

VILLAGE OF SCHAUMBURG



Safety Manual

For questions about this document, contact Human Resources

I. INTRODUCTION

This Safety Manual has been developed to communicate the Village of Schaumburg's Safety Program to employees. In addition to the Village Safety Program you must refer to your department's safety program, SOP's and other department specific documents for further job specific safety details.

It is your responsibility to familiarize, understand and comply with the contents of this manual. If there is anything you do not understand, ask your supervisor. The manual is available to all employees on the intranet for future reference. Employees violating the provisions in this Safety Manual and/or their Department Safety Procedures are subject to corrective action provided for in the Personnel Manual whether or not an accident is involved.

Safety **must** be a part of every operation and is every employee's responsibility. It is the Village's intent to comply with all laws concerning the safety and health of our employees, the public, and our natural resources. In general, employees are not required to perform task that are considered unsafe. In areas where the safety of the public is endangered, our employees may be required to enter areas or situations that contain significant risks. It is imperative that employees take all the precautions available to them in those situations. To do this everyone must be aware of conditions in all work areas that can lead to accidents. To the greatest degree possible, management will provide all the protection required for personal safety and health, but employees must bear primary responsibility for using required protection and working safely. Your assistance in identifying hazards, reporting dangerous/unsafe conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any hazardous situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation. Common sense and caution can prevent most accidents from occurring. It is the Village's goal to perform our functions without accidents. It is further the responsibility of all employees to assist in achieving this goal. Safety is **no accident**; think and act safely and the job will be safer.

This manual is not part of an employment contract. The Village does, however, recognize certain collective bargaining agreements. Where these collective bargaining agreements are silent on issues contained in this manual, the policies and procedures contained in this manual will govern. The Village of Schaumburg maintains the right to make changes in policy and procedures when mandated by regulations or where not specified or covered by contract without notice.

II. SAFETY/LOSS PREVENTION GOALS AND POLICIES

SAFETY PROGRAM GOALS

The objective of the Village is to have a Safety Program that will reduce the number of injuries and illnesses to an absolute minimum. The Village's goal is ZERO (0) preventable collisions and injuries.

SAFETY POLICY STATEMENT

It is the policy of the Village that accident prevention shall be considered of primary importance in all operations. It is the intention of the Village to provide safe and healthy working conditions and to establish and insist upon safe work practices at all times by all employees. Accident prevention is the responsibility of all employees. It is a basic responsibility of each supervisor to make the safety an integral part of their regular management function. It is equally the duty of each employee to follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely it is his/her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Every injury that occurs on the job, no matter how slight, must be reported to a supervisor as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without first reporting an injury.

AGREEMENT TO PARTICIPATE

The Village is committed to providing a safe and healthy workplace for all employees. While the Village cannot anticipate every workplace hazard, the following general principles should guide your conduct. All employees must make safety part of every activity and perform every job and task with safety in mind. This manual and your Department's Safety Procedures should be used as a guide for your safety. Discuss specific workplace situations with your Supervisor. Attend all Village and Department sponsored training and safety meetings that apply to your job. Read all posters and warnings. Listen to instructions carefully, and participate in accident investigations as requested. Accept responsibility for the safety of yourself and others. Maintain all required documentation. By electronically acknowledging receipt after reading this manual, each employee agrees to assist with ongoing implementation of this safety/loss prevention program. If you do not understand any procedure, please ask your supervisor.

EMERGENCY PROCEDURES

Each department/facility has developed emergency procedures specific to their facility. All employees should become familiar with the emergency procedures for their specific work location. These plans include:

- Escape procedures and assignments.
- Rescue and first-aid duties.
- Fire evacuation procedures and assignments.
- Weather related evacuations
- Means of reporting and the establishment of acceptable back-up methods.
- Establishing a means of alarm or warning.
- Establishing a list of persons who may be contacted for further information or explanation of duties.
- A list of procedures to be taken to notify the proper authorities.

III. SAFETY RULES FOR ALL EMPLOYEES

It is the policy of the Village that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of each employee. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees will follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job.
2. Each Department will develop specific rules and guidelines recognizing the hazards and risks of its own Department.
3. All employees must promptly report all unsafe conditions or practices to their supervisor(s) and if the hazard is not abated, notify the Department Director and/or the Risk Manager.
4. Supervisors will be responsible for implementing and enforcing these policies to assist in maintaining a safe workplace.

5. Preventive maintenance programs on all operating tools, equipment and vehicles must be developed. Periodically inspections must be made to determine potential hazards, confirm the performance of a preventive maintenance program and to document violations of the Safety/Loss Prevention Program.
6. Good housekeeping must be maintained in all work areas.
7. The Use of Village Fleet and Personal Vehicles Administrative Protocol applies to all employees who drive either a Village owned or personal vehicle on Village business. All new Village employees required to drive for Village business must complete a Defensive Driving Course. All accidents involving Village owned vehicles are investigated and reviewed per Vehicular Accident Guidelines Administrative Protocol.
8. The Village's Executive Safety Committee has established that practically all backing accidents are preventable. Backing a vehicle should not be attempted without the assistance of a guide and/or checking to verify all clearances. Employees who are determined to have been involved in a preventable accident while driving on Village business shall take the NSC DDC class as outlined in the Vehicle Accident Guidelines.
9. Proper personal protective equipment and clothing shall be worn and maintained as required for the task being performed. Required protective equipment and clothing will be provided for employees and its use enforced at all times. Suitable clothing and footwear must be worn at all times.
10. All employees will participate in safety meetings conducted by their supervisor or other assigned personnel.
11. Consumption of alcoholic beverages and the illegal use of drugs on the job is prohibited.
12. Horseplay and scuffling are prohibited.
13. Preplan work with safety in mind to avoid injuries.
14. Equipment shall not be operated without all guards and other protective devices in their proper places and adjusted correctly. All employees will report deficiencies promptly to a supervisor.
15. Employees will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
16. When lifting objects, use proper lifting techniques. Seek assistance from fellow employees as needed.

17. Prior to using chemicals review the Safety Data Sheets (SDS's). If a SDS is not available, request one be provided for review. Employees working with chemicals will receive training required by the OSHA Hazard Communication Standard.
18. All accidents must be reported to your Supervisor immediately so that prompt medical treatment can be provided, the accident investigation can begin, any necessary controls can be instituted to secure the accident scene and implement preventative measures. The Supervisor's Accident Investigation Report will be maintained in the department and forwarded to the Risk Manager.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Occupational Safety and Health Administration (OSHA) in CFR Part 1910.1030 requires the Village of Schaumburg to develop a written exposure control plan for bloodborne pathogens for their employees. This plan will include engineering controls, work practices, personal protective equipment, employee training, and recordkeeping procedures for all employees who could be exposed to bloodborne pathogens. Each Department will be responsible for identifying covered employees, developing an exposure control plan, training employees, offering Hepatitis B Vaccinations, identifying and providing Personal Protective Equipment, and developing recordkeeping measures. Education and training records will be kept by each Department for three years and include: name of employee, date(s) of training and employee job title. The plan(s) will be available to all employees and reviewed annually by each Department.

Village employees will assume that all human blood and body fluids containing human blood are infected with blood borne pathogens and will follow the guidelines established by each Department.

In the event of an exposure, the employee will be taken to the AMITA Occupational Health in Schaumburg or another medical facility for treatment. If another individual is involved every effort will be made to obtain a voluntary sample from that individual at the treatment center or another medical facility. If the sample cannot be obtained, notify Human Resources. Human Resources will be responsible for keeping any necessary medical information in secured confidential files. Medical records must be kept for the duration of employment, plus thirty years.

SAFETY EQUIPMENT

Proper safety equipment is necessary for your protection. It is your responsibility to ensure that all guards, safety appliances, or devices furnished for your protection are properly used. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the

protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items must be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with safety regulations. Your supervisor will instruct you in the proper use of your protective equipment.

HOUSEKEEPING

Good housekeeping not only improves the appearance of the work place, it also helps prevent fires, accidents and personal injuries. Clean work areas, machines, lockers and floors also enable you to maintain a high standard of quality in your work. For your safety, do not leave tools, scrap, or materials piled on the floor where someone may trip over them, or store them overhead where there is danger of them falling. When stacking material, be careful not to exceed a safe height. Do not store anything in front of or against fire fighting apparatus, electrical equipment or drinking fountains. These safety measures and keeping air hoses pump lines and discharge flows out of the pathways to work area can be achieved by proper planning of the work assigned. If you are a machine operator, give your machine the best possible care and be alert for signs of wear or faulty operations. Handle tools carefully and store them so that they cannot cause accidents.

Desk, cabinet and file drawers must be kept closed when not attended. File drawers should be opened one at a time to prevent them from tipping over. Telephone and electrical cords must be kept off the floor whenever possible to prevent tripping hazards. Tripping hazards should be recognized and corrected at all work areas. All power cords should be adequately sized to accommodate the equipment receiving the electrical energy. Aisles and floors must be kept dry, clear and clutter free. Do not run in hall or on stairs; use handrails on the stairs. For access to high shelves, use only ladders or stepstools. All materials in storage must be arranged in a clean, neat and orderly manner. Accessibility to every fire extinguisher must be maintained.

SMOKING & FIRE SAFETY

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. You can help prevent fires by observing the smoking rules: Smoking is prohibited in all Village owned buildings, equipment and vehicles. Check with your supervisor to find out where designated smoking areas are located.

IV. SAFETY TRAINING

Employee safety training is another requirement of an effective Safety/Loss Prevention Program. While the Village believes in skills training, we also want to emphasize safety training. All employees should start their safety training by reviewing this manual and their Department's Safety Procedures and discussing any problems or safety concerns with their supervisor.

SAFETY AND HEALTH TRAINING

Training is one of the most important elements of any safety/loss prevention program. One positive action supervisors should take in accident prevention is to provide safety training to their employees. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety practices and put the Safety/Loss Prevention Program into action. Training is required for both supervisors and employees alike. The trainer needs to consider the following topics:

1. Training Needs - New employees, new equipment or processes are introduced, procedures have been revised, when information must be made available, when employee performance needs improvement, and when loss analysis reveals trends contributing to injuries.
2. Program Objectives - Training programs must be based on clearly defined objectives which state the purpose of the training, selection of training materials and a method to determine the effectiveness of the training.
3. Lesson Plan - It is imperative that a formal lesson plan be developed and adjusted as training needs dictate.

The content of each training session will vary, but each session will attempt to teach the following:

1. The success of the Village's Safety/Loss Prevention Program depends on the actions of individual employees as well as a commitment by the Village.
2. Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
3. Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.

4. Each employee will learn what to do in case of emergencies occurring in the workplace.

Every person who conducts safety training needs a number of qualities:

1. Knowledge of subject
2. Desire to instruct
3. Friendly and cooperative attitude
4. Leadership qualities
5. Professional attitude and approach
6. Exemplary behavior

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of the Village's Safety/Loss Prevention Program. They have primary responsibility for actually implementing this program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors will convey this information to the employees at the workplace, and investigate accidents according to the accident investigation policies contained in this manual.

PERIODIC SAFETY TRAINING SESSIONS

Each department conducts safety sessions. The purpose of these sessions is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the safety topic being reviewed. Periodically, supervisors will review an aspect of the Village's safe work practices contained in this manual or the department procedures, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. Attendance will be taken and included in the employee's training record. Employee attendance is mandatory. Teaching safety is a two way street. The Village can preach safety, but only employees can practice safety. Safety education requires employee participation.

V. SAFETY COMMITTEES

Leadership of the Village's Safety/Loss Prevention Program is the role of the Executive, Village and Department Safety Committees. These committees are charged with the responsibility of promoting a safe working environment by correcting unsafe conditions, practices and acts and through ongoing safety training. Below are the responsibilities for each committee.

EXECUTIVE SAFETY COMMITTEE

Membership consists of the Director of Community Services, Director of Engineering and Public Works, Director of Human Resources, Chief of Police and Fire Chief. The duties of the committee are:

1. Act on recommendations presented by the Village Safety Committee on issues concerning employee safety and health programs, accident investigations and training.
2. Recommend Village-wide safety policies and/or procedures to the Village Manager for approval.
3. Empower the Village and Department Safety Committees to correct unsafe conditions, practices and acts, review accident investigations, and coordinate safety procedures to standardize all Department Safety Programs whenever possible.
4. Promote safety to all Village employees. Help employees understand that safety is the responsibility of everyone, and encourage them to report unsafe conditions to their supervisors and/or safety committee members.
5. Resolve appeals submitted by the Village Safety Committee for conflicts between Committee recommendations and Department Director decisions.

VILLAGE SAFETY COMMITTEE

Membership consists of two management members from Engineering & Public Works, Fire, and Police Department Safety Committee's, one management member from the Municipal Center and the Risk Manager. Department Directors are responsible for appointing representatives from their respective department.

1. Develop, formulate and/or recommend Village-wide employee safety and health programs, training programs, site inspection programs, and safety procedures. To also follow-up to insure that approved recommendations are acted upon.
2. Review accident investigations submitted by Department Committees and offer suggestions and recommendations as appropriate and follow-up with Department Committee to insure that the recommendations are put into practice.
3. Encourage the active participation of all Village employees in the Safety and Health programs. Encourage employees to report unsafe conditions and respond to each report received.

DEPARTMENT SAFETY COMMITTEES

Fire, Police, Engineering & Public Works: Membership consists of seven representatives from each department, three from management and three from field personnel, and the 7th member from the Support Staff. Additional members may be added to the committee if necessary so that each division of a department is represented on the committee. The Committee Chairperson and members of the Safety Committee can request a change in membership to the Department Director.

1. Discuss and formulate safety procedures, submit them to Department Director and/or Village Safety Committee.
2. Work through proper channels/chain of command to have approved safety recommendations implemented.
3. Perform safety inspections, identify unsafe conditions and practices, and recommend remedies to Department Director, copies to the Village Safety Committee and Risk Manager.
4. Promote an opportunity for free discussion of both accident investigations and preventive measures to promote safe work environments throughout the Village.
5. Encourage employees to report unsafe conditions to safety committee members.
6. Review accident investigations for the department, determine preventability and make suggestions and recommendations to the Department Director and the Village Safety Committee for future prevention.
7. Assist in development and presentation of Departmental Safety Training programs.

VI. SAFETY INSPECTIONS

WORKPLACE SAFETY INSPECTIONS

Workplace safety inspections will occur monthly, when conditions change, or when a new process or procedure is implemented. These inspections will be used to detect and control potentially harmful incidents before losses occur. The objectives of this inspection program include:

1. Maintaining a safe working environment through hazard recognition and removal.
2. Determining that employees are behaving and working in a safe manner.
3. Determining that Village operations meet or exceed acceptable safety standards.
4. Maintaining service quality and high performing operations.

During these inspections, there will be a review of Department procedures and the Village Safety/Loss Prevention Program. Copies of these Department workplace inspections will be sent to the Risk Manager. Prompt corrections of substandard or hazardous conditions detected in an inspection demonstrates to everyone that management is seriously concerned with accident prevention.

VIII. REPORTING AN ACCIDENT

AMITA Occupational Health has been selected to provide Village employees involved in work related injuries with medical care and assist in managing medical care throughout their treatment. Supervisors and employees must observe the following the procedures outlined below.

EMPLOYEE RESPONSIBILITIES

Employee/co-worker must report accidents immediately to their Supervisor; in life threatening emergencies, medical attention is the first priority. Leaving a voice mail is not acceptable; it must be reported to a Supervisor.

Unless transportation to a hospital is necessary, all employees must proceed to AMITA. **The Village will pay for this initial visit; employees will not receive a bill from AMITA for the first appointment.** The employee will receive copies of the "Restrictions/Release Form" and "Status Report" from AMITA the completed form must

be presented to the supervisor after the appointment and then immediately forwarded to Human Resources. Employees may elect to see a physician of their choice, after seeing the physician at the AMITA. If the employee chooses to see a physician of their choice, they will want to use the physician in their health care plan, because in the event the claim is not compensable the employee will be responsible for the expense incurred. Every effort will be made to determine whether a claim is compensable within a forty-eight (48) hour period.

If the physician releases the employee with restrictions, every effort will be made to return the employee to work, that will accommodate these restrictions. Each Department has a Return To Work Procedure (Restricted Duty or Administrative Duty). However, there may be times when this cannot be accomplished.

It is the employee's responsibility to complete the written statement and sign the Supervisor's Accident Investigation Report as soon as possible.

SUPERVISOR'S RESPONSIBILITIES

Supervisor will notify Human Resources as soon as possible after a personal injury accident. The information required is the employee's name, date and time of accident, description of the accident and whether medical attention is anticipated/administered.

Complete Supervisor's Accident Investigation Report. This report **must** be in Human Resources within 24 hours after the accident or the next work day if the accident occurred on a weekend or holiday. If the supervisor cannot complete this form within the time frame, send a copy of the incomplete report and obtain additional information or signatures later to insure prompt and expeditious processing.

- Employee must complete written statement and sign
- Witnesses must complete written statement and sign
- Supervisor(s) must complete the rest of the report and sign

Supervisor must be at accident scene as soon possible after notification is received.

Supervisor must act quickly to inspect/preserve evidence at scene, locate and talk to witnesses, secure statements and signatures for Supervisor's Accident Investigation Report and take pictures of scene as needed.

Department Safety Committee reviews all investigations and makes initial recommendations on prevention.

Village Safety Committee will review Supervisor's Accident Investigation Reports, witness statements, employee history and department safety committee evaluation.

Consultants will be available to obtain further information relevant to the accident, i.e. medical, automotive, insurance, etc. They will review the accidents and make recommendations to prevent accidents of a similar nature.

VII. ACCIDENT INVESTIGATION

Accident investigation is a necessary and effective technique for the prevention of recurring or future accidents. Recommendations on how to prevent future accidents can be made from gathering and evaluating information to determine types of injuries, identifying trends or problem areas, and permitting comparisons. For an effective accident investigation program, all near miss and reported accidents must be investigated. Near miss accidents are significant because they represent a warning that something is wrong. If causes of the near miss are removed, serious accidents can be prevented. Immediate action regarding all accidents and incidents can prevent future recurrence.

The following are instructions for reporting an accident:

All accidents or events which did or could potentially cause injury or damage must be reported to a supervisor immediately. An accident investigation must be initiated if one or more of the following conditions exist.

1. An injury has occurred to an employee. A Supervisor's Accident Investigation Report and an Illinois Form 45 must be completed.
2. Any vehicular accident has occurred. A Supervisor's Accident Investigation Report and an ACCORD form must be completed
3. Property damage has occurred or been found in excess of \$1,000 and/or in the opinion of the supervisor at the scene an accident notification is required. Any damage to privately owned property or vehicles requires an accident investigation notification.
4. An event has occurred, there was no injury or damage, but in the opinion of the supervisor at the scene the potential for injury or damage was present. A Report of Unsafe Conditions will be submitted to the Supervisor, Risk Manager and the Safety Committee for action.

All accidents must be reported to the Risk Manager as soon as possible after an incident has occurred. This notification and a draft of the SAIR should be emailed to the Risk Manager by the end of the shift the incident occurred on.

The initial investigation should be conducted by the immediate supervisor of the individual involved. This investigation should be conducted to identify root causes of the accident and not to place blame.

Individuals on the Department Safety Committee may be asked to assist the investigating supervisor with the investigation. The Safety Committee will make recommendations based upon the investigation and review to prevent similar accidents from occurring.

The primary tool used by the Village to identify the causes responsible for accidents is a thorough and properly completed Supervisor's Accident Investigation Report. Accurate and complete descriptive information is needed to complete this report. The results of each investigation will be reported and submitted for review by the Safety Committee and the Village's insurance company and third party administrators. The written report should be prepared from notes and diagrams made at the scene, eyewitness and employee statements as near to the actual time of observation as possible. A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by identifying the employee, employee's job assignment at the time of the accident, describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report and the sequence of events leading to the accident. List any corrective measures already taken at the accident scene. Remember: who, what, when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the supervisor(s) involved in the investigation and the Safety Committee. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of another accident has been reduced. Checking for proper review and sign-offs on corrective measures taken is necessary for each investigation.

X. RESTRICTED DUTY

SCOPE OF PROGRAM

This program will apply to all full-time and part-time employees who have a temporary disability which prohibits them from performing the essential functions of their position. Collective bargaining agreements that address this issue will supercede where a conflict exists. The program will apply to work related and non-work related injuries and illnesses. Those employees who have suffered a work related injury will get first consideration for restricted duty work.

RESPONSIBILITIES

The Risk Manager and Department Directors are responsible for monitoring this program. All requests for restricted duty assignments will be based on physical or medical restrictions and must be reviewed by the Risk Manager who will consult with the responsible Department Director or designee on restricted duty requests. Based on the consultation between the Department and Human Resources, availability of restricted duty will be determined.

The employee is responsible for informing their physician of the Village's restricted duty program.

DEFINITION

Restricted duty is temporary work, which can be accomplished by an injured or ill employee within the stipulated medical or physical limitations, and without exposing others to the risk of being harmed. Restricted duty assignments will contribute to the fulfillment of the mission of the department as distinguished from "make work" assignments created solely to accommodate ill or injured employees.

RESTRICTED DUTY PROGRAM

The Village will provide restricted duty work for reasons including but not limited to the following:

- To avoid placing temporarily disabled employees in positions that may aggravate their existing injury or illness or risk having them harm other persons or property, by assigning them work they can perform within their medical or physical restrictions.
- To conserve resources by having recuperating employees accomplish meaningful work.
- To assist in determining an employee's fitness for duty.

- Based on the objectives of the program, there is no intention of creating “make work” assignments for any employee, regardless of the employee’s physical condition, disability or illness. Employees assigned to restricted duty are placed in full pay status and expected to perform a fair day’s work in a function that substantially contributes to the mission of the Department and the Village.
- There is no right to restricted duty work and no employee will be moved from their regular job to make restricted work available to another employee. The employee will not receive out-of-classification pay while performing restricted duty work. No injured employee will be displaced from restricted duty in order to place another injured employee on restricted duty. There may be times where restricted duty is not available.
- Restricted duty work is temporary in nature and will not be made permanent. Restricted duty may be denied if an employee does not reasonably expect to return to their regular duty within ninety (90) days from the date they applied for restricted duty. The ninety (90) day timeframe may be extended if the employee is progressing to full duty. Exceptions will be reviewed on a case by case basis.
- Each restricted duty request is considered independently of any other past or present request. The circumstances of each case and the needs of the Village and the relevant department at the time of the request or when the placement is made shall determine the outcome.

APPLYING FOR RESTRICTED DUTY

An employee recuperating from an injury or illness, and unable to perform their regular duties, shall have their physician complete a Return to Work Status Report. The Return to Work Status Report is available from the Risk Manager and in the injured employee’s Department. The employee’s physician may substitute his own report if it contains the same information as the Village’s Return to Work Status Report. The report must identify the employee’s limitation(s) and the date on which the employee will next be examined or released for duty. It is the responsibility of the employee to inform their physician of the Village’s restricted duty program.

ASSIGNMENT TO RESTRICTED DUTY

The employee shall submit the Return to Work Status Report to their immediate supervisor who will forward the report to the Department Director and the Risk Manager. The Risk Manager will work with the Department Director or designee in identifying restricted duty work that is compatible with the employee’s restriction(s), and the duration of the restricted duty assignment, as determined by the physician.

EXPIRATION OF ASSIGNMENT

When the restricted duty assignment expires as stated on the Return to Work Status Report, the employee **cannot** continue to work without furnishing the Risk Manager with a new Return to Work Status Report that will either:

- Recommend the continuation of light duty for a specified period of time and state the date on which the employee will next be examined, or
- Restrict the employee from performing any work for a specified period and state the date on which the employee will next be examined, or
- Release the employee for full duty on a specified date.

Any continuation of restricted duty will be processed like the original request.

FORFEITURE OF WORKERS' COMPENSATION BENEFITS

An employee who is released for restricted duty but fails to notify their Department Director or the Risk Manager of the release or who refuses to return to restricted duty may forfeit workers' compensation pay.

X. RECORDS

The Village maintains records of employee training, hazard identification and abatement, and accident investigations. Copies of required accident investigations and certification of employee safety training shall be maintained. A written report will be maintained on each accident, injury or on-the-job illness as recorded on OSHA Log of Work-Related Injuries and Illnesses - Form 300 according to its instructions. Every year from February 1 to April 30 the OSHA Form 300a – Summary of Work-Related Injuries and Illnesses will be posted. These records are maintained for five years from the date of preparation. Medical Records and Workers Compensation records will be maintained in Human Resources locked in confidential cabinets with limited access.