



Lake County Forest Preserves

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DATE: January 12, 2023 (as amended following Finance Committee meeting)

MEMO TO: Gina Roberts, Chair
Finance Committee

Agenda Item # 10.3

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: (1) Recommend approval of an Ordinance amending Personnel Policy 11.3 – Safety Committee; 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.
- 11.5 – 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 (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 POLICY 11.3 – SAFETY COMMITTEE

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 amend Personnel Policy 11.3 - Safety Committee; and

WHEREAS, such amended Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amended Policy”);

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 Policy. The Amended Policy is hereby approved and the Policies are hereby amended to include the Amended Policy.

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. ____



11.3 Safety Committee

Effective Date: August 15, 1990

Revision Date: June 21, 2002, November 7, 2013, July 11, 2018, January 178, 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.~~