



**DATE:** January 12, 2023

**MEMO TO:** Gina Roberts, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** (1) Recommend approval of an Ordinance (a) amending Personnel Policy 11.3 – Safety Committee and (b) deleting Personnel Policy 11.4 – Physical Fitness Test; and (2) approve amendments to the Procedures Sections for Personnel Policies 11.1 – Safety Standards, 11.3 – Safety Committee, 11.5 – Modified Duty Policy, 11.8 – Hazard Communications Procedures, and 11.12 – Drone Use.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There is no immediate direct financial impact.

**BACKGROUND:** From time to time, the District amends its Personnel Policies & Procedures. While the Board of Commissioners has authority to amend the Policies, the Finance Committee has authority to amend individual Procedures within the Policies. Staff recommends the attached changes to Section 11 of the Personnel Policies & Procedures, which all relate to the District’s “Safety Policies and Program” and which include the following proposed changes:

- 11.1 – Safety Standards: Within the Procedures Sections (1) adds the list of safety training that staff is required to complete annually, (2) changes the required personal protective equipment for certain job tasks, and (3) adds the inspection of equipment to the list of employee safety responsibilities.
- 11.3 – Safety Committee: Amends the Policy and Procedures to align the Committee’s duties with the current focus and tasks of the Committee.
- 11.4 – Physical Fitness Test: Deletes the Policy. Based on a recent survey of local police departments, the District’s testing requirement is outdated.
- 11.5 – Modified Duty: Adds language to the Procedures regarding an employee’s return to FMLA or unpaid medical leave if they complete a modified duty assignment but are not yet on unrestricted duty status.
- 11.8 – Hazard Communications Procedures: Amends the Procedures to change the individual responsible for annual training, from the Department Director to the Safety & Training Specialist.
- 11.12 – Drone Use: Amends the Procedures to incorporate the guidelines for law enforcement use of a drone, as set forth in the District’s recently approved amended Public Safety Manual.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Director of Public Safety, Manager of Human Resources & Risk, Corporate Counsel.

**MOTION:** Motion to (1) recommend approval of an Ordinance amending Personnel Policy 11.3 and deleting Personnel Policy 11.4; and (2) approve amendments to the Procedures Sections for Personnel Policies 11.1, 11.3, 11.5, 11.8, and 11.12, in the form attached to staff’s January 12, 2023 memorandum.



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

**AN ORDINANCE AMENDING PERSONNEL POLICIES IN SECTION 11 OF  
THE DISTRICT'S PERSONNEL POLICIES & PROCEDURES**

**WHEREAS**, on March 19, 1976 the Lake County Forest Preserve District (the "District") passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the "Policies"); and

**WHEREAS**, it is in the best interest of the District to (i) amend Personnel Policy 11.3 - Safety Committee and (ii) delete Personnel Policy 11.4 – Physical Fitness Test; and

**WHEREAS**, such amendment and deletion to such Policies shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the "Amended Policies");

**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 Amended Policies.** The Amended Policies are hereby approved and the Policies are hereby amended to include the Amended 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 \_\_\_\_\_, 2023

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Board Secretary

Exhibit No. \_\_\_\_



## 11.1 Safety Standards

*Effective Date: August 15, 1980*

*Revision Date: June 21, 2002, November 12, 2013, July 11, 2018, January 12, 2023*

### Procedure

1. Line of Accountability.
  - a. Risk Management. Risk Management has the overall responsibility for formulating, directing and coordinating safety activities throughout the District.
  - b. Department Director - Managers.
    1. Responsible for a safe and healthy work environment for employees.
    2. Ensure that all safety policies are fully implemented.
    3. Take the initiative in recommending correction of deficiencies noted in facilities and work procedures that affect District loss control efforts.
    4. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well.
    5. Ensure that each employee is fully trained for the job assigned and that the employee is familiar with department work rules.
    6. Fully cooperate with Risk Management in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
  - c. Employee.

Each District employee shall be fully responsible for implementing the provisions of the safety program as it pertains to his job. The responsibilities listed are MINIMUM, and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to eliminate hazards.

    1. Immediately report all accidents and unsafe conditions to the supervisor.
    2. Keep work areas clean and orderly at all times.
    3. Avoid engaging in any horseplay and avoid distracting others.
    4. Learn to lift and handle materials properly.
    5. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, STOP and GET INSTRUCTIONS from the supervisor before continuing work.
    6. Only operate equipment that has been authorized by the supervisor and for which you have been properly trained.
    7. Use only the prescribed equipment for the job and handle it properly.



8. Wear required protective equipment when working in hazardous areas. Dress safely and sensibly.

9. Inspect all tools and equipment prior to starting a job task.

2. Unsafe Condition and Injury Reporting

- a. When an employee perceives a condition(s) or behavior(s) that poses an imminent danger to person(s), equipment or environment, or does not possess the proper training for a task, he must immediately stop work. The employee will contact his Superintendent/Division Manager and his immediate supervisor.
- b. Reporting of job-related injuries by employees and supervisors is addressed in Section 7 of these Policies and Procedures.

3. Hazard Control. The effectiveness of hazard control is directly related to the quality of supervision, a thorough understanding of potential risk exposures, and daily operations that reinforce safe work practices.

a. Job Safety Analysis for Hazardous Work.

To eliminate accidents in high hazard areas, it is mandatory that each supervisor thoroughly instruct employees on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.

Relying on memory alone during the instruction of an employee is assurance that some important items will be overlooked. Therefore, it is essential that the supervisor use work rules which define each hazardous task and the correct procedures for its safe accomplishment. This enables the supervisor to attain a consistent quality of instruction that instills employee confidence in his own capabilities and those of management. A copy of the work rules will be provided to all employees.

b. Procedures for job safety analysis are as follows:

1. The job is broken down into basic steps. These steps describe what is to be done in sequence. Details which have no bearing on the objective are omitted.
2. After the steps are listed, each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible, whether produced by the environment or connected mechanics of the job procedure, so that each step of the entire job can be done safely and efficiently.
3. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four (4) ways in which this can be handled.
  - eliminate the process or operation or provide a substitute action which can be done without the hazard;



- isolate the process or operation so as to eliminate or minimize the hazard;
- provide guards or automatic devices to eliminate or minimize the hazard;
- provide personal protective equipment and enforce its use to eliminate the possibility of injury.

c. Job Safety Training.

No supervisor shall assume that a newly-hired, newly-assigned, ~~or reassigned~~~~employee,~~  
or temporary employee (even if a rehire) thoroughly knows all the safe job procedures. They must be trained. The four-point method of job instruction has been found best for all hazardous operations: Preparation, Presentation, Performance and Follow-up.

1. Preparation.
  - Put employee at ease.
  - Define the job and find out what the employee already knows about it.
  - Instill interest in learning the job.
2. Presentation.
  - Tell, show and illustrate one important step at a time.
  - Stress each key point.
  - Instruct clearly, completely and patiently, but cover no more than can be mastered at one time.
3. Performance.
  - Have the employee do the job with coaching during performance.
  - Have the employee explain each key point to you as the job performance is repeated.
  - Make sure the employee understands.
  - Continue until you know the employee understands.
4. Follow-up.
  - Allow employee to work independently.
  - Designate to whom the employee goes for help.
  - Check frequently; encourage questions.
  - Taper off extra coaching and close follow-up.

It is the responsibility of the District, specifically the Safety and Training Specialist, to conduct annual Safety Training. Annual training will be provided on, but not limited to:

- Hazard Communications
- Bloodborne Pathogens
- Defensive Driving
- Personal Protective Equipment (PPE)
- Fire Extinguisher



- [Statement of Admissions](#)
- [Emergency Response Procedures](#)
- [Best Practice Lifting](#)
- [Respirator Use and Care](#)
- [Hearing Conservation](#)

d. [Personal Protective Equipment \(PPE\)](#).

The designation and use of PPE for all jobs which have an inherent injury potential shall be specified by the supervisors involved. Detailed specifications for the design, purchase and use of all PPE shall be coordinated between the Director, Risk Management, and Supervisors. Specialized PPE as identified within this procedure shall be considered mandatory and employees shall be fully accountable for its use and condition. Directors will be accountable for employees allowed to work without compliance. [Specialized PPE and Equipment](#) needed for employees in each department will be provided by the District.

Equipment listed shall be worn when hazards as described exist:

- a. Chain saw work:
  - i. Hearing protection
  - ii. Eye protection
  - iii. Hand protection
  - iv. Chaps
  - v. Head protection
- b. Chippers/grinders:
  - i. Hearing protection
  - ii. Eye protection
  - iii. Hand protection
  - iv. Head protection
- c. ~~Push~~ Mower/blower:
  - i. Hearing protection
  - ii. Eye protection
  - iii. Safety vest (if working near a road)
- d. Bucket/Z lift/ lift truck
  - i. Safety harness
  - ii. Head protection with chin strap
- e. Weed Whip:
  - i. Hearing protection
  - ii. Eye protection
  - iii. Safety vest [or High Visibility 2 shirt](#) (if working near a road)
- f. Power tools:
  - i. Eye protection
  - ii. Possible mask
  - ~~iii.~~ [Possible hearing protection](#)



~~iii~~.iv. Hand Protection

g. Woodworking, buffing, general dusty conditions:

i. Eye protection

ii. Possible mask

~~iii~~. Possible ear protection

~~iii~~.iv. Hand Protection

h. Welding:

i. Welding apron

ii. Eye protection with face shield

iii. Hand protection

i. Electrical Work:

~~i~~. Safety glasses

~~ii~~. Arc Flash or Fire Rated Clothing and Gloves

~~iii~~. Composite Toe Safety Boot

j. Chemical Work:

Follow PPE recommendations on Safety Data Sheet.

k. Work done on or near any road or highway including the right-of-way:

Safety vest or High Visibility 2 shirt

l. Prescribed Burns:

i. Leather boots

ii. Leather gloves

iii. Eye protection

iv. Hearing protection

v. Nomex fire suit

vi. Burn helmet

vii. Communications radio

viii. Map of burn unit

m. Working on or over rivers, lakes, or reservoirs:

Life jackets

District employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with the safety regulations established by those employers, if they exceed District requirements.

First-Aid kits shall be placed and maintained in readily accessible locations on every job site and be of appropriate size for the crew at the site

e. Proper Dress for Work.

Each employee shall wear clothing suitable to the job he is performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc. Individuals with long hair shall wear a cap or net while working around machines.

f. Enforcement.





When an employee refuses to comply with safety standards set forth by the District he shall be subject to the disciplinary procedures outlined in Section 8.1 of these Policies and Procedures. Repeated violation of the standard could result in the recommendation of termination of employment.



## 11.3 Safety Committee

*Effective Date: August 15, 1990*

*Revision Date: June 21, 2002, November 7, 2013, July 11, 2018, January 17, 2023*

### Policy

The Safety Committee is an extension of leadership in regards to safety policies. Members of the committee encourage staff to be safe and discuss with ~~the~~ an appropriate supervisor if policies aren't being followed. The purpose the safety committee is to reduce the risk of workplace injuries and illnesses.

### Procedure

1. The Safety Committee shall consist of members of the District's Risk Management team and at least one ~~staff member representative~~ from each of the District's Departments. The Committee shall meet at minimum, quarterly, but generally once a month. Meeting minutes will be reported to the Leadership Team within a week of the meeting.
2. Department Directors shall appoint their Department's members representative(s).
3. -The Safety Committee duties are to: ~~1) review workers compensation accident trends; 2) generally promote safety throughout the District; 3) promote and maintain the interest and commitment of employees and convince them that their cooperation is needed to prevent accidents; and 4) promote the role of safety activities as an integral part of the District's operations; 3); review incidents, near misses, and incident investigation reports to prevent reoccurrences of similar incidents-; 4) develop safe work practices; 5) promote staff interests in safety and health issues; 6) provide a forum in which staff and management can discuss health and safety issues and collaborate on solutions.~~

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## **11.4—Physical Fitness Test**

*Effective Date:* ~~April 15, 1983~~

*Revision Date:* ~~August 13, 1983, November 10, 2000, March 9, 2001, June 21, 2002, April 9, 2013,  
June 28, 2018~~

### **Policy**

~~As charged by the Illinois Revised Statutes and the ordinances of the Lake County Forest Preserves District, it is essential to the safety and protection of the public that sworn law enforcement officers of the Public Safety Division maintain a level of physical condition to serve the District and the public in any situation as charged by the Illinois Revised Statutes.~~

~~It is the policy of the District to conduct physical fitness tests to aid in the assessment of physical condition. The effectiveness and efficiency of sworn law enforcement carrying out their duties depend on upon his physical strength, coordination, agility, and endurance.~~

~~Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that they are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. The unfit officer is less able to respond fully to strenuous physical activity. Physical fitness can minimize the health risks for law enforcement officers.~~

### **Procedure**

- ~~1. Physical fitness tests shall be conducted by the Public Safety Division with the assistance of Human Resources.~~
- ~~2. Sworn law enforcement officers are required to take a physical fitness test every two years to continue employment. Prior to taking the test the employee shall be examined by a physician who will determine the employee's medical fitness and the employee's medical ability to take the physical fitness test. The District shall pay the cost of the required medical exam.~~
- ~~3. Employees unable to participate in the physical fitness test due to medical reasons shall notify the Human Resource Division in writing as soon as possible and shall undertake measures to solve their medical issues. An employee unable to take the test for medical reasons shall be removed from active duty until the medical issue is resolved and the employee is able to return to work without limitations. A physical fitness test will be given as soon as the employee is medically able to take the test.~~
- ~~4. Employees unable to participate in the physical fitness test due to illness or non-medical reasons will be given a test after they are cleared to participate in the test.~~



- ~~5. Physical fitness testing will consist of four test components: a cardio-respiratory component, two dynamic strength components, and a flexibility component. Participants will be provided with an overall fitness rating stated as a percentile based on the approved criteria of the test. The criteria are based on norms established for each component by gender and age.~~
- ~~6. The physical fitness officer will submit a proposed test that includes these four components for review and approval by the Chief of the Ranger Police and Human Resources prior to the start of the two year testing cycle. The proposed test will define the components and include a scoring mechanism based on industry standards. The physical fitness test will be included as a position factor in the sworn law enforcement officer's performance appraisal every other year.~~
- ~~7. Any sworn officer that receives a rating of "does not meet expectations" will work with a certified physical fitness officer to design a plan to improve the officer's physical condition. The officer will be retested after 90 days to gauge improvement. Failure to participate in the improvement plan or failure to improve to "meets expectations" after three retests will be considered basis for discipline, subject to any additional terms or conditions as may be provided in any applicable collective bargaining agreement.~~



## 11.5 Modified Duty Policy

*Effective Date: April 19, 1990*

*Revision Date: June 21, 2002, April 9, 2013, November 11, 2014, June 28, 2018, January 12, 2023*

### Procedure

1. The employee will provide Human Resources with a letter from his doctor setting forth the specific limitations that prevent the employee from performing the essential functions of his job and an approximate duration of disability.
2. Human Resources may require the employee to be seen by another physician at the District's expense in order to determine specific limitations.
3. Modified duty tasks, the wage for these tasks, and the duration of these tasks which meet the physician's restrictions must be presented to the Director of Administration for approval.
4. Should any modified duty assignment involving a work-related injury or disease be completed prior to the employee returning to unrestricted duty status, the employee will return to total temporary disability. Should any modified duty assignment involving a non-work related injury or disease be completed prior to the employee returning to unrestricted duty status, the employee may return to FMLA or unpaid medical leave status is as appropriate under Policy 4.8 – Leave of Absence without Pay.



## 11.8 Hazard Communications Procedures

*Effective Date: June 21, 2002*

*Revision Date: April 9, 2013, June 28, 2018, January 12, 2023*

### **Procedure**

Procedures implementing the requirements of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

#### **1. Compliance Procedures-**

Submission of Chemicals and Lists. Risk Management will conduct a yearly survey of chemicals in use within District departments. User departments are to submit an updated list to Risk Management. Risk Management will:

- a. Maintain a central training record by employee, chemical, date, trainer and department for all District operations.
- b. Shall assure that all departments inspect the labeling materials covered by this procedure for proper identification and the appropriate hazard warnings.

Format of List Submitted to Risk Management. Risk Manager will submit to each department a previous list of chemicals reported in use. Upon receipt a review is to be made for changes, additions, and deletions. The responsibility to complete the yearly chemical survey and update the chemical list is that of the Department Director. This list must be received by Risk Management by December 1 of each year.

District departments are subject to the rules and guidelines of the Toxic Substances Disclosure to Employees Act. Each department is required to post the Illinois Department of Labor “Right to Know” poster.

#### **2. Safety Data Sheet Requirements**

- a. Central Supply will be responsible for obtaining Safety Data Sheets on all chemicals they purchase. Departments purchasing their own chemicals shall be responsible for obtaining those particular Safety Data Sheets.
- b. Central Supply will be responsible for distributing the Safety Data Sheets as follows:
  - One copy to the Risk Management
  - One copy to the user Department

Departments procuring their own Safety Data Sheets shall distribute one copy to each Risk Management and Central Supply.



- c. Central Supply will be responsible for maintaining a District master inventory of Safety Data Sheets for hazardous chemicals.
- d. Each Department will maintain copies of the Safety Data Sheet for hazardous chemicals at each work site in a manner readily accessible to employees in the area during every work shift. In addition, upon arrival of the chemical the Department will:
  1. Check each Safety Data Sheet to verify that it contains the required information.
  2. Contact the vendor, in conjunction with Risk Management, immediately if the information is inadequate.
  3. Maintain a master list of all Safety Data Sheets for hazardous chemicals used in the department.
  4. Direct copies of the Safety Data Sheets to each supervisor using that particular hazardous chemical.
  5. Be responsible for disbursing copies of Safety Data Sheets to employees.
- e. Safety Data Sheets. It is the responsibility jointly of Risk Management, Central Supply, and the user department to ensure that the following minimum data is available on the Safety Data Sheets.
  1. Identification of Preparation and the Supplies
  2. Composition
  3. Hazard Identification
  4. First Aid Measures
  5. Fire Fighting Measures
  6. Accidental Release Measures
  7. Handling and Storage
  8. Exposure Controls and Personnel Protective Protection
  9. Physical and Chemical Properties
  10. Stability and Reactivity
  11. Toxicological Information
  12. Ecological Information
  13. Disposal Considerations
  14. Transport Information
  15. Regulatory Information
  16. Other Relevant Information

### **3. Training Procedures**

- a. Each employee who is or may be exposed to a hazardous chemical shall be provided with information regarding the requirements of the SDS and any operations which use hazardous chemicals and the location(s) of this written procedure. Annually, each employee shall be trained as to detection methods, physical and health hazards, protection methods, as well as labeling and provisions for hazardous chemicals in use.



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- b. When a new employee is hired or transferred, that employee will receive information and training at the time they are assigned to work in an area which may expose them to a hazardous chemical.
  - c. Whenever a new chemical or toxic substance is introduced into the work place, all affected employees shall be trained as to the hazard(s) involved.
  - d. All employee information and training shall be conducted by, and be the responsibility of, the department. A written record shall be kept which identifies the names of persons trained, the date of training, the trainer, and training outline. Information and training shall include as a minimum the following elements:
    1. Information on the requirements of the Safety Data Sheet (SDS), which includes availability of information, exemptions from the standard, interpretation of key definitions and how a chemical is deemed hazardous.
    2. The employees shall be informed of the hazardous chemicals within their work areas and where they are located.
    3. The employees shall be informed of the location of the SDS Manual. They shall also be informed that this manual contains a list of all hazardous chemicals on site as well as a copy of each pertinent SDS.
    4. Appropriate employees shall be trained to understand how a self-monitoring system works, how an alarm system works, and how the labels on containers identify the location of and hazardous nature of chemicals.
    5. Employees shall be trained as to the details of this Hazard Communication program. This shall include a review of each section of this program. Particular attention shall be given to explaining how a SDS is constructed and what the various sections contain. Attention is to be given to the GHS labeling requirements and how names on labels key to the specific SDS. Coding stationary containers is to be explained. Employees will be told exactly how they can obtain copies of a SDS.
    6. Employees shall be informed of the hazards of specific chemicals to which they are exposed. This may be done either by individual chemical or by class of chemical hazard. Information on such hazards, both health and physical, shall be taken from the SDS for that chemical or class of chemicals.
    7. Utilizing information from the SDS, every employee shall be trained as to how they may protect themselves from exposure. This must include all safety supplies and equipment to be used. Specific items to be covered include, but are not limited to:





- cleaning of tanks
- changing hoses and pipes which may contain hazardous chemicals
- other activities as required

8. Information for Contractors. It shall be a condition of any contract issued for services by another employer that the contractor's employees be properly trained. The contractor will be informed of the specific chemicals to which their employee will be exposed, will be given copies of pertinent SDS, and will be advised of safety procedures. The contractor must supply like information and training for District employees when chemicals are used in their process and/or work.

At the conclusion of any information and training session an opportunity for questions must be answered. If an answer is not known, the instructor will obtain the answer. Once the answer is obtained it will immediately be conveyed to the employee in writing.

#### 4. **Procedure to Ensure Proper Labels-**

All containers which contain hazardous chemicals shall be labeled in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). In order to ensure that this is accomplished, the following steps will be taken:

- a. The departments receiving chemicals are instructed as follows:
  1. Determine whether incoming orders contain hazardous chemicals.
  2. Inspect those containers to determine if labels are affixed.
  3. Make sure that labels follow the GHS standard.
  4. If you are unsure as to whether the hazard warning is appropriate, contact Risk Management or Central Supply.

In the event that labels are not affixed it shall be the responsibility of the department receiving the chemicals to see that the proper labels are affixed to the containers.

#### 5. **Procedure to Ensure that Labels Contain Required Information**

All containers of hazardous chemicals must be labeled in accordance with the GHS. Specifically, each required label must contain the following information:

1. Product name or identifier
2. Pictogram
3. Signal Word
4. Hazard Statement
5. Precautionary statement
6. First Aid statement
7. Name, address and telephone number of company

#### 6. **Procedures to Ensure that Labels are Properly Displayed-**



All containers of hazardous substances shall be labeled and such labels shall remain on the container for the life of the container.

- a. All employees are to be instructed that labels are not to be removed.
- b. If labels are destroyed or removed, containers contents are to be identified and marked with required information which may be copied from another identical container.

### **7. Procedures for Labeling Stationary Containers:**

Stationary containers will be labeled by using standard labels supplied by Central Supply.

### **8. Identification of Transfer Containers**

- a. Transfer containers need not be labeled if hazardous materials transferred in them are immediately and completely used by the employee conducting the transfer. The transfer shall not be made until all necessary information regarding possible hazards of transfer have been explained to the employee.
- b. Questions as to whether a container qualifies for this exemption shall be referred to Risk Management. If a question arises, the container will be labeled.

### **Respiratory Protection Program**

1. Overview. When it is not feasible to render the environment completely safe, it may be necessary to protect the worker from contact with airborne contaminants. Personal protective equipment should be provided and used; where it is not possible to enclose or isolate the process or equipment, provide ventilation or use other control measures, or where there are short exposures to hazardous airborne concentrations of contaminant.

Design of respiratory protective devices vary in application and protective capability. The Department Director or his designee and Risk Management are to assess the inhalation hazard to assure proper selection.

#### **2. Responsibility – Program Administration**

- a. Formulation and coordination of the Respiratory Protection Program is the responsibility of the Department Director or ~~his~~their designee and Risk Management. These responsibilities include:
  1. Formulating and making necessary changes in the respiratory protection program to adapt it to department use.
  2. Risk Management and the Department Director will make certain the program complies with federal, state, and local regulations and ordinances.
  3. Risk Management will periodically monitor and advise appropriate departments/divisions of potential hazards arising out of any current or proposed process or operation.
  4. The Department Director and Risk Management will specify engineering and management controls necessary to minimize employee exposure to potentially harmful



air contaminants, and specify the design and quality of the respiratory protective equipment.

5. Risk Management and Department Director will periodically measure the program's effectiveness by conducting random inspections to assure that respirators are properly selected, used, cleaned and maintained.

b. Each District Supervisor will:

1. Maintain a work environment that assures the maximum safety and health of employees, and;
2. Furnish employees with the proper personal respiratory protective equipment, ensure proper use, and enforce the wearing of such equipment.

c. The employee should notify his Supervisor or Department Director immediately when certain conditions or practices may cause personal injury or illness as it relates to respirator use.

d. The employee shall make use of all prescribed respiratory protective equipment, and follow established practices and procedures.

3. Medical Evaluation.

Employees should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the assigned tasks requiring respirators.

- a. Risk Management, through its Occupational Health Care contract, will arrange for Pulmonary Function Screening for respirator users under the supervision of a physician.
- b. The respirator user's medical status will be reviewed periodically by a District designated physician.
- c. The results will be reported to the department, the employee, and Risk Management.

4. Minimal Acceptable Respirator Program. Any department finding it necessary to supply respiratory protective equipment will have written procedures governing the selection, use, and care of respirators with the assistance of the Risk Management. This procedure shall be issued to every respiratory user. Risk Management will approve the written procedure.

5. Training. Minimum training for both respirator user and supervisor will include, but not be limited to, the following:

- a. Instruction in the nature of the hazard, whether acute, chronic or both, with an honest appraisal of what may happen if the respirator is not used properly.
- b. A discussion of the selection of the type of respirator for the particular purpose.
- c. A discussion of the respirator's capabilities and limitation.
- d. Instruction and training in actual use of the respirator, especially a respirator for emergency use. This is to include having the respirator fitted properly, testing the face piece to face seal, and cleaning. The testing is the responsibility of the supervisor.
- e. Special training such as field training to recognize and cope with emergency situations is the responsibility of Risk Management.



- f. Responsibility for training remains with the ~~department with the assistance of Risk Management~~ Safety and Training Specialist.
6. Maintenance and Care of Respirators
- a. Inspection
1. All respirators shall be inspected routinely by the user before and after each use.
  2. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly.
  3. Respirator inspection shall include a check for the tightness of connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration.
  4. Random inspections shall be conducted by Risk Management to assure that respirators are properly selected, used, cleaned, and maintained.
- b. Cleaning and Disinfection
- The following procedure is recommended for cleaning and disinfecting respirators unless the manufacturing representative recommends another procedure.
1. Remove any filters, cartridges, or canisters.
  2. Wash face piece and breathing tube in cleaner-disinfectant or detergent solution. (The bactericidal agent is generally quaternary ammonium compound and may be available from the manufacturer of the respirator.) Use a hand brush to facilitate removal of dirt.
  3. Rinse completely in clean, warm water.
  4. Air dry in a clean area.
  5. Clean other respirator parts as recommended by a manufacturer.
  6. Inspect valves, headstraps, and other parts; replace with new parts if defective.
  7. Insert new filters, cartridges, or canisters; make sure seal is tight.
  8. Place in plastic bag or container for storage.
- c. Repair. Replacement or repairs shall be done only by experienced persons with parts designated for the respirator. No attempt shall be made to replace components or to make adjustment or repairs beyond the manufacturer's recommendations.
- d. Storage.
1. After inspection, cleaning and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
  2. Respirators should be packaged or stored so that the face piece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer setting in an abnormal position.



## 11.12 Drone Use

*Effective Date: September 13, 2022*

*Revision Date: January 12, -2023*

### **Procedure**

Authorized use of Drones by District employees include:

1. Documenting preserve use, education programs, fundraising, facility improvements, ecological restoration activities or restoration projects, public events, planning purposes, and for public safety and law enforcement needs.
- ~~2.~~ Drone usage must align with any applicable FAA Certificate of Authorization restrictions, and/or the policies described in Title 14 of the Code of Federal Regulation (14 CFR) Part 107.
- ~~2.3.~~ Guidelines for the use of Drones for law enforcement needs by the Public Safety Department are referenced in Section Code OPS 31 of the Public Safety manual.

Unauthorized use of Drones by District employees include:

1. Any usage that violates the FAA Certificate of Authorization (COA) and/or Title 14 of the Code of Federal Regulation (14 CFR) Part 107.
2. Use of a Drone to monitor, photograph, or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, District housing units, changing or dressing rooms, etc.
3. Personal use of a District owned Drone
4. Monitoring or recording the interiors of buildings including hallways, break rooms, and office spaces.
5. Monitoring or recording sensitive District or personal information, which may be found, for example, in individual's workspaces or on computer or other electronic displays.
6. Usage that would be in violation of privacy rights, civil rights and liberties.
7. Monitoring and recording of property not owned or controlled by the District without the property owner's consent.

### **Data Retention and Transparency**



Information obtained via a Drone may be subject to Freedom of Information Act (FOIA) requests, the Local Records Act and other State laws. Refer to and abide by policy 8.14 and relevant state laws in regards to data retention and disposal of information obtained via a Drone.

#### Employee Drone Usage

1. The Drone operator or the pilot-in-command (PIC) must have a remote pilot certificate under the FAA's Part 107 rules and regulations and shall obtain at least three hours of training with a certified Drone pilot prior to operating as PIC of a District-owned Drone.
2. The PIC shall conduct a preflight inspection and determine that the Drone is in safe operating condition for flight.
3. The PIC must maintain a visual line-of-sight with the Drone in-flight at all times and may only operate one Drone at a time.
4. The PIC shall also utilize a Visual Observer to assist in maintaining a visual line-of-sight with the Drone.
5. Drones may not be operated from a moving vehicle.
6. Drones may only be used in compliance with a Certificate of Authorization from the FAA.
7. Drones may not be used within five miles of an airport unless approved by the FAA.
8. Drones may only reach a maximum altitude of 400 feet above ground level.
9. A notification shall be provided prior to a Drone flight to the PT Alert email notification group.
10. When flying over preserve patrons, the PIC will provide notice, through preserve signage or other means to preserve patrons of the general timeframe, during which, and the general area over which, the Drone may collect imagery.