of athletic fields at a variety of locations. They all require a large amount of maintenance. It is the intent of the District to offer the highest possible quality of maintenance to all athletic fields. All fields will be treated on an equal basis of time, assuming the quality of the fields are similar. A field which does not hold up to quality standards will be worked on before a field which does meet the standards. All athletic fields are on a three year maintenance cycle. Following is a schedule of general and specific maintenance that the fields require.

- Mowing
 1. The mowing of all athletic field turf will be mowed at 1 1/2" to 2" height.
 2. During the season, all fields will be mowed twice weekly.
 3. Every mowing will require mowing in an alternate direction than the previous mowing.

- Fertilization
 1. All fields will be fertilized 3-4 times annually, in each of the following months:
 - A. April
 - B. June
 - C. August
 - D. October
 2. If extensive field work has been done on a field, a supplemental application may be applied.

- Aerating
 1. It is the goal to have all fields aerated 3 times annually: early spring, late spring and

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- early fall.
2. Aeration should not be performed during mid-summer or late fall. This could be very harmful to the turf.
- Irrigation
 1. During dry spells, fields determined to be stressed will be irrigated based on schedule priority.
 2. Olympic Park will be watered on an as needed basis with the underground irrigation system.
 - Seeding/Sodding/Topdressing
 1. This work must be performed during the off season.
 2. Following aeration, the areas which are bare will be overseeded.
 3. Other bad areas can be sodded summer or late fall.
 - Weekly Ball Field Maintenance
 1. All fields will be dragged as usage schedule determines.
 2. All fields will be dragged following a rain, as soon as weather and field dryness permits.
 3. All Park District programmed fields take priority over remainder of field preparation.
 - Regular Yearly Ball Diamond Maintenance

Work on athletic fields will be performed primarily during the fall months. If weather conditions allow, spring maintenance can be performed. If work is done during the playing season, the field must be left playable at the end of the work day.

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1. A field's base path will be measured based on age and user group.
2. All edges will be cut into turf. Base paths, home plate area, pitcher's mound, infield arch.
3. The ball diamond "lip" will be removed on an "as needed" basis.
4. Any turf which is bad will be replaced.
5. Any needed ball diamond fill will be added where there are low spots. After rough grade is performed, a final grade will be completed.
6. All weeds along fence lines will be removed during this grading process
7. Pitchers mounds and home base areas are to be made of a blue clay substance for hardness.

- **Preventative Maintenance**

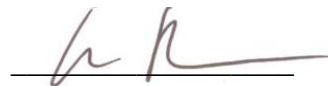
Realizing the importance and value of a comprehensive athletic field inspection and preventative maintenance program, the Parks and Planning Department shall establish appropriate schedules and perform preventative maintenance and safety inspections on all Parks and Planning operated athletic fields within the District.

1. Employing a non-computer based tracking method, the Parks Supervisor or Park Superintendent shall establish and carry out a Preventative Maintenance and inspection program on an ongoing and predetermined schedule.
2. It is the intent of this program to complete 3 athletic field inspections per year on or about March 10, July 10 and October 10.
3. The supervisor in charge, based out of the Frontier Service Center, shall maintain records of all new installations, repairs and required replacements for the life of the athletic field, equipment or structures.
4. Staff carrying out the ongoing inspections and completing repairs shall be properly trained by the supervisor in charge or by his designate as directed by the supervisor. PDRMA training is preferred.

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5. When required, athletic fields or structures requiring repairs shall first be rendered safe to the public and replacement parts shall be ordered, as needed, within 3 business days.
6. It is this department's priority to have the athletic field or equipment or structure in question back in operating condition within a two week period, replacement part availability or weather conditions permitting.
7. Utilizing information gathered during the preventative maintenance program, both operating and life cycle costs and data shall be tracked and kept on file to assist in determining the useful life of all athletic fields, structures and related equipment. This information shall be utilized in the preparation of both the annual operating and capital budget.



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Arlington Heights Park District Standard Operating Procedure

Chapter: Parks and Planning	Number: 5.026
Title: Swimming Pool and Associated Equipment Preventative Maintenance Program	Page: 1 of 2
Approved: 02/14/1987	Revised: 09/30/2004, 07/24/2015

Realizing the importance and value of a comprehensive Swimming Pool Preventive Maintenance Program and Procedure, the Parks and Planning Department shall establish appropriate schedules and perform preventative maintenance on all swimming pools, whirlpools, outdoor public fountains and related equipment within the District.

Employing the current method of manually tracking and scheduling the program, the Supervisor II, if assigned, or Superintendent of Parks in charge of Trades shall establish and carry out a Preventative Maintenance program utilizing a continuous predetermined schedule.

- Pre-Season Pool Outdoor Pool and Fountain Maintenance
 1. During non-use times, staff will regularly inspect all outdoor pools for safety and repair.
 2. Using the Spring Task List as a guideline, outdoor pools and fountains will be undergo a systematic pre-season preparation routine.
 3. Chemicals will be ordered and properly stored

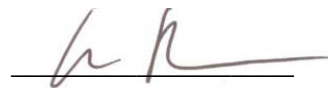
- Operating Season Indoor Pool, Outdoor Pool, and Fountain Maintenance
 1. During both the indoor and outdoor swimming pool operating seasons, permanent records shall be kept, filed and maintained which track daily usage of water, sanitizers, pH regulating chemicals, DE, associated pool chemicals & supplies as determined by the Superintendent of Parks for a minimum of 5 years.
 2. Pumps, motors, controllers and related aquatics equipment in current operation shall be monitored and continuously evaluated to determine baseline readings and ongoing performance and condition of equipment.
 3. It is the intent of the Parks and Planning Department to have backup/replacement pumps, motors, fuses and specifically 'oddball or obsolete' replacement parts in stock for each pool and system. Additionally it is the department's intent to maintain the 'in-stock' backup equipment in a condition ready for immediate installation as

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needed. If a system fails, it is this department's goal to have an in-stock replacement pump, motor, fuse, controller or associated equipment reinstalled and the facility in operation within 6 hours of notification.

4. The tradesman/pool technician responsible for pools shall have adequate experience and training in swimming pool management and possess a current CPO certificate (and/or obtain a CPO certificate within one year of hire.)
- Post Season Outdoor Pool and Fountain Maintenance
 1. Using the Pool Closing and Winterization (Outdoor) checklist as a guideline, outdoor pools and fountains will be undergo a systematic post-season routine.
 2. Replacement parts will be ordered where necessary.
 3. Long-term maintenance will be conducted where necessary.
 - Utilizing information and data gathered during the preventative maintenance schedule, both operating and life cycle costs and data shall be tracked and kept on file to assist in determining the useful life of all swimming pools and related pool equipment. This information shall be utilized in the preparation of both the annual operating and capital budget.



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Arlington Heights Park District Standard Operating Procedure

Chapter: Parks and Planning	Number: 5.027
Title: Building Plan Storage and Filing	Page: 1 of 1
Approved: 09/30/2004	Revised: 03/10/2015, 07/24/2015

Realizing the importance and value of a comprehensive building plan filing and storage system, the Parks and Planning Department shall establish a procedure to store and maintain building plans for all District owned and/or operated buildings.

- Employing a non-computer based tracking and management system, the Park Superintendent in charge of Trades and Facilities shall establish and carry out a plan to thoroughly store and maintain all park district owned or operated building plans.
- Plans shall be maintained at a location that is not within nor adjacent to the Park District Administration Center and specifically shall be maintained and stored at the Davis Service Center, 1436 Davis St. in a year-round, climate controlled environment.
- New project plans and drawings shall be forwarded to the Superintendent of Parks - Trades upon project closeout, final payment and receipt of 'As Built' drawings. District staff serving as Project Managers have the sole responsibility of forwarding the building plans to the Davis Service Center to the attention of the Superintendent of Parks and to document the receipt or acceptance of the plans.
- On or about February 1 of each year the Superintendent of Parks – Trades and the Planner II shall review and document all building plans filed in storage. Plans missing or partially missing, as determined by this review, shall be identified and reported via Memorandum to the Director of Parks and Planning within 48 hours.
- Upon knowledge of missing or misplaced plans, the Superintendent shall immediately locate or duplicate replacement plans for the file.
- It is preferred that a minimum of two sets of full and comprehensive building plans for each project or facility be held on file.

Original sets of building plans shall never be loaned or handed over to consultants, contactors or architects.



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Chapter: Parks and Planning	Number: 5.028
Title: Winter Sports Procedure: Sled Hills and Ice Rinks	Page: 1 of 4
Approved: 02/14/1987	
Revised: 09/30/2004, 0/20/2009, 07/31/2010, 1/01/2013, 10/24/2014, 08/03/2015, 10/30/2015	

During the winter season, the Parks and Planning and Golf Maintenance Departments maintain the District's artificial ice rinks and sled hills including pre-season preparation, seasonal inspection and maintenance and post-season clean-up.

- Sled Hills

The District provides the opportunity for residents to enjoy the outdoor winter pursuit of sledding on hills deemed appropriate and safe for recreational use.

1. Locations: Sunset Meadows, Green Slopes, Heritage and Nickol Knoll. The Parks and Planning department is responsible for Sunset Meadows, Green Slopes and Heritage sled hills. The Golf Maintenance Department is responsible for Nickol Knoll sled hill.
2. Season: November 1 through April 1 when there is enough snowfall.
3. Signage
 - A. Sled hill signage is to be installed beginning Nov. 1st.
 - B. Sled hill signs are stored at Frontier Service Center in the off-season.
4. Sled Hill Inspections
 - A. By December 1st, a pre-season inspection will be conducted at each sled hill documenting pre-season preparations.
 - B. Regular inspections will begin with first significant snowfall and continue daily throughout the season, including weekends, at each location.
 - C. If there is no snow, an inspection form will be completed indicating the absence of snow bi-weekly on Monday and Thursday.
 - D. Sled hill inspections for Sunset Meadows, Green Slopes and Heritage will be conducted by Davis 2 Service Center staff.
 - E. Nickol Knoll sled hill inspection is done by the Golf Maintenance Department.
 - F. Original inspections forms will be kept at Davis 2 Service Center or Nickol Knoll Service Center during the season and forwarded to the Training and Safety Supervisor at the end of the season.
5. Status
 1. During the daily inspections, Parks and Planning Department staff will document

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whether each sled hill is satisfactory for sledding or closed.

2. Sled hill status (Open or Closed) will be posted on the District's web site www.ahpd.org for the public.
3. The conditions for closing an sled hill include but are not limited to the following:
 - A. Pre-season preparations still underway
 - B. Snow conditions are too thin for sledding
 - C. Snow surface is too uneven or bumpy.
 - D. Extremely cold weather.

- Ice Rinks

The District currently makes ice at a number of locations. The rink locations include:

Camelot Park	One Rink
Sunset Meadows	Two Rinks (one hockey)
Recreation Park	One Rink
Hickory Meadows Park	Two Rinks (one hockey)
Heritage Park	Two Rinks (one hockey)
Pioneer Park	Two Rinks (one hockey)

- Ice Surfaces

1. The District makes ice between December 15, and February 15, weather permitting. Making ice requires a sustained period of time when *both* daytime and nighttime temperatures are below 22 degrees with several inches of frost in the ground. The Chicago metro area has a history of alternating freezing and thawing cycles often making it difficult to establish and maintain ice. In warmer years, the ice crews may start over several times to establish a suitable base for the ice before actually making a skatable surface. Ice making practices will cease when the wind chill is minus 20°.
2. Rink conditions are generally updated each Monday, Wednesday and Friday on the AHPD web site during skating season.

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- 3. Season: December 15 through February 15, temperature permitting.
- 4. Signage
 - A. Ice rink signage is to be installed starting November 1 and complete prior to December 15.
 - B. Ice rink signs are stored at Frontier Service Center in the off-season.
- Routine Ice- Making

Ice-making is a continuous process. In order to establish a durable and safe surface for recreational skating, multiple thin layers of water are applied to the ice surface over an extended period of time, preferably in the evening hours. The process is as follows:

 - 1. All staffs are required to wear ice cleats whenever they step on the surface of a District ice rink for any reason.
 - 2. Broom the ice surface, using the broom attachment on the front of a tractor, to remove debris.
 - 3. Glaze by spraying a thin layer of water over the entire ice surface.
 - 4. Repeat the glazing process until all surface imperfections are covered and the desired ice thickness are reached.
 - 5. Boarded hockey rinks shall have surface debris, including snow, removed by sweeping, shoveling or snow blowing or a combination of these.
- Ice Rink Inspections
 - 1. Regular inspections begin December 15th or when temperatures permit, and continue daily Monday through Friday throughout the season at each location.
 - 2. The Parks and Planning Department night supervisor or his designated staff conducts ice rink inspections.
 - 3. Ice rink inspection forms are maintained electronically by the Parks and Planning Department night supervisor and a copy will be forwarded to the Training and Safety Supervisor at the end of each week.
- Status
 - 4. During the daily inspections, Parks and Planning Department staff will document whether each ice rink is satisfactory for skating or closed.

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Approved: 02/14/1987

Revised: 09/30/2004, 0/20/2009, 07/31/2010, 1/01/2013, 10/24/2014, 08/03/2015

5. Rink status (Open or Closed) will be posted on the District's web site www.ahpd.org for the public.
6. The conditions for closing an ice rink include but are not limited to the following:
 - E. Pre-season preparations still underway
 - F. Ice is too thin for skating
 - G. There is standing water on the ice.
 - H. Ice surface is too uneven or bumpy.
 - I. Extremely cold weather.
- End of Season
As weather conditions govern, ice making and rink maintenance operations cease on February 15th each year. Rinks will be inspected daily for condition status until they are determined to be Closed for the season as conditions dictate. Hockey boards will remain in place until ground conditions permit removal. This may take weeks if ground conditions remain frozen or wet ground conditions make board removal impractical.



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Chapter:

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Chapter: Parks and Planning

Number:

Title: MainTrac- Computerized Management Maintenance

Page: 1 of 2

Approved: 08/27/2010

Reviewed: 08/03/2015

Ongoing maintenance in a large park district can pose logistics problems. The Parks and Planning Department has simplified the process of processing work requests by implementing the MainTrac system. This computerized system allows all District supervisors and designated other staff to enter maintenance work requests into a centralized system. Requests are:

- **Routine Requests**
 1. Requests for routine maintenance can come from facility supervisors, program supervisors, superintendents of parks or from the general public through the telephone hotline. Routine requests can be for such things as annual deep cleaning of buildings, installation of new equipment, delivery and set-up of tents, etc.
 2. Routine work requests are given a 2 (Standard) as a priority when entered into the MainTrac system.

- **Priority Requests**
 1. Priority requests are received from staff or the public and require a quick response. Examples of priority requests are items of a time sensitive nature (must be completed before the start of the Fall program session), items from the public that present a potentially hazardous situation (tree limb down), etc.
 2. Priority work requests are given a 1 (Highest Priority) as a priority when entered into the MainTrac system.

- **Emergency Requests**
 1. Emergency requests are received from staff or the public and effect the immediate health and/or safety of District staff or patrons or the potential for additional loss/damage if not handled quickly
 2. Emergency work requests are given an A1 (Immediate Safety Concern) as a priority when entered into the MainTrac system.

- **Work Request Processing**
 1. All work requests are reviewed on a daily basis by the Superintendent of Parks. They are evaluated based on the nature of the request, the priority assigned, the current workload of staff and general operational procedures.
 2. Work requests are then assigned to staff for completion.

- **Evaluation of Work Requests**

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Number:

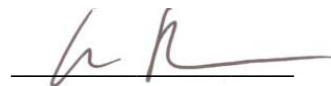
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Reviewed: 08/03/2015

1. The status of work requests can be reviewed by staff throughout the process – reviewed, approved, rejected, or completed. This allows staff to know the status of a work request at all phases of the process.
2. The Superintendent of Parks reviews all work requests on a daily and monthly basis and adjusts priorities and scheduling if needed.
3. The Director of Parks and Planning reviews work requests on a weekly basis and discusses them with the Superintendent of Parks.



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