



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: June 29, 2017

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of an Ordinance amending the Personnel Policies and Procedures by adding Policy 11.11 – Ergonomics.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability.

FINANCIAL DATA: There is no immediate financial impact.

BACKGROUND: As part of the District’s 2014 Loss Control Review with PDRMA, it was recommended that the District implement a formal Ergonomics Program. An outside consultant was retained to assist with policy development on office and field ergonomics. It is recommended that Personnel Policies and Procedures 11.11 – Ergonomics be added to the District Personnel Policies and Procedures Manual.

REVIEW BY OTHERS: Executive Director, Human Resources/Risk Manager, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR JULY MEETING
JULY 12, 2017**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith “An Ordinance Amending the Personnel Policies and Procedures by Adding Policy 11.11 – Ergonomics” and requests its adoption.

FINANCE COMMITTEE:

Date: _____ **Roll Call Vote: Ayes: _____ Nays: _____**

Voice Vote Majority Ayes: _____ Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING THE PERSONNEL POLICES AND PROCEDURES BY
ADDING POLICY 11.11 – ERGONOMICS**

WHEREAS, on August 15, 1980 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, it is in the best interests of the District to amend the Policies by adding a new Policy 11.11 titled “Ergonomics,” relating to identification and reduction of ergonomic risk factors and training on proper office and field-based ergonomics (the “New Policy”); and

WHEREAS, the New Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2: Approval of New Policy. The New Policy is hereby approved. The Executive Director of the District is hereby authorized and directed to add the New Policy to the Policies.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2017.

AYES:

NAYS:

APPROVED this ____ day of _____, 2017.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



11.11 Ergonomics

Effective Date: July 12, 2017

Policy

The District strives for a proactive ergonomics approach that focuses on making changes when risks have been identified, as well as incorporating ergonomics into the design phase of a new facility or process, into purchasing new equipment or tools and into the contemplation of scheduling of work tasks.

Integrating ergonomics within our safety program is an important part of an overall risk management approach to reduce musculoskeletal disorder (MSD) injuries. Ergonomics can help lessen muscle fatigue, increase productivity and reduce the number (frequency) and severity of MSD related injuries.

Procedure

The District will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control:

1. Engineering controls which are achieved by focusing on the physical modifications of jobs, workstations, tools, equipment or processes.
2. Administrative controls such as job rotation, job enlargement, rest/recovery breaks, work pace adjustment, redesign of methods and worker education.
3. If engineering or administrative controls are not available to control ergonomic risk factors, seek forms of Personal Protective Equipment (PPE), which can make employees more comfortable.

Ergonomic Evaluations

The District will use both passive and active observation techniques to identify jobs with ergonomic risk factors. Passive observation involves conducting a records review, which looks at existing worker incident and injury information Active observation uses observations, interviews, surveys, questionnaires, checklists and formal worksite evaluation tools to identify specific high-risk activities.

Responsibilities of Risk Management

Risk Management is responsible for evaluations, controls and training. Risk Management will:

- Perform or manage outside contractors to perform worksite observations/evaluations.
- Ensure that ergonomic solutions are implemented in a timely manner.



- Establish a system for employees to report MSD signs or symptoms and suspected work related risk factors.
- Follow up with any ergonomics strategies and/or solutions.
- Maintain evaluation and observation records.
- Schedule training.
- Monitor the program on a regular basis and provide an annual review.

Responsibilities of Directors and Managers

Directors and Managers are responsible for:

- Remaining accountable for the safety of employees through the active support of the ergonomics program.
- Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomic risk factors, MSD signs and symptoms, early reporting requirements and procedures and medical management/return to work processes.
- Participating in ergonomic worksite evaluations.
- Ensuring that employees have received the appropriate training.
- Making ergonomics work practices and principles part of the decision making process before, during and after worksite activities.
- Ensuring that ergonomic solutions are implemented and used appropriately.
- Providing employees with and ensuring the use of the appropriate tools, equipment, parts and materials in accordance with ergonomic requirements.
- Providing routine reinforcement to employees on MSD signs and symptoms and early reporting system, and responding promptly to employee reports of possible MSDs.
- Seeking guidance from Risk Management or Human Resources Divisions to aid in return to work, modified duty job placement.

Responsibilities of Employees

Every employee of the District is responsible for conducting himself in accordance with this policy. Employee involvement in identifying worksite ergonomic risk factors is an essential element in the success of this program. All employees will:

- Use the appropriate tools, equipment, parts, materials and procedures in the manner established by managers and supervisors.
- Ensure that equipment is properly maintained in good condition and when not, report it immediately.
- Provide feedback to managers and supervisors regarding the effectiveness of design changes, new tools or equipment, and other interventions.
- Attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes and work activities.



- Report MSD signs or symptoms and work-related MSD hazards to their manager, supervisor or Risk Management as early as possible to facilitate medical treatment and initiate proactive interventions.