



## **Policy 3-27 Safety**

### **General Employee Safety**

Sycamore Park District is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Sycamore Park District will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of their regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Sycamore Park District strongly encourages you to communicate with your supervisor regarding safety issues.

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The Illinois state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

3-27(a)



### **Entering and Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any. Our insurance company prohibits unescorted or unauthorized visitors in certain areas of our facilities. You are expected to always abide by these rules. Failure to do so may lead to disciplinary action.

### **Security Checks**

Sycamore Park District may exercise its right to inspect all packages and parcels entering and leaving our premises.

### **Parking of Vehicles**

Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for patrons and visitors only. Remember to lock your car every day and park within the specified areas. In some cases, where buildings are not intended for public use, or when an employee is arriving at work at extremely early or late hours, and security/safety for the employee is involved, then parking adjacent to a building may be permitted.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor and the Sycamore Police Department.

Sycamore Park District cannot be and is not responsible for any loss, theft, or damage to your vehicle or any of its contents.

### **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are always kept clear. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

If you are aware of a fire, you should:

- Dial 911
- If possible, immediately contact your supervisor. Evacuate all employees from the area.

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- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.



- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

### **Property and Equipment Care**

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during your employment, as well as the conservative use of supplies, will benefit you and Sycamore Park District. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

### **Restricted Areas**

In the interest of safety and security, certain portions of Sycamore Park District's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. All interior building areas are designated no smoking areas as well.

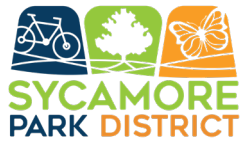
### **Security**

Maintaining the security of Sycamore Park District buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.

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- When you leave Sycamore Park District's premises make sure that all entrances are properly locked and secured, should you be the last person to leave.



Approved On:

Revised On:

November 2021

3-27(d)