

SECTION IX
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NIPSTA RISK MANAGEMENT POLICY STATEMENT

The safety of NIPSTA employees, students/participants, instructors/contractors, visitors, vendors and the community is paramount.

Safety will take precedence over expedience or short cuts and every stakeholder should attempt to reduce the possibility of an accident occurrence. Safety is our greatest responsibility. We will continually improve our processes, demonstrate leadership, and promote a comprehensive safety program on behalf of NIPSTA.

NIPSTA intends to comply with all safety laws and/or ordinances. All employees and instructor/contractor, as a condition of employment or engagement with NIPSTA, are expected to perform all tasks in the safest and most efficient manner and are required to obey all laws. We require individual accountability at all times.

It is our desire to provide a safe work place and training venue, proper equipment and training props, and safe training methods and practices at all times. Safety adherence and performance will be an important measure of supervisory and employee performance evaluations by NIPSTA.

It is a basic responsibility of the Executive Director to make safety of employees and other stakeholders a part of their daily concern. This responsibility must also be accepted by all who conduct the affairs of NIPSTA, no matter in what capacity they may function. Stakeholders at all levels are charged with advancing the safety/loss prevention and risk management programs outlined in the *NIPSTA Risk Management and Campus Operations Plan*.

NIPSTA considers no phase of an operation to be of greater importance than accident prevention. Therefore, it shall be the responsibility of the Executive Director, in unison with the NIPSTA Board of Directors and the NIPSTA Safety Committee, to develop and implement a proactive safety and loss prevention program, to provide and maintain safe and healthy working and training conditions, and to develop operating practices that will provide all employees, students/participants, instructors/contractors, visitors, vendors and the community, safe working conditions and efficient operations.

Approved by the NIPSTA Board of Directors, February 2020

SAFETY COMMITTEE POLICY

	Northeastern Illinois Public Safety Training Academy NIPSTA Safety Committee Policy	
Administrative Policy		
Effective Date: 8/2019	Revised:	Approved: <u>J. Ramaker</u> <i>Executive Director</i>

PURPOSE

The NIPSTA Safety Committee is an integral part of the NIPSTA Risk Management Plan. The Committee provides an opportunity for staff and committee members to collaborate in order to protect the safety and well-being of NIPSTA employees, instructors/contractors, students/participants and guests.

SCOPE

The Safety Committee is responsible for formulating clear and consistent policies governing the use and operation of training equipment, facilities, and props. The Committee provides information and recommendations to the NIPSTA Executive Committee. The committee will work to implement a risk management program that provides a safe working environment for its employees, volunteers, and visitors and will work to suggest ways to control the severity and frequency of injuries and property damage. The committee is tasked with promoting a culture of safety to all levels of the organization in a way that will ensure operational considerations align with the safety mission and goals.

ASSUMPTIONS

The Safety Committee is advisory in nature; the enforcement of safety and health rules within the organization is the responsibility of the Executive Director or their qualified designee.

PROCEDURAL GUIDELINES AND MEMBERSHIP

- The Committee shall be comprised of volunteer members, one of whom shall be the Committee Chairperson. The Committee shall also include a Vice Chairperson and Secretary. The Executive Director or their qualified designee shall serve as the administrative representative of NIPSTA. At the discretion of the Committee Chairperson, the Committee may include a representative of NIPSTA's Program Director or Program Management staff. Members shall be appointed from among the elected officials and representatives of NIPSTA member jurisdictions along with employees and/or other representatives of NIPSTA. Committee members shall serve two (2) year terms provided, however, that Committee members may be re-appointed. At least annually, the NIPSTA President, with the approval of the Executive Committee, shall appoint Committee members.
- The Committee shall meet at least quarterly or at an interval designated by the Committee Chairperson. All meetings shall be open to all other NIPSTA members and to the public.
- A quorum for the conduct of business at each meeting shall be a simple majority of the Committee members.

ROLES AND FUNCTIONS

The Safety Committee serves in an advisory role for NIPSTA's Risk Management Program. In that role, the Committee's functions include, but are not limited to, the following:

- Conducting regular meetings to review safety matters, safety initiatives, safety projects or upgrades being made to the NIPSTA Campus or its facilities and equipment, proposed and new applicable safety related laws and regulations that relate to NIPSTA's operations and training programs.
- Reviewing compliance and updating the NIPSTA Risk Management Policy Manual on a recurring cycle at least annually.
- Reviewing the results of routine and periodic safety inspections to identify and ensure hazards are corrected
- Recommending proper Personal Protective Equipment (PPE) and other personal safety devices and related policies that will adhere, at a minimum, to OSHA, NIOSH, ANSI and other industry standards
- Coordinating, establishing and implementing annual risk management goals and objectives designed to meet the needs of NIPSTA based on review of loss history.
- Contribute to the annual budget process regarding safety compliance matters.
- Reviewing all vehicle accidents, equipment or other property damage accidents, and injuries/illnesses which occur on campus or during mobile NIPSTA training programs.
- Reviewing all safety related statistical data, records, and reports provided by the Intergovernmental Risk Management Agency ("IRMA") and other sources for the purpose of making informed decisions with regard to risk management policies and procedures.
- Serving as an advisory body on issues of health and safety to the NIPSTA Board of Directors.
- Recommending to the Executive Committee, the Board of Directors and Executive Director actions or expenditures that need to be made or taken to preserve or enhance the operational safety of the NIPSTA Campus, its facilities and equipment for use by NIPSTA, its Members, Affiliate Members, Non-Members, NIPSTA's employees, its instructors/contractors, its students/participants and the public.

Responsibilities of the NIPSTA Safety Committee Chairperson include, but are not limited to, the following:

- Actively promote safety and risk management at NIPSTA.
- Act as a communication liaison between the Safety Committee and the Executive Committee/Board of Directors.
- Facilitate the Safety Committee meetings.
- Coordinate the assignment of activities to Committee members.
- Establish necessary deadlines as required.
- Schedule and develop an agenda for meetings based upon Committee member input.
- Ensure the meeting minutes are recorded, completed and distributed in a timely fashion. Distribute the agenda and the meeting minutes to Committee members in advance of the next meeting.
- Prepare an annual report of the Committee's accomplishments.
- Prepares a report of the Committee's goals and objectives for the next calendar year.
- Provide an orientation to new members.
- Ensure the effectiveness of the meeting by directing discussion to meet the Committee's mission and objectives.

Responsibilities of the NIPSTA Executive Director or other administrative representative(s) include, but are not limited to, the following:

- Actively promote a culture of safety throughout the organization.
- Allow time for Committee representative(s) to participate in meetings and complete assigned tasks and responsibilities.
- Lead by example-
- Provide timely feedback to the Safety Committee.
- Perform a thorough investigation of all injuries, accidents and near misses. Ensure that both internal and required external reporting forms are properly and fully completed.
- Submit all injury, accident or near miss reports to IRMA within forty-eight (48) hours of the event.
- Prepare injury reports for review by the Safety Committee.
- Maintain oversight of the NIPSTA incident report database. Provide an update to the Safety Committee as required.
- Disseminate information to Program Directors, Program Managers, Program Coordinators, Instructors/contractors and/or administrative representatives as is appropriate and necessary in order to ensure that operational considerations align with the organization's safety mission and goals.
- Consider and execute disciplinary action for NIPSTA employees and Independent Contractors as applicable and necessary.

MEETING MATERIALS DISTRIBUTION AND CONFIDENTIALITY

Sensitive information, such as medical conditions of the injured or details regarding the status of a claim progression, legal cases, etc. should not be provided to the general staff or public for review. Information and discussion regarding an individual injury or claim at Safety Committee meetings is considered privileged information and should not be discussed openly. Important updates, training opportunities, or changes in policy or procedure will be distributed to instructional and administrative representatives by the Executive Director or their qualified designee in a manner consistent with preserving private and/or personal information.

REFERENCES

Internal: NIPSTA Bylaws, approved April 2019

DATES

Origination: August 2019

Last Review: August 2019

Next Review: August 2021



NEW EMPLOYEE SAFETY ORIENTATION PROCEDURES

NIPSTA supports expedient and proper training for new employees as an effective onboarding tool. The *New Employee Orientation Procedure* is conducted within the first week of a new employee's engagement. The orientation stresses NIPSTA's commitment to safety and urges employees to be safety conscious at all times. The orientation is not intended to be a substitute for job specific training which may be conducted by the Executive Director or his/her qualified designee. Rather, the orientation covers topics which address general safety rules along with principles and procedures applicable to most work situations within the organization. The topics included are as follows:

1. Review of *NIPSTA Personnel Policy Manual*, *NIPSTA Risk Management and Campus Operations Policy Manual*, and all Employee Benefits
2. General Workplace Safety Practices and Rules
3. Incident and Injury Reporting Procedures
4. Transitional Duty Assignment Program
5. Reporting Unsafe Conditions and Acts
6. First Aid/Medical Treatment Procedures
7. Role of the Safety Committee
7. Fire Protection/Prevention
8. Emergency Action Procedures, including Evacuation
9. Hazard Communication/Right-To-Know (“RTK”)
10. Facility Tour – Workplace Hazards
11. Safety/Regulatory Posting Bulletin Board
12. Housekeeping
13. Office Safety/Ergonomics/Back Safety
14. Administrative Tools, Equipment and Machinery

After the checklist is completed, a copy will be maintained in the employee's personnel file. All employees should be reminded of the importance of strict adherence to safety policies and procedures, particularly during the annual employee review process.

NEW EMPLOYEE ORIENTATION CHECKLIST

The Executive Director will review all items from this list with the new employee.

#	Item	Manual	Date	Director's Initials	Employee's Initials
1	Overview of Personnel Policy Manual ("PPM")	-			
2	Overview of Risk Management and Campus Operations Policy Manual ("RMCO")	-			
3	Review of Employee Conduct Policy	PPM			
4	Review of Progressive Discipline Policy	PPM			
5	Review of Non-Harassment Policy	PPM			
6	Review of Equal Employment Opportunity Policy	PPM			
7	Explanation of Employee Benefits	PPM			
8	Review of Transitional Duty Assignment Policy	PPM			
9	Review of Americans with Disabilities Act Policy	PPM			
10	Review of Workplace Violence Policy	PPM			
11	Office Safety/Ergonomics/Safe Lifting and Moving	PPM			
12	First Aid/Medical Treatment Procedures	PPM			
13	General Workplace Safety Practices and Rules	PPM			
14	Job Specific Duties and Hazards	Job Desc			
15	Incident/Injury Reporting Procedures	PPM			
16	Hazard Communication/Right-To-Know ("RTK")	PPM			
17	Emergency Action Procedures, Evacuation	PPM			
18	Fire Protection/Prevention	PPM			
19	Safety/Regulatory Posting Bulletin Board	PPM			
20	Review of Social Media Policy	PPM			
21	Review of Personal Protective Equipment	RMCO			
22	Review of Communicable Diseases/Blood Borne Pathogens Policy	RMCO			
23	Facility Tour – Workplace Hazards	Tour			
24	Housekeeping	RMCO			
25	Safety Committee	RMCO			
26	Administrative Tools, Equipment and Machinery	Verbal			
27	Location of AEDs and Fire Extinguishers	Tour			
28	Offer/Confirmation of CPR Training	Verbal			
29	Fire Extinguisher Training	SME			
30	Annual Employee Safety Education Program Overview	Verbal			

Director's Signature: _____

Completion Date: _____

Employee's Signature: _____

Completion Date: _____

NEW EMPLOYEE ORIENTATION CHECKLIST GUIDELINES

1. **Departmental/General Workplace Safety Practices and Rules** – Provide all new employees with campus-wide general work-place safety practices and rules.
2. **Accident and Injury Reporting Procedures** – Inform all new employees to immediately report accidents, incidents, near-misses, motor vehicle incidents, etc. to the Executive Director according to policy guidelines.
3. **Early-Return-To-Work (ERTW)** – Explain to all employees that on-the-job accidents resulting in a personnel injury and/or illness may be covered by workers' compensation coverage. Inform the new employee of the member's Claims Coordinator who serves as the liaison to IRMA. Provide a copy of the program and benefits of such program and explain that early-return-to-work may be granted even for non-work-related injuries/illnesses, if available.
4. **Reporting Unsafe Conditions/Acts** – Inform new employees of the importance of adherence to all policies/procedures to ensure the safety and health of employees, students/participants, instructors/contractors, visitors, vendors, and the general public. Should an employee witness anything that could jeopardize anyone's safety and health or result in any type of loss, it is expected of everyone to report it to the Executive Director without any potential for repercussion.
5. **First Aid/Medical Treatment Procedure** – Inform new employees to contact **911** at any time for appropriate medical personnel for anyone that appears to need emergency medical treatment. Employees are not obligated to provide first aid and/or CPR but should call for **HELP** and ensure that no further harm comes to the individual as long as they are confident of their personal safety.

Also, new employees should be familiarized with first-aid station, AED, and emergency flushing stations. In addition, appropriate training in use and operation should be offered.

6. **Safety Committee** – Provide all employees with a copy of the role and responsibilities of the Safety Committee structure. Explain the purpose, members, meeting frequency, and where to find meeting minutes.
7. **Fire Protection/Prevention -**

Local Fire Alarm Signaling System – Show new employees where fire alarm pull stations are located and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuate and notifies emergency personnel, i.e., fire and police.

- Inform new employees that they must leave the building immediately upon hearing the alarm, closing doors behind them.
- Explain that, when employees discover a fire, they should first pull the nearest fire alarm pull station and then exit the alarmed area. If possible, employees should follow up with a telephone call from a safe location to provide more details.

Portable Fire Extinguishers -- Show employee(s) where portable fire extinguishers are located. Inform them to use a portable fire extinguisher only if:

- They have been trained to use them,
- The fire alarm has been sounded first,
- The fire is small (waste basket size), and
- They have a clear evacuation route.

8. Emergency Procedures -

Reporting Emergencies – In order to report a situation requiring the attention of police, medical or fire personnel, instruct the employee to dial **911** and immediately notify their supervisor, if possible.

Emergency Evacuation – Walk new employees through the appropriate evacuation route for their work area. Point out secondary emergency evacuation routes to be used if the primary route is blocked. Show them where to assemble after evacuation. Discuss special evacuation needs and plans for disabled visitors and employees. Also, provide copy of written plans which may be included within personnel or safety manual.

- 9. Hazard Communication/Right-To-Know (RTK)** – Explain to all new employees the location of the regulatory poster, Material Safety Data Sheets (MSDs) binder, and member policy/program (included in personnel and/or safety manual). All employees must receive training at time of hire and thereafter, annually, with the exception of administrative employees, who are exempt. Also, orientation on personal protective equipment (PPE) and special hazards may be necessary.
- 10. Campus and Facility Tour** – All new employees will be provided with a tour of the NIPSTA campus and its facilities. Employees shall be given an opportunity to meet with applicable Program Directors and Managers in order to assist new employees in their familiarization with the organization and roles of different personnel.
- 11. Safety/Regulatory Posting Bulletin Board** – Show employees the location of the board(s) and explain the purpose of them. Be sure to stress that these boards are for the benefit of employees and are not for personal use, i.e., For Sale postings, pictures, etc.
- 12. Housekeeping** – Explain to employees that housekeeping is everyone's responsibility. Clutter and disorder may contribute to workplace accidents resulting in injury/illness and other loss. It is expected that all employees will take the time to wipe up spills and remove trip hazards, including reporting to the appropriate department.
- 13. Office Safety/Ergonomics** – Explain to administrative employees how NIPSTA addresses ergonomic factors such as workstation design/layout and personal protective equipment (PPE), i.e., adjustable keyboard tray, wrist support, footrest, etc. Provide a copy of applicable policies/programs or indicate where it could be found in the personnel or safety manual.

14. **Administrative Tools, Equipment and Machinery** – Each employee should receive a brief familiarization orientation of all administrative tools, equipment and machinery located in their assigned work area.

ATTACHMENT "D"

	<p align="center">Northeastern Illinois Public Safety Training Academy</p> <p align="center">NIPSTA Standard Safety Briefing</p>	
<p>Administrative Policy</p>		
<p>Effective Date: 2/2020</p>	<p>Revised:</p>	<p>Approved: <u>J. Ramaker</u> Executive Director</p>

- The restrooms are located in the main hallway.
- NIPSTA has two Automatic External Defibrillators (AEDs). An AED is located in the Education Center between the restrooms. A second AED is located just inside the Field Training Center/hanger.
- NIPSTA is an active campus with the frequent movement of vehicles. The speed limit on campus is 5 mph. Please use caution when walking or driving around the campus.
- No smoking is allowed within fifteen (15) feet of any NIPSTA building.
- In the event that you are required to leave the building during an evacuation, exit signs are clearly marked and exits are available on each side of the buildings. Do not leave the campus. The rally point for this class will be in front of the Fire Station on the south side of the campus. If it is safe to do so, please remain with your classmates until you are dismissed by your lead instructor.
- The weather today is (instructor assessment) . The risk of severe weather is high/medium/low.
- In the event of a weather emergency, the primary shelter location is the main hallway outside the classroom. Do not leave the building without authorization from the Lead Instructor.
- Ensure that you remain hydrated during training. Notify your instructor if you have been injured in any way or if you feel ill. Do not leave the campus without notifying your instructor.
- Please note any special signs which indicate guidelines for the use of fall protection, respiratory protection, confined spaces or personal protective equipment, including turnout gear.
- NIPSTA is dedicated to promoting safety during training, particularly in regards to safe lifting and moving in order to prevent back injuries. Students/participants are responsible for using proper lifting techniques at all times. Seek clarification from your instructor if you have any safety-related questions.
- Students/participants may not operate a NIPSTA vehicle for any reason.
- Students/participants are required to seek clarification from instructors whenever they are unsure about a specific skill, strategy or performance measure. **Students/participants are not required to attempt or complete any skill which they do not fully comprehend or with which they have any concern or apprehension.**
- *Are there any questions?*


COURSE TITLE

DATE

SAFETY BRIEFING CONDUCTED BY (PRINT NAME)

SIGNATURE

NIPSTA RECORDS MANAGEMENT POLICY

	Northeastern Illinois Public Safety Training Academy Records Retention and Public Inspection of Records Policy		
Administrative Policy			
Effective Date: 12/2019	Revised:	Approved: <u>J. Ramaker</u> <i>Executive Director</i>	

This policy is intended to summarize the obligations of NIPSTA, including its officials and staff, regarding records retention, record management, and public inspection of such records under the Freedom of Information Act ("FOIA"), 5 ILCS 140 *et seq.*, the Open Meetings Act ("OMA"), 5 ILCS 120/1 *et seq.*, and the Local Records Act, 50 ILCS 205/1, *et seq.*

SCOPE

This policy applies to NIPSTA officials, NIPSTA employees and those whose services are engaged to conduct the routine business and administrative operations of the organization.

PROCEDURES and RESPONSIBILITIES**A. General Records Retention Guidelines**

1. Pursuant to the Local Records Act, 50 ILCS 205/1, *et seq.*, and as a public body, NIPSTA shall:
 - a. Keep records at 2300 Patriot Boulevard, Glenview, IL, 60026, as NIPSTA's official place of business;
 - b. Make records available for public inspection during regular office hours, except when in immediate use by persons exercising official duties which require the use of those records;
 - c. Require a notice in writing to be submitted twenty-four (24) hours prior to inspection which specifically details the records to be inspected. 50 ILCS 205/3.
2. Documents considered public records and therefore subjected to the Local Records Act, 50 ILCS 205/1, *et seq.*, include:
 - a. Any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by

such agency or officer, or any successor thereof, or because of the information data contained therein. 50 ILCS 205/2.

- b. Reports and records of the obligation, receipt and use of public funds of NIPSTA, including certified audits, management letters and other audit reports made by the Auditor General, County Auditors, and other officers or by licenses Certified Public Accountants permitted to perform audits under the Illinois Public Account Act and presented to the corporate authorities or boards of NIPSTA.
3. All public records made or received by, or under the authority of, or coming into the custody, control or possession of any NIPSTA officer or agent shall not be mutilated, destroyed, transferred, removed or otherwise damaged or disposed of, in whole or in part, except as provided by law. Any person who knowingly, without lawful authority and with the intent to defraud any party, public officer, or entity, alters, destroys, defaces, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4.
4. In the event that NIPSTA desires to properly dispose of any public records, NIPSTA must submit an "Application for Authority to Dispose of Local Records" to the appropriate Local Records Commission prior to the destruction of any record. After the Application has been approved by the Local Records Commission, it will become NIPSTA's "Records Retention Schedule". NIPSTA may then dispose of records after the minimum retention period listed for each record series is met, provided no litigation is pending or anticipated and providing all audit requirements (local, state and federal) have been met and after NIPSTA has submitted and received an approved Local Records Disposal Certificate from the appropriate Local Records Commission. Per Section 400.40 of the Illinois Administrative Code, NIPSTA is also required to submit Disposal Certificates to the Local Records Commission authorizing the destruction at least thirty (30) days before the date that NIPSTA wishes to dispose of the records. A Local Records Disposal Certificate must be filed with and approved by the Local Records Commission before any records may be destroyed.

B. Records Retention and Email Messages

1. A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data.
2. Email messages considered non-vital, temporary communication may be routinely discarded. Such messages should be deleted from files as soon as they have fulfilled their purpose and are not required to be saved.
3. Messages determined by users to be public record and subjected to the Local Records Act, 50 ILCS 205/1, *et seq.*, should be properly preserved and disposed of as specified in NIPSTA's records retention schedule (Section "A").
4. Email messages and attachments should be reviewed, at a minimum, every fifteen (15) days. If email messages and/or attachments are determined to be considered records, they should be printed fully (including time, date, sender and receiver) and retained in paper format. NIPSTA, as directed by the Executive Director, may delete all messages from the server thirty (30) days after they have been opened and a hard copy retained if it is a public record.

C. Records Retention and the Freedom of Information Act, 5 ILCS 140, et seq. (“FOIA”)

1. The following records are specifically defined as being open to inspection under FOIA:
 - a. Records of funds relating to the obligation, receipt, and use of public funds of NIPSTA. (Section 2.5);
 - b. Certified payroll records submitted pursuant to Section 5(a)(2) of the Prevailing Wage Act (Section 2.10);
 - c. Settlement agreements and severance agreements entered into by or on behalf of NIPSTA (Section 2.20).
2. A citizen who seeks to review a public record must submit a written FOIA request. NIPSTA will not accept oral requests. NIPSTA must extend, comply with or deny a request within five (5) business days. 5 ILCS 140/3(d). Under certain circumstances, NIPSTA may extend its time to respond by an additional five (5) business days, and must notify the requestor of the extension. 5 ILCS 140/3(d); (e). Additionally, NIPSTA and the requestor may mutually agree, in writing, to extend the response time deadlines provided for under FOIA.
3. Pursuant to FOIA, NIPSTA, in denying a request for public records, whether partially or in its entirety, must notify the requester in writing of the following:
 - a. The decision to deny the request;
 - b. The reasons for the denial, including a detailed factual basis for the application of any exemption claimed;
 - c. The names and titles of the positions of each person responsible for the denial;
 - d. The person’s right to review by the Public Access Counselor (“PAC”);
 - e. The address and phone number for the PAC; and,
 - f. The person’s right to judicial review under Section 11 of FOIA.
4. If the request is denied on the basis of one of the exemptions contained in Section 7 or Section 7.5 of the Act, the notice of denial must cite the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. To the extent possible, NIPSTA should redact exempt information and provide all non-exempt information.
5. Copies of all notices of denials must be retained in a single central office file that is open to the public and indexed according to the type of exemption asserted in Section 7 of FOIA, 5 ILCS 140/7, and to the extent feasible, according to the type of records requested.

D. Records Retention and the Open Meetings Act, 5 ILCS 120/1, et seq.

1. The Open Meetings Act (5 ILCS 120/1, et seq.) (“OMA”) requires that all of the actions of public bodies, such as NIPSTA, are to be taken at a public meeting and openly. OMA states it is the public policy of Illinois that its citizens be given advance notice of and have the right to attend all meetings at which any business of a public body is disclosed or acted upon in any way.
2. OMA requires that public bodies, as well as their boards, committees, and commissions, create minutes of their open and closed meetings. These minutes must be reviewed and approved by the public body. Written minutes of all meetings must be kept to include:

- a. Date, time and place of the meeting;
 - b. Members of the public body recorded as present or absent, and whether physically present or present by video/audio conference;
 - c. A summary of the discussion on all matters proposed, deliberated or decided, and a record of any votes taken.
3. For an Open Meeting, for record keeping, a public body is required to:
- a. Approve Open Meeting minutes within thirty (30) days or at a second subsequent meeting, whichever is later;
 - b. Make approved minutes available to the public within ten (10) days after approval, including on the public body's website;
 - c. Make minutes of the governing body's regular meeting available on its website for at least sixty (60) days after initial approval.
4. If a closed meeting is required, record keeping is governed by Section 2.05 of the OMA. The minutes of the meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. NIPSTA shall periodically, but no less than annually, meet to review minutes of all Closed Meetings to determine whether all or portions of such minutes can either be released for public inspection and copying or whether there is a need to retain the confidentiality of such minutes. At such meetings, a determination shall be made, and reported in an Open Meeting, that: (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. In addition to minutes, a verbatim record must be kept of all Closed Meetings by video or audio recording. Each recording must be kept for a minimum of eighteen (18) months. Records may be destroyed after eighteen (18) months, if destruction is approved by the Board and the minutes of that closed meeting have been approved by the Board.

REFERENCES

1 Ill. Adm. Code 400.40
5 ILCS 140/ Freedom of Information Act
5 ILCS 205/ Local Records Act
5 ILCS 120/ Open Meetings Act
820 ILCS 130/ Prevailing Wage Act

DATES

Origination: December 2019
Last Review: December 2019
Next Review: December 2022

INCIDENT/INJURY REPORTING AND INVESTIGATION POLICY

	Northeastern Illinois Public Safety Training Academy INCIDENT/INJURY REPORTING & INVESTIGATION POLICY	
Administrative Policy		709
Effective Date: 8/23/19	Revised: 8/2021	Approved: <u>J. Ramaker</u> <i>Executive Director</i>

PURPOSE

Proper incident/injury reporting and investigation is important to the organization's overall goal of maintaining a safe environment for students/participants, employees, instructors/contractors, visitors and vendors. It is anticipated that thorough and honest documentation of such events will form the foundation for a comprehensive review process by the NIPSTA Safety Committee with the overall goal of reducing occurrences.

Accident prevention is key to reducing or eliminating the possibility of injury to employees, instructors/contractors, participants and visitors. The ability to learn from past incidents is valuable to the accident prevention program. Accident investigations determine not only what happened, but also how and why.

SCOPE

This policy is applicable to any actual incident or near-miss which did or could have resulted in an injury to a person or damage to property, including vehicles, props and facilities. This policy applies to employees, instructors/contractors, students/participants, visitors, vendors and any other individual visiting the NIPSTA campus.

ADMINISTRATIVE/INVESTIGATIVE PROCEDURES and RESPONSIBILITIES**Executive Director or Designee:**

- Take immediate action to maintain campus safety based upon the specifics of the incident/event.
- Ensure all accidents, injuries and near-misses are investigated within 24 hours of the event.
- Perform a thorough investigation of all injuries, accidents and near misses. Ensure that both internal and required external reporting forms are properly and fully completed.
- Submit all pertinent reports to IRMA within forty-eight (48) hours of the event.
- Provide timely notification of the event to the Safety Committee.
- Permanently maintain all reports on file.
- Ensure proper entries are made on the *OSHA 300 Log* and *First Report of Injury* forms.
- Based upon the specifics of the incident and at the Executive Director's discretion, facilitate completion of a *NIPSTA Incident Investigation Form 709D* (for internal use only).

Employees and Instructors/contractors:

- Immediately report all accidents, injuries and near-misses to the Executive Director or their designee. See Attachment 709E.
- Immediately report all actual or potentially hazardous conditions to the Executive Director or their designee.
- Facilitate completion of *Form 709A: Individual Report of Incident/Injury* by all individuals affected by the event within twenty-four (24) hours of the incident.
- Complete *Form 709B: Administrative Incident/Injury Investigation Form* within twenty-four (24) hours of the incident.
- Facilitate completion of *Form 709C: Witness Statement Form* by all applicable witnesses within twenty-four (24) hours of the incident.
- Submit completed original forms to the Executive Director. Assist with incident investigation and record keeping as requested.

Safety Committee:

- Review all incident and injury reports as forwarded by the Executive Director.
- Provide follow up recommendations to the Executive Director, including possible disciplinary actions for NIPSTA employees and/or Independent Contractors as applicable and necessary.
- Ensure that remediation activities or recommended corrective actions are carried out in a timely manner.

ATTACHMENTS

709A: NIPSTA Individual Report of Incident/Injury Report Form

709B: NIPSTA Administrative Incident/Injury Report Form

709C: NIPSTA Witness Statement Form

709D: NIPSTA Incident Investigation Form (Internal Use Only)

709E: NIPSTA Incident/Injury Reporting Process for Instructors/contractors – Check-Off List

DISTRIBUTION

- NIPSTA Employees
- NIPSTA Leadership Council
- Instructor/Contractor Portal
- Applicable NIPSTA Policy Manual(s)
- File

REFERENCES

Internal: None

External: IRMA Model Risk Management Template, 1/2019
IRMA Member Claims Coordinator Manual

DATES

Origination:

Last Review: August 2019

Next Review: August 2022



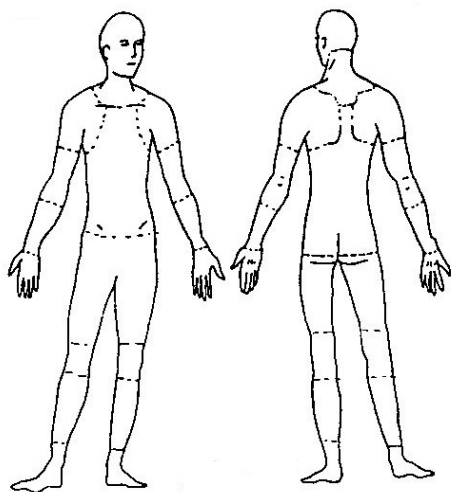
Northeastern Illinois Public Safety Training Academy Individual Report of Incident/Injury Form - 709A

Instructions: **This form shall be completed by the injured/affected person** within 24 hours of the incident, injury or event.

I am reporting a(n): <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Facility Damage	
Your Name:	
Your Department/Employer:	
NIPSTA affiliation (Circle one): Employee Instructor/contractor Participant Visitor	
Date and time the event was reported to an instructor/contractor/administration:	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
Have you seen a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:

What parts of your body were injured? If a near miss, how could you have been hurt?

Affected body part(s) (circle all that apply):



Nature of Injury/Illness (check all that apply):

- ☐ Abrasion
- ☐ Amputation
- ☐ Broken bone
- ☐ Bruise
- ☐ Burn (heat)
- ☐ Burn (chemical)
- ☐ Crushing Injury
- ☐ Head Injury
- ☐ Laceration, puncture
- ☐ Loss of consciousness
- ☐ Medical illness
- ☐ Sprain, strain
- ☐ Weather related illness
- ☐ Pain (describe) _____
- ☐ Other _____

Has this part of your body been injured before?

☐ Yes ☐ No

If yes, when?

I have read the above statement and it is true and complete to the best of my knowledge:

Signature: _____

Date: _____ Time: _____

Received by: _____

Date: _____ Time: _____



Northeastern Illinois Public Safety Training Academy Administrative Incident/Injury Report - Form 709B

Instructions: NIPSTA staff or Instructors shall complete this form within 24 hours after an incident that has resulted in or could have resulted in serious injury or illness.

This is a report of a(n): Injury Illness First Aid Only Near Miss Vehicle Accident Facility Damage	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Instructor Other _____

Step 1: Details on the Injured Person (complete this part for each injured person)

Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Affiliation:	Title (as applicable):	
Affected body part(s): (circle all that apply) <div style="text-align: center; margin-top: 20px;"> </div>	Nature of Injury/Illness (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Head Injury <input type="checkbox"/> Laceration, puncture <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Medical illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Weather related illness <input type="checkbox"/> Pain (describe) _____ <input type="checkbox"/> Other _____ 	

Step 2: Describe the Incident

Exact Location of the Incident:	Exact Time:
Names and Affiliations of Witnesses (if any):	

What personal protective equipment was being used (if any)?

Describe, step-by-step, the events that led up to the injury, illness or event. Include names of any machines, parts, objects, tools, materials and other important details.

Step 3: First impressions.... Why did the incident occur?

Unsafe Workplace Conditions: (check all that apply)

- ☐ Inadequate guard
- ☐ Unguarded hazard
- ☐ Defective safety device
- ☐ Defective tool(s) or equipment
- ☐ Hazardous workstation layout
- ☐ Unsafe lighting
- ☐ Unsafe ventilation
- ☐ Lack of required personal protective equipment
- ☐ Lack of appropriate equipment / tools
- ☐ Unsafe clothing
- ☐ No training or insufficient training
- ☐ Other: _____

Unsafe Acts by People: (check all that apply)

- ☐ Operating without permission
- ☐ Operating at unsafe speed
- ☐ Servicing equipment receiving power
- ☐ Making a safety device inoperative
- ☐ Using defective equipment
- ☐ Using equipment in an unapproved way
- ☐ Unsafe lifting
- ☐ Taking an unsafe position or posture
- ☐ Distraction, teasing, horseplay
- ☐ Failure to wear personal protective equipment
- ☐ Failure to use the available equipment / tools
- ☐ Other: _____

Did any potentially unsafe conditions exist?			
Did any potentially unsafe acts occur?			
Was there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe:			
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A			
Step 4: Who completed and reviewed this form? (Please Print)			
Acknowledgement: I have read the above statement/document and it is true and complete to the best of my knowledge.			
Written by:		Title:	
Affiliation:		Date:	
Signature:			
Name of Injured Person's Supervisor:		Date and Time Contacted:	
Reviewed by:		Title:	
		Date:	
Names of investigation team members (as applicable):			
ATTACHMENTS?	Written witness statements	Photographs	Maps / drawings

TO BE COMPLETED BY SAFETY COMMITTEE

Step 5: How can future incidents be prevented?

Date Reviewed: _____

What changes are recommended to prevent this incident/near miss from happening again?

- ☐ Stop this activity
 ☐ Guard the hazard
 ☐ Train the participant (s)
 ☐ Train the supervisor(s)
- ☐ Redesign task steps
 ☐ Redesign work station
 ☐ Write a new policy/rule
 ☐ Enforce existing policy
- ☐ Routinely inspect for the hazard
 ☐ Issue Personal Protective Equipment
 ☐ Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ☐



Northeastern Illinois Public Safety Training Academy
Witness Statement - Form 709C

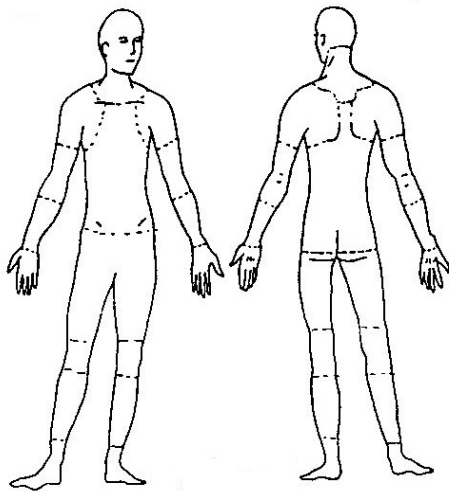
Instructions: **This form shall be completed by the witness** within 24 hours of the incident, injury or event.

I am reporting a(n): <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near Miss <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Facility Damage				
Your Name:				
Your Department/Employer:				
NIPSTA affiliation (Circle one):		Employee	Instructor/contractor	Participant Visitor
Telephone Number:			Email Address:	
Date of injury/near miss:			Time of injury/near miss:	
Names of other witnesses (if any):				
Where, exactly, did it happen?				
What were you doing at the time?				
Describe step by step what led up to the accident/injury/near miss (continue on the back if necessary):				

What could have been done to prevent this accident/injury/near miss?

What parts of the affected person's body were injured? If a near miss, how could they have been hurt?

Affected body part(s) (circle all that apply):



Nature of Injury/Illness (check all that apply):

- ☐ Abrasion
- ☐ Amputation
- ☐ Broken bone
- ☐ Bruise
- ☐ Burn (heat)
- ☐ Burn (chemical)
- ☐ Crushing Injury
- ☐ Head Injury
- ☐ Laceration, puncture
- ☐ Loss of consciousness
- ☐ Medical illness
- ☐ Sprain, strain
- ☐ Weather related illness
- ☐ Pain (describe) _____
- ☐ Other _____

I have read the above statement and it is true and complete to the best of my knowledge:

Signature: _____

Date: _____ Time: _____

Received by: _____

Date: _____ Time: _____



NIPSTA Incident Investigation Form-709D

FOR INTERNAL USE ONLY

Date of Incident: [Click here to enter a date.](#) Time of Incident: [Click here to enter text.](#)

Location of Incident: NIPSTA Main Campus ☐ Off-Site ☐

Specific Location: [Click here to enter text.](#)

Was a person injured? Yes ☐ No ☐

Category of Injured Person: Student ☐ Department: [Click here to enter text.](#)
Instructor/contractor ☐ Visitor ☐ Employee ☐
Other: [Click here to enter text.](#)

Was a training prop involved? Yes ☐ No ☐
If yes, identify prop: [Click here to enter text.](#)

Prop Taken Out of Service? Yes ☐ No ☐
Date: [Click here to enter a date.](#)

Course/Program Title (if applicable): [Click here to enter text.](#)

Program Coordinator: [Click here to enter text.](#)

Safety Officer: [Click here to enter text.](#)

Names of Instructors/Contractors Present: [Click here to enter text.](#)

Names/Departments of Witnesses: [Click here to enter text.](#)

NIPSTA *Individual Report of Incident/Injury Form 709A* Completed? Yes ☐ No ☐

NIPSTA *Administrative Incident/Injury Report Form 709B* Completed? Yes ☐ No ☐

Witness Statement(s) Secured (*Form 709C*)? Yes ☐ No ☐ Reason if no: [Click here to enter text.](#)

Date Investigation Initiated: [Click here to enter a date.](#)

Date Investigation Completed: [Click here to enter a date.](#)

Person Investigating Incident: [Click here to enter text.](#)

Method of Investigator Notification: [Click here to enter text.](#)

Date Investigation Report Provided to NIPSTA Administration: [Click here to enter a date.](#)

Narrative describing incident, including sequence of events, and extent/description of damage (as applicable):
[Click here to enter text.](#)

List any possible basic causes, direct causes or indirect causes:
[Click here to enter text.](#)

Date investigation was reviewed by NIPSTA Safety Committee: [Click here to enter a date.](#)

Considerations for the NIPSTA Safety Committee:
[Click here to enter text.](#)

Final Recommendations by the NIPSTA Safety Committee:
[Click here to enter text.](#)

Date Formal Investigation Closed: [Click here to enter a date.](#)

Final Follow Up with Employer/Department (as applicable): [Click here to enter text.](#)

Attachments:

- ☐ NIPSTA Individual Report of Incident/Injury Form 709A
- ☐ NIPSTA Administrative Incident/Injury Report Form 709B
- ☐ NIPSTA Witness Statement(s) Form 709C
- ☐ IRMA Incident/First Aid Report
- ☐ IRMA Form 45: Employer's First Report of injury
- ☐ Other: [Click here to enter text.](#)

I have read this statement/document and it is true and complete to the best of my knowledge.

Person completing report: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

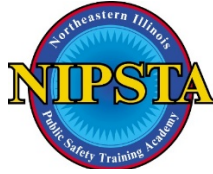
Title: [Click here to enter text.](#)

Signature: _____



INCIDENT/INJURY REPORTING CHECKLIST for INSTRUCTORS-709E

- _____ 1. Call 911, as applicable.
- _____ 2. Secure the scene in order to prevent the event from continuing.
- _____ 3. Ensure that other instructors are aware of the situation.
- _____ 4. Notify the Executive Director or their designee.
- _____ 5. Notify the sponsoring department via telephone, as applicable.
- _____ 6. Request that the affected/injured person completes the *Individual Report of Incident/Injury* Form #709A.
- _____ 7. Complete the *Administrative Incident/Injury Report* Form #709B.
- _____ 8. Secure *Witness Statements*, as applicable (Form #709C).
- _____ 9. Submit all original paperwork to the Executive Director.



NIPSTA RISK ASSESSMENT PROJECT

2019

PURPOSE OF THE ASSESSMENT

- Embrace the concept of risk as inherent to the overall mission of NIPSTA
 - Note that risk can create both impairment and opportunity
 - Understand that risk management is a dynamic system that requires continual attention and an organizational commitment
 - Ensure that safety and risk management is collective responsibility
 - Embrace the important notion that NIPSTA provides services which reduce the overall level of risk for public safety professionals
- Identify areas of individual and collective organizational risk
 - Determine areas of optimal risk taking vs. excessive risk taking; validate thresholds
 - Understand the difference between risk avoidance and risk reduction
- Manage risk exposures
 - Recognize the intersection of probability and consequence
 - Limit or minimize risk through the use of purposeful control measures
- Properly align risks with strategic organizational goals/business plan
 - Determine which risks to retain and which to transfer
 - Focus on enterprise-wide risk management (ERM)
- Ensure process is structured and disciplined
 - Size the process to meet NIPSTA’s mission, scope, complexity, and geographic reach
- Provide the NIPSTA Board of Directors with a concrete overview of current risks, areas of immediate improvement, mid-term prioritization, and recommendations for a long-term risk management program
 - Acknowledge that as an intergovernmental agency, NIPSTA is a custodian of public funds and assets
 - As a steward of public funds, NIPSTA is obligated to restrict undesirable outcomes that consume public dollars and reduces the organization’s capability to more cogently apply such resources

RISK MANAGEMENT PROJECT OVERVIEW

1. Identify Risks

- a. Develop a comprehensive list of risks
- b. Determine categories and sub-categories
 - i. Administrative / Financial
 - ii. Operational
 - iii. Strategic
 - iv. Compliance

2. Develop Assessment Criteria

- a. Impact (short-term and long-term)
 - i. Reputation
 - ii. Legal
 - iii. Financial
 - iv. Health and Safety
- b. Likelihood
- c. Vulnerability
- d. Speed of onset
- e. Ability to tolerate
- f. Speed and/or likelihood of recovery

3. Assess Risks

- a. Assign values
 - i. Qualitative
 - 1. Interviews, cross-functional discussion, survey, benchmarking, scenario analysis
 - ii. Quantitative
 - 1. Forward-looking point estimates (deterministic models) leading to forward-looking distributions (probabilistic models)
 - 2. Estimating gross-profit margins, cash flows and earnings over a given time horizon at a given confidence level
- b. Analyze existing data:
 - i. Internal and external audit reports
 - ii. Insurance claims and internal loss event data and assessments, including near misses (e.g. Safety Committee minutes)
 - iii. Annual regulatory reports and assessments (e.g. IRMA)
 - iv. Industry reports and research findings

4. Assess Risk Interactions

- a. Determine 'minor' risks which interact with other events and conditions to create exponential damage or opportunity
- b. Consider an integrated or holistic view utilizing risk interaction matrices, aggregated probability distributions, and bow-tie diagrams

5. Prioritize Risks

6. Respond to Risks

- a. Determine response options
 - i. Accept
 - ii. Reduce
 - iii. Share
 - iv. Avoid
- b. Perform cost-benefit analyses
- c. Formulate response strategy
- d. Determine mandated vs desired remediation/improvement

7. Develop a Risk Management Plan

- a. Identify priorities/goals
- b. List objectives to accomplish goals
- c. Identify existing controls
- d. Make recommendations
- e. Establish a multi-year timeline
- f. Evaluate financial impact
- g. Determine budgetary allotments

8. Review, Evaluate and Revise

9. Integrate the Risk Management Process into Developing the Organization's Business Plan

IMPACT SCALE

RATING	DESCRIPTOR	DEFINITION
5	EXTREME	<ul style="list-style-type: none"> - Financial loss equaling or exceeding 50% of budgeted annual operating expenses - National-level, long-term national media coverage - Game-changing loss of market share - Significant prosecution and fines; litigation - Significant injuries or fatality to student, instructor/contractor, employee, customer, vendor, visitor - Long-term damage to campus training facility/building; uninhabitable - Abrupt or unanticipated exit of senior leadership
4	MAJOR	<ul style="list-style-type: none"> - Financial loss between 25% and 49% of budgeted annual operating expenses - Statewide media coverage; significant loss of market share - Report to regulator requiring major project for corrective action - Limited in-patient care required for injured person - Abrupt or unanticipated exit of employees - Abrupt or unanticipated exit of more than 25% of instructors/contractors; not perceived as employer of choice - Short-term but substantial damage to campus training facility; unable to use for more than thirty (30) days
3	MODERATE	<ul style="list-style-type: none"> - Financial loss between 10% and 24% of budgeted annual operating expenses - Short-term regional negative media coverage - Report of breach to regulator with immediate correction to be implemented - Out-patient medical treatment required for injured person - Widespread staff/instructor/contractor morale problems, elevated potential for turnover - Temporary but considerable damage to campus training facility; partial building shut down and relocation of classroom space
2	MINOR	<ul style="list-style-type: none"> - Financial loss up to 10% of budgeted annual operating expenses - Local reputational damage - Reportable incident to regulator; no follow up required - Minor injuries - Isolated staff/instructor/contractor morale problems, minimal potential for turnover - Minor damage to campus training facility
1	INCIDENTAL	<ul style="list-style-type: none"> - No financial loss - Local media attention quickly remediated - Not reportable to regulator - No injuries

PROBABILITY SCALE

RATING	Annual Frequency Descriptor	DEFINITION	Probability Descriptor	DEFINITION
5	FREQUENT	Up to once per month	ALMOST CERTAIN	90% or greater chance of occurrence over life of asset or project
4	LIKELY	Twice per year	LIKELY	65% to 89% chance of occurrence over life of asset or project
3	POSSIBLE	Once a year	POSSIBLE	35% to 64% chance of occurrence over life of asset or project
2	UNLIKELY	Once in five years	UNLIKELY	10% to 34% chance of occurrence over life of asset or project
1	RARE	Once in ten years	RARE	<10% chance of occurrence over life of asset or project

SPEED OF ONSET OR VELOCITY SCALE

RATING	DESCRIPTOR	DEFINITION
5	VERY HIGH	- Very rapid onset, little or no warning, instantaneous
4	HIGH	- Onset occurs in a matter of days to a few weeks
3	MEDIUM	- Onset occurs in a matter of a few months
2	LOW	- Onset occurs in a matter of several months
1	VERY LOW	- Very slow onset, occurs over a year or more

VULNERABILITY SCALE

RATING	DESCRIPTOR	DEFINITION
5	VERY HIGH	<ul style="list-style-type: none"> - No scenario planning performed - Lack of organizational level/process level capabilities to address risks - Response(s) not implemented - No contingency or crisis management plans in place
4	HIGH	<ul style="list-style-type: none"> - Scenario planning for key strategic risks performed - Low organizational level/process level capabilities to address risks - Responses partially implemented or not achieving control objectives - Some contingency and crisis management plans in place, limited rehearsals
3	MEDIUM	<ul style="list-style-type: none"> - Stress testing and sensitivity analysis of scenarios performed - Medium organizational level/process level capabilities to address risks - Responses implemented and achieving objectives most of the time - Most contingency and crisis management plans in place, limited rehearsals
2	LOW	<ul style="list-style-type: none"> - Strategic options defined - Medium to high organizational level/process level capabilities to address risks - Responses implemented and achieving objectives except under extreme conditions - Contingency and crisis management plans in place, some rehearsals
1	VERY LOW	<ul style="list-style-type: none"> - Real options deployed to maximize strategic flexibility - High organizational level/process level capabilities to address risks - Redundant response mechanisms in place and regularly tested for critical risks - Contingency and crisis management plans in place and rehearsed regularly



Northeastern Illinois Public Safety Training Academy (NIPSTA)

2019 Risk Assessment Program

Administrative Operations

ADVERSE EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)					
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	VULNERABILITY	SPEED OF ONSET	RISK
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Quality of Pre-Planning and Preparedness; Capabilities	Rate at which event occurs	Relative threat
SCORE	0 = N/A 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Frequent / Almost Certain	0 = N/A 1 = Incidental 2 = Minor 3 = Moderate 4 = Major 5 = Extreme	0 = N/A 1 = Incidental 2 = Minor 3 = Moderate 4 = Major 5 = Extreme	0 = N/A 1 = Incidental 2 = Minor 3 = Moderate 4 = Major 5 = Extreme	0 = N/A 1 = Very Low 2 = Low 3 = Medium 4 = High 5 = Very High	0 = N/A 1 = Very Slow 2 = Slow 3 = Medium 4 = Rapid 5 = Very Rapid	0 - 100%
HVAC Failure	5	1	3	3	5	4	64%
Temperature Extremes	5	1	1	2	2	3	36%
Heavy Snow	5	1	1	2	2	2	32%
Fire	2	4	4	4	1	5	29%
Insufficient Cash Availability	4	0	0	4	3	2	29%
Seasonal Influenza	3	3	1	2	2	3	26%
Unplanned IT Outage	3	0	0	4	2	5	26%
Cyber Attack/Data Breach	3	0	0	4	2	5	26%
Redundancy in Staff for Essential Functions	3	0	0	3	3	4	24%
Breakdown at a Single Point of Failure	3	0	0	4	3	3	24%

Power Outage	3	1	1	1	1	5	22%
Sewer Failure	2	1	3	3	2	4	21%
Regional Infrastructure Failure	2	0	2	4	2	5	21%
Theft	2	0	3	2	2	5	19%
Workplace Violence/Threat	2	3	1	2	1	4	18%
Bomb Threat	1	5	5	5	2	5	18%
Tornado	1	5	5	5	2	5	18%
Communication/Telephone Failure	2	1	1	2	2	5	18%
Active Threat/Active Shooter	1	5	4	5	4	5	18%
Earthquake	1	5	5	5	1	5	17%
Explosion	1	5	5	5	1	5	17%
Exposure to Blood Borne Pathogens	3	1	0	0	1	5	17%
Internal Flood	2	1	3	3	1	2	16%
External HazMat Incident	2	2	1	2	1	4	16%
External Flood	2	1	2	2	2	2	14%
Area-wide Catastrophic Incident	1	1	1	4	3	5	11%
Branding & Reputational Risk	2	0	0	2	3	2	11%
Water Disruption	1	1	3	3	1	4	10%
Gas Leak	1	2	2	2	1	4	9%
Evacuation	1	1	1	3	2	4	9%
Suspicious Package	1	1	1	2	1	5	8%
Epidemic/Pandemic	1	3	0	3	2	2	8%



Northeastern Illinois Public Safety Training Academy (NIPSTA)

2019 Risk Assessment Program

Field-Based Training - Risk to Human Safety

ADVERSE EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)					
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	VULNERABILITY	SPEED OF ONSET	RISK
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Quality of Pre-Planning and Preparedness; Capabilities	Rate at which event occurs	Relative threat
SCORE	0 = N/A 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Frequent / Almost Certain	0 = N/A 1 = Incidental 2 = Minor 3 = Moderate 4 = Major 5 = Extreme	0 = N/A 1 = Incidental 2 = Minor 3 = Moderate 4 = Major 5 = Extreme	0 = N/A 1 = Incidental 2 = Minor 3 = Moderate 4 = Major 5 = Extreme	0 = N/A 1 = Very Low 2 = Low 3 = Medium 4 = High 5 = Very High	0 = N/A 1 = Very Slow 2 = Slow 3 = Medium 4 = Rapid 5 = Very Rapid	0 - 100%
Lightning	5	5	1	3	2	5	64%
High Winds	5	3	2	2	2	5	56%
Heavy Snow	5	2	2	2	2	4	48%
Heavy Lifting Injury	4	4	0	1	3	5	42%
Extreme Cold	5	1	1	2	2	4	40%
Cutting Injuries	5	3	0	0	2	5	40%
Extreme Heat	5	1	1	2	2	4	40%
Crushing Injuries	5	3	0	0	2	5	40%
Rain	5	1	1	1	1	5	36%
Slip, Trip, Fall	4	3	0	0	2	5	32%
Running Injury	4	3	0	0	2	5	32%
Foreign Body to Eye	4	3	0	0	2	5	32%

Pulling/Pushing Injury	4	3	0	0	2	5	32%
Injury from Crawling	4	3	0	0	2	5	32%
Striking Injuries	4	3	0	0	2	5	32%
Injury while Forcing Entry	4	3	0	0	2	5	32%
Injury while Dragging Heavy Weight	4	3	0	0	2	5	32%
Injury while Pulling Hose	4	3	0	0	2	5	32%
Injury during Ladder Training	4	3	0	0	2	5	32%
Injury while Swinging	4	3	0	0	2	5	32%
Fall from Elevated Area	2	5	1	2	2	5	24%
Medical Issues	3	3	0	0	1	4	19%
Tornado	1	5	5	5	2	5	18%
Exposure to Blood Borne Pathogens	3	1	0	0	1	5	17%
Prop Failure	1	5	3	3	2	5	14%
High Speed Driving Crash	1	3	3	2	2	5	12%
Exposure to Hazardous Materials	1	4	0	3	2	5	11%
Vehicle Accident	1	3	1	1	2	5	10%
Person Struck by Vehicle	1	5	0	1	2	5	10%
Injury from Exposure to Fire	1	3	0	2	1	5	9%
Injury from Exposure to Smoke	1	3	0	2	1	5	9%
Loud Noises for Extended Periods	1	1	0	0	2	1	3%

ADVERSE WEATHER POLICY

	Northeastern Illinois Public Safety Training Academy ADVERSE WEATHER POLICY		
Operations Policy			
Effective Date: 8/2019	Revised:	Approved: <u>J. Ramaker</u> <i>Executive Director</i>	

PURPOSE

The purpose of the policy is to strengthen the resilience of NIPSTA through the systematic preparation for and response to adverse weather or a weather emergency. This policy establishes a contingency plan to ensure that organizational, administrative and instructional operations safely continue with minimal impact to the mission of NIPSTA.

SCOPE

This policy applies to employees, instructors/contractors, students/participants, visitors, vendors and any other individual working on or visiting the NIPSTA campus.

DEFINITIONS

Adverse Weather: Naturally occurring environmental conditions which have the possibility to threaten the well-being of individuals on the NIPSTA campus, along with potential damage to property, infrastructure and/or equipment.

Essential Personnel: Personnel that support the services deemed critical by NIPSTA Administration to successfully and safely carry out the mission of the organization before, during and after an adverse weather event.

NOAA: National Oceanic and Atmospheric Association.

NWS: National Weather Service.

Resilience: The ability to adapt to changing conditions while withstanding interruption and rapidly recovering from disruption due to unexpected events.

ASSUMPTIONS

- More than fifty percent (50%) of training on the NIPSTA campus takes place outdoors.
- The volume of outdoor training decreases during winter months.
- It is anticipated that the following types of adverse weather conditions could occur: extreme temperatures (high and low), rain, thunderstorm, lightning, hail, flood, high winds, tornado, snow storm, ice storm, and blizzard.

- Adverse weather conditions may arise with little warning. Conversely, some potentially adverse weather conditions may be predicted with ample opportunity for decision making and communication.

PROCEDURES and RESPONSIBILITIES

A. Situational Awareness, Operational Readiness and Initial Actions

1. Short-Term (Emergency) Weather Forecasts
 - a. Administrative staff representatives, along with training coordinators and lead instructors/contractors present on campus, are responsible for maintaining situational awareness of ongoing weather conditions.
 - i. A NOAA weather radio with a “tone alert” feature is maintained at the front desk of the Administrative Building.
 - ii. The Village of Glenview has installed weather alerting systems throughout the community.
 - iii. A lightning detector is located on the golf course next to the south border of the NIPSTA campus.
 - iv. Access to information provided by the National Weather Service (“NWS”) is available on computers throughout the Administrative Building and the Field Training Facility.
 - v. Program Coordinators and Lead Instructors/contractors are urged to carry personal communication devices (e.g. cellular telephones) which provide information about current weather and radar conditions.
 - It is recommended that decision makers install the National Weather Service’s InteractiveNWS (iNWS) application suite in order to receive real-time text messaging and email alerts.
 - b. Upon notification that an adverse weather situation may be pending or underway, all personnel training outside will immediately be moved indoors.
 - i. Lead Instructors/contractors shall move training inside as soon as thunder is heard.
 - ii. Outside training activities will not resume until the storm threat has fully passed.
 - iii. If weather situation is deemed safe by the Lead Instructor/contractor, Executive Director or their qualified designee, training may continue indoors.
 - d. If the weather situation appears to be severe, all persons will be directed to shelter-in-place in pre-designated areas of the campus until the “All Clear” has been given by the Executive Director or their qualified designee.
 - i. Shelter-in-Place locations are designated as the following areas:
 - a. Administration Building: Main hallway, simulator room, rest rooms.
 - b. Field Training Facility: EMS classroom, Search Room, Fire Academy Office.
 - i. The senior administrative representative shall account for the location of employees present on campus at the time of the incident.
 - ii. The lead instructor/contractor for each course being conducted at the time of the incident shall account for the location of all participants. The course attendance sheet shall serve as the accountability documentation or roster.
 - iii. In the event that an employee or participant is absent, the senior administrative representative and/or lead instructor/contractor shall use

their professional discretion in sweeping the area for the missing individual(s).

- e. If the event occurs at the end of a work day or training period, departure may be delayed. At their own discretion and risk, employees/students/participants/instructors/contractors/visitors/vendors may choose to leave the building, even if the emergency is in progress.
2. Long-Term Weather Forecasts (event expected to occur in more than twenty four (24) hours)
 - a. For events in which an adverse weather event is anticipated or expected with at least twenty four (24) hours advance warning, the Executive Director or their designee will consider options regarding alterations to future training and/or business operations, including program cancellation, delayed start time, early dismissal or campus closure.
 - b. Options for training which is expected to be conducted outdoors will be discussed between the Executive Director, administrative staff and program directors. Alternatives include moving the training indoors or varying the pre-arranged schedule of training objectives.
 - c. The Executive Director or their qualified designee will be responsible for the final decision to alter training/programming at least two (2) hours before a program or administrative operations are set to begin.
 - d. Following a decision to alter routine business operations, the Executive Director shall determine which essential personnel are required to report to the campus. The Executive Director shall contact all employees to ensure they receive appropriate information regarding campus operations as affected by the event.

B. Communications

1. Emergency communication regarding situational awareness of pending or actual severe weather is outlined in section 70X.A.1.a.i-v.
2. Unless other arrangements are made, notification of a weather emergency shall be conducted by an administrative representative in person to each classroom. Discretion shall be used when considering exiting the building to notify external training programming of a pending or actual event.
3. Messaging regarding weather alerts/warnings, movement of participants, campus closure or other weather-related actions shall be considered for the following:
 - a. Administrative staff
 - b. Instructors/contractors
 - c. Students/Participants
 - i. Outside training
 - ii. Inside training
 - d. Program Directors/Managers/Coordinators
 - e. On site vendors and visitors
4. Redundant forms of communication shall be considered, including:
 - a. Face-to-face communication
 - b. Telephone
 - c. Texting/Email

- d. Announcements on the NIPSTA website (www.nipsta.org)
- e. Posted signage (for campus closure)

C. De-Activation and Return to Routine Operations

- 1. De-activation of the NIPSTA Adverse Weather Plan shall be at the discretion of the Executive Director or their qualified designee.
- 2. The plan shall be de-activated when the Executive Director or their qualified designee is confident that the event has safely concluded and that no additional weather-related risks currently exist.
- 3. The Executive Director or their qualified designee is responsible for notifying staff and other campus participants that routine operations have resumed.

D. Recovery and Damage Assessment

- 1. Following successful deactivation of the event, the Executive Director shall ensure that a damage assessment is performed, as applicable.
- 2. The NIPSTA Executive Director shall contact the following with an update:
 - a. President of the Board of Directors
 - b. Chairman of the Safety Committee
- 3. The organizational response to the adverse weather event shall be reviewed by the Safety Committee.

E. Education and Training

- 1. Employees shall review this policy annually.
- 2. Instructors/contractors shall review this policy annually.
 - a. New instructors/contractors shall be provided access to the policy through the Instructor/contractor Portal during their onboarding process.

ATTACHMENTS

DISTRIBUTION


REFERENCES

- | | |
|-----------|---|
| Internal | NIPSTA Personnel Policy Manual
NIPSTA Participant Policy Manual
NIPSTA Fire Academy Candidate Policy Manual
Policy #707: <i>Rehabilitation During Training</i> |
| External: | National Weather Service, http://weather.gov |

DATES

Origination: August 2019
Last Review: August 2019
Next Review: August 2022

FALL PREVENTION AND PROTECTION PLAN

	Northeastern Illinois Public Safety Training Academy	
	Fall Prevention & Protection Program	
Operations Policy		
Effective: 2/2020	Revised:	Approved: _____ <i>Executive Director</i>

Purpose

To provide an understanding of the fall prevention and protection program for the Northeastern Illinois Public Safety Training Academy (“NIPSTA”).

Scope

This document will provide guidance for implementing fall prevention and protection measures for all campus operations and training at NIPSTA. The emphasis will be on consistency, safety, and efficiency of operations.

Policy

NIPSTA is committed to the prevention of fall related injuries accidents. As such, NIPSTA has established this fall prevention and protection policy designed to identify, remediate or eliminate hazards and to protect employees, instructors/contractors and students/participants from fall hazards.

NIPSTA’s Fall Prevention and Protection Policy outlines the key elements listed in the Occupational Health and Safety Administration’s *Occupational Safety and Health Standards*, 29 C.F.R. 1910 (1974). All NIPSTA employees, instructors/contractors and students/participants are required to comply with this policy when working on campus in areas with fall hazards of six (6) feet or more.

Additional information on fall prevention and protection may be shared with instructors on an as needed basis. Additional hazard information specific to training props can be found in the Training Prop Operating Guidelines (see **SECTION IV**).

Fall Prevention and Protection Program Management

The Executive Director is considered the Fall Prevention & Protection Administrator. In collaboration with the NIPSTA Safety Committee and other qualified professionals, applicable duties include:

- Risk assessment and hazard identification
- Plan development and implementation
- Compliance and training

Risk Assessment and Hazard Identification

The Fall Prevention & Protection Administrator, in collaboration with the NIPSTA Safety Committee and other qualified professionals, will assess and identify campus areas with fall exposures of six (6) feet or more where employees, instructors/contractors or students/participants may fall on or in to

hazardous areas. The assessment will also identify best practices for safely accomplishing tasks or training objectives on campus.

Fall prevention & protection best practices will be included in NIPSTA's Risk Management and Campus Operations Plan, training prop policies, and specific course outlines where applicable. While it is understood that fall prevention and protection procedures may be part of a campus training program (e.g. technical rescue), all procedures must comply with the elements listed in 29 C.F.R. 1910 (OSHA, 1974).

Fall Prevention and Protection Procedures

This plan will address the following fall prevention and protection procedures:

1. Personal Fall Arrest Systems
2. Positioning Device Systems
3. Guardrail Systems
4. Warning Line Systems

Personal Fall Arrest Systems

A personal fall arrest system is designed to safely stop a person in a fall from a working level while accomplishing a task, including instructing or participating in training. It consists of the following four (4) elements:

1. Anchorage
2. Connector
3. Full body harness
4. Lanyard, deceleration device and lifeline (or appropriate combination of all three)

Instructors/Contractors and students/participants must be able to promptly rescue a person in the event of a fall sustained during training or ensure individuals who fall are able to rescue themselves. A personal fall arrest system must:

- Limit the maximum arresting force on an individual to eighteen hundred (1800) pounds when using a full body harness. Full body harnesses used for rescue training must meet the requirements listed in the American National Standards Institute's *Fall Protection and Arrest Standard Z359.11* (ANSI, 2015), and the National Fire Protection Administration's *Standard on Life Safety Rope and Equipment for Emergency Services* 1983 (NFPA, 2017);
- Be rigged so that an individual:
 - Cannot fall more than six (6) feet
 - Cannot come into contact with the lower level, and
 - Is brought to a complete stop with a minimum deceleration distance of three and one half (3 1/2) feet;
- Withstand twice the potential impact energy of an individual free falling a distance of six (6) feet or the free fall distance permitted by the system and sustain the individual within the system/strap configuration without making contact with the individual's neck and chin area;
- Be removed from service if used to prevent a fall;

- Be inspected before each use and/or if subjected to impact;
- Not be attached to a guardrail system or hoist, and;
- Must be rigged so an individual can only travel to the edge of a working surface

Position Device Systems

A position device system is designed to hold an individual in place in order to prevent a fall while accomplishing a task, including instructing or participating in training where using both hands is required. A positioning device must incorporate a full body harness rigged to allow an individual to be supported on an elevated vertical surface (such as a wall or prop) and accomplish tasks with both hands free. The following elements are required:

- Position device systems must be rigged so that an individual cannot free-fall more than two (2) feet.
- Anchors must be able to support two (2) times the potential impact of a fall or three thousand (3000) pounds (whichever is greater).
- Connectors must be:
 - Drop forged, pressed or formed steel, or a comparable material, and;
 - Corrosion resistant with smooth edges to prevent damage to other parts of the system.
- Connection assemblies must have a minimum tensile load of three thousand six hundred (3600) pounds without cracking, breaking or changing shape.
- Carabiners must be auto-locking to prevent unintentional opening.
- Full body harness may only be used as part of a positioning device system; it may not employed for hoisting equipment. Full body harnesses used for rescue training must meet the requirements listed in ANSI Z359.11 (ANSI, 2015) and NFPA 1983 (NFPA, 2017) standards.
- Position device systems must be inspected before each use for damage, deterioration and defects. Any defective components will removed from service and marked as such.

Guardrail Systems

Guardrails are designed as barriers to prevent workers, instructors/contractors or participants/students from falling to lower levels. Guardrails must be used:

- On unprotected sides or edges of ramps or runways
- On unprotected sides or edges of holes
- To restrict access to hoist areas when not used for hoisting

The requirements for guardrail systems are as follows:

- The height of the top rail must be forty-two (42) inches (plus or minus three (3) inches) above the walking/working level. Top rail height may exceed forty-five (45) inches, provided the guardrail system meets all other criteria of this section.

- When there is no wall or parapet wall at least twenty-one (21) inches high, mid-rails, screens, mesh, or an equivalent material must be installed between the top edge of the guardrail system and the working surface.
 - Mid-rails must be midway between the walking surface and the top rail;
 - Screens and mesh must extend from the top rail to the walking surface and cover with entire opening between top rail supports;
 - No openings in a guardrail system may be more than nineteen (19) inches apart, and;
 - Other equivalent intermediate members (such as additional mid-rails and architectural panels) shall be installed so that the openings are not more than nineteen (19) inches wide.
- Guardrail systems must be capable of withstanding, without failure, a force of at least two hundred (200) pounds applied in a downward or outward direction within two (2) inches of the top edge, at any point along the top rail.
- The top height of a guardrail must remain at a height of thirty-nine (39) inches when a two hundred (200) pound force is applied.
- Mid-rails or equivalent structures must be able to withstand, without failure, a one hundred fifty (150) pound force along any point of the structure.
- Materials used in guardrail construction must be smooth surfaced to protect users from injury, such as punctures or lacerations, and to prevent catching or snagging of clothing.
- Ends of top rails and mid-rails must not overhang the terminal posts, except where the overhang does not pose a projection hazard for users.
- Top rails and mid-rails must be at least one quarter (1/4) inches in diameter. Steel or plastic banding shall not be used for top rails or mid-rails.
- When guardrail systems are used at hoist areas, a removable guardrail section, consisting of a top rail and mid-rail, shall be placed across the access opening between guardrail sections when users are not performing hoisting operations.
 - Chains or gates may be used instead of a removable guardrail section at hoist areas if the oversight agency demonstrates that the chains or gates provide a level of safety equivalent to guardrails.
- When guardrail systems are used around holes, they must be installed on all unprotected sides or edges of the hole.
- For guardrail systems used around holes through which materials may be passed:
 - Not more than two (2) sides of the guardrail system shall be removed when materials are being passed through; and
 - When materials are not being passed through the hole, the hole must be guarded by a guardrail system along all unprotected sides or edges or closed over with a cover.

- When guardrail systems are used around holes that serve as points of access (such as ladder ways), the guardrail system opening:
 - Shall have a self-closing gate that slides or swings away from the hole, and is equipped with a top rail and mid-rail that meets the requirements listed above; or,
 - Is offset to prevent a user from walking or falling into the hole.
- Guardrail systems on ramps and runways shall be installed along each unprotected side or edge.

Handrails and Stair Rail Systems

Hand and stair rails are designed to assist workers, instructors/contractors or students/participants on walking/working surfaces.

The requirements for handrails and stair rail systems are as follows:

- Handrails shall not be less than thirty (30) inches and not more than thirty-eight (38) inches, as measured from the leading edge of the stair tread to the top surface of the handrail.
 - The height of stair rail systems installed before January 17, 2017 shall not be less than thirty (30) inches from the leading edge of the stair tread to the top surface of the top rail; and,
 - The height of stair rail systems installed on or after January 17, 2017 shall not be not less than forty-two (42) inches from the leading edge of the stair tread to the top surface of the top rail.
- The top rail of a stair rail system may serve as a handrail only when:
 - The height of the stair rail system is not less than thirty-six (36) inches and not more than thirty-eight (38) inches as measured at the leading edge of the stair tread to the top surface of the top rail, and,
 - The top rail of the stair rail system meets the other handrail requirements of this section.
- The minimum clearance between handrails and any other object is two and one quarter (2 ¼) inches.
- Handrails and stair rail systems shall be smooth surfaced to protect employees from injury, such as punctures or lacerations, and to prevent catching or snagging of clothing.
- No opening in a stair rail system shall exceed nineteen (19) inches at its least dimension.
- Handrails shall have the shape and dimension necessary so that employees can grasp the handrail firmly.
- The ends of handrails and stair rail systems shall not present any projection hazards.
- Handrails and the top rails of stair rail systems shall be capable of withstanding, without failure, a force of at least two hundred (200) pounds applied in any downward or outward direction within two (2) inches of any point along the top edge of the rail.

Protection from Falling Objects – Toe Boards

Toe boards are installed and used to protect workers, instructors/contractors or students/participants from falling objects.

The requirements for toe boards are as follows:

- Shall be installed along the exposed edge of the overhead walking-working surface for a length that is sufficient to protect persons below.
- Shall have a minimum vertical height of three and one half (3 ½) inches as measured from the top edge of the toe board to the level of the walking-working surface.
- Shall not have more than a one quarter (1/4) inch clearance or opening above the walking/working surface.
- Shall be solid or not have any opening that exceeds one (1) inch at its greatest dimension.
- Shall be capable of withstanding, without failure, a force of at least fifty (50) pounds applied in any downward or outward direction at any point along the toe board.
- Where tools, equipment, or materials may be piled *higher than the top of the toe board*, paneling or screening shall be installed from the toe board to the mid-rail of the guardrail system, for a length that is sufficient to protect persons below.
- If the items are piled *higher than the mid-rail*, paneling or screening must be installed to the top rail, for a length that is sufficient to protect persons below; and
- All openings in guardrail systems shall be small enough to prevent objects from falling through the opening.

Grab Handles

Grab handles may be installed to assist workers, contractors or students when working on, in or around campus props or work areas.

The requirements for grab handles are as follows:

- Shall not be less than twelve (12) inches long.
- Shall be mounted to provide at least three (3) inches of clearance from the framing or opening; and,
- Are capable of withstanding a maximum horizontal pull-out force equal to two (2) times the maximum intended load or two hundred (200) pounds, whichever is greater.

Designated Areas

When designated areas related to fall prevention and protection measures are assigned, training program supervisors shall ensure:

- Students/participants and instructors/contractors remain within the designated area while work or training operations are underway; and,
- The perimeter of the designated area is delineated with a warning line consisting of a rope, wire, tape, or chain that meets the following requirements outlined below.

Warning Line System

A warning line system is used in areas where work or training conditions make it impossible or would create a greater hazard than guardrails or other forms of fall prevention. Warning line systems are designed to alert workers, instructors/contractors or students/participants that they are approaching an unprotected edge.

Warning line systems requirements are as follows:

- Minimum breaking strength of two hundred (200) pounds.
- Installation so that its lowest point, including sag, is not less than thirty four (34) inches and not more than thirty nine (39) inches above the walking-working surface.
- Adequate support so that pulling on one section of the line will not result in slack being taken up in adjacent sections causing the line to fall below the limits specified in this section.
- Visibility from a distance of twenty five (25) feet away and anywhere within the designated area.
- Set up as close to the work/training area as possible; and,
- Set up not less than six (6) feet from the roof or unprotected edge for temporary work/training, or not less than fifteen (15) feet for other work/training.

When mobile mechanical equipment is used to perform temporary work or training in a designated area, supervisors must ensure warning line systems are set up as follows:

- Not less than six (6) feet from the unprotected side or edge that is parallel to the direction in which the mechanical equipment is operated, and,
- Not less than ten (10) feet from the unprotected side or edge that is perpendicular to the direction in which the mechanical equipment is operated.

Safety Net Systems

When or where used, safety net system shall meet the requirements listed in 29 C.F.R. 1926, subpart M.

Hole Covers

Hole covers are designed to protect workers, instructors/contractors or participants/students from falling through open holes in walking or working surfaces.

Working/walking surface hole covers requirements are as follows:

- Covers capable of supporting, without failure, at least twice the maximum intended load that may be imposed on the cover at any one time; and,
- Covers which are secured to prevent accidental displacement.

Fixed Ladder Cages, Wells and Platforms

Fixed ladder cages, wells and platforms are designed to protect workers, instructors/contractors or students/participants when climbing props for work or training evolutions.

The requirements for fixed ladder cages, wells and platforms are as follows:

- Cages and wells installed on fixed ladders shall be designed, constructed, and maintained to permit easy access to, and egress from, the ladder that they enclose;
- Cages and wells shall be continuous throughout the length of the fixed ladder, except for access, egress, and other transfer points;
- Cages and wells shall be designed, constructed, and maintained to contain employees in the event of a fall, and to direct them to a lower landing; and
- Platforms used with fixed ladders shall provide a horizontal surface of at least twenty-four (24) inches by thirty (30) inches.

Ladder Safety Systems

Ladder safety systems are designed to protect workers, instructors/contractors or participants/students when climbing props for work or training evolutions.

The requirements for ladder safety systems are as follows:

- Each ladder safety system shall allow persons to climb up and down using both hands and does not require that users continuously hold, push, or pull any part of the system while climbing;
- The connection between the carrier or lifeline and the point of attachment to the body harness or belt shall not exceed nine (9) inches;
- Mountings for rigid carriers shall be attached at each end of the carrier, with intermediate mountings spaced, as necessary, along the entire length of the carrier so the system has the strength to stop falls;
- Mountings for flexible carriers shall be attached at each end of the carrier and cable guides for flexible carriers are installed at least twenty-five (25) feet apart but not more than forty (40) feet apart along the entire length of the carrier;
- The design and installation of mountings and cable guides shall not reduce the design strength of the ladder; and
- Ladder safety systems and their support systems shall be capable of withstanding, without failure, a drop test consisting of an eighteen (18) inch drop of a five hundred (500) pound weight.

Training

- All employees and instructors/contractors will receive annual training on fall prevention and fall protection. Training will include classroom and proficiency/skills-based training (hands-on).
- At a minimum, information may include:
 - The nature of specific fall hazards in the work or training areas;
 - Correct procedures for maintaining, disassembling and inspecting fall protection equipment and systems;
 - Use and operation of guardrail, personal fall arrest, and any other fall protection systems, as they apply to the campus;
 - The role of each employee in assuring NIPSTA fall protection measures are followed;
 - Any limitations there may be on the use of mechanical equipment on working or training surfaces;
 - Correct procedures for equipment and material handling and storage
 - Use of overhead protection; and
 - Any related OSHA or other safety provisions that may apply to the campus.
- The training shall be conducted in a manner that is understandable.
- The training shall be completed prior to requiring the user to use the fall protection equipment on campus.
- Copies of the standards, guidelines and support materials will be kept on-site for reference and training purposes.

Evaluation

At a minimum, NIPSTA will conduct annual evaluations of campus work and training areas to ensure that the program is effective and that fall protection equipment is being utilized. Annual evaluations will be documented and written records maintained by the Fall Prevention & Protection Administrator. The following will be evaluated:

- The work or training is being conducted in a manner that is understandable to the participants.
- Proper fit and ability to use the equipment without interfering with effective work or training performance;
- Appropriate equipment selection for the hazards which the employee or contractors/instructors are exposed;
- Proper equipment use under work or training conditions; and,
- Proper equipment maintenance.

ATTACHMENTS

None

DISTRIBUTION

REFERENCES


- American National Standards Institute (ANSI). (2015). *Fall protection and arrest* (Standard No. z359.11).
- National Fire Protection Administration (NFPA). (2017). *Standard on life safety rope and equipment for emergency services* (Standard No. 1983).
- Occupational Safety and Health Standards, 29 C.F.R. §1910 (1974).
- Occupational Safety and Health Standards, 29 C.F.R. § 1926 (1979).

DATES

Origination: February 2020
Last Review: February 2020
Next Review: February 2022

ATTACHMENT “J”

PERSONAL PROTECTIVE EQUIPMENT (“PPE”) POLICY

	Northeastern Illinois Public Safety Training Academy	
	Personal Protective Equipment (“PPE”) Policy	
Operations Policy		
Effective: 2/2020	Revised:	Approved: _____ <i>Executive Director</i>

Purpose

To provide an understanding personal protective equipment (“PPE”) requirements during both routine campus operations and first responder training programs delivered by the Northeastern Illinois Public Safety Training Academy (“NIPSTA”).

Scope

This document provides guidance for PPE hazard assessment, selection and communication for campus operations and first responder training. The emphasis remains on consistency, safety, and efficiency of operation.

Policy

NIPSTA is committed to the prevention of accidents and injuries. As such, NIPSTA has established this PPE policy which is designed to identify, eliminate and protect NIPSTA employees, instructors/contractors and students/participants from such events while on campus or when associated with NIPSTA-sponsored training programs.

NIPSTA’s PPE policy outlines key elements identified in the Occupational Health and Safety Administration’s Occupational Safety and Health Standards, 29 CFR 1910.132138 (1974). All NIPSTA employees, instructors/contractors and students/participants are required to comply with this policy when participating in applicable programming or activities. As outlined in the *NIPSTA Instructor Agreement* and the *NIPSTA Instructor/Contractor Orientation Manual*, it is the instructor/contractor’s responsibility to provide and maintain their own industry approved PPE. Students/participants may be required to provide their own industry approved PPE; specific information is listed in the following documents: Course-specific syllabi; *Student/Participant Policy Manual*; *NIPSTA Fire Academy Candidate Policy Manual*. Additional hazard information specific to individual training props can be found in the Training Pop Operating Guidelines (see *Campus Operations and Risk Management Policy Manual*, **SECTION VII**).

Hazard Identification and Control

Statement on Controlling Hazards

In an effort to control pre-identified hazards, PPE shall be used in conjunction with mechanical/equipment guards, engineering controls, established safety measures, specific policies, and sound risk management practices.

Identifying Hazard Sources

The Executive Director or their qualified designee shall identify and recognize sources of hazards on the NIPSTA campus or associated with mobile training programming. Examples of hazard sources include, but are not limited to:

- **Motion:** Machinery, processes or training evolutions where any movement of tools, machine elements, particles, or other related equipment could exist, including include forklifts or other similar devices.
- **Temperature:** High temperatures that could result in burns, eye injuries or ignition of protective equipment, including steam, hot water, or surface temperatures.
- **Chemicals:** Exposure or potential exposure to chemicals outlined in the Hazard Communication Program (see *Campus Operations and Risk Management Policy Manual*).
- **Airborne Particles:** Nuisance dust, powders, mists, gases, fumes or other similar materials.
- **Light:** Light radiation from welding, brazing, cutting, furnaces, high intensity lights, etc.
- **Falling Objects:** Sources of falling objects or potential for dropping objects, such as those from overhead hoists or work/training platforms.
- **Sharp Objects:** Work or training materials that may pierce feet or cut hands.
- **Rolling or Pinch Points:** Rolling or pinching objects, which could crush hands or feet.
- **Workstations:** Facility layout and location of co-workers, instructors or students.
- **Electrical:** Any electrical hazards.

Periodic reviews by the NIPSTA Safety Committee of illness, injury, and accident data will contribute to identifying unique or emerging campus hazard sources.

Hazard Surveys

At the direction of the Executive Director or their qualified designee, each functional division will complete hazard surveys to identify potential hazard sources for instructors/contractors and students/participants. A designee of the Executive Director will conduct a hazard survey to identify potential hazard sources for NIPSTA administrative employees. Surveys will be conducted annually or at the beginning of a new program. Completed surveys will be reviewed and maintained by the Executive Director or their qualified designee. (See **ATTACHMENT: NIPSTA Task Hazard Assessment Form**). Consideration will be given (but not limited) to the following seven (7) basic categories of hazards:

1. Impact
2. Penetration
3. Compression (roll-over)
4. Chemical
5. Heat
6. Harmful dust
7. Optical light radiation

Campus Hazard Analysis

Findings from hazard surveys will be evaluated and assembled into the **ATTACHMENT: NIPSTA Campus Hazard Analysis and Associated PPE Usage Chart**. The chart will be updated annually and made publicly available to all NIPSTA employees, independent contractors/instructors and students/participants. Division Managers and Program Coordinators will reference the information when developing curriculum, creating action plans, or planning to supervise independent contractors/instructors and/or students/participants.

Hazard Reassessment

NIPSTA will annually reassess campus hazards by reviewing current industry recommendations and identifying new PPE products and procedures. Regular reviews of accidents and/or injury reports will also be used for hazard analysis and easement.

Types of Personal Protective Equipment

This guideline addresses seven basic forms of PPE recognized in 29 CFR 1910.132–138 (OSHA, 1974).

- | | |
|----------------------------|--------------------------|
| 1. Eye and Face Protection | 5. Hearing Protection |
| 2. Head Protection | 6. Respirators |
| 3. Foot Protection | 7. Electrical Protection |
| 4. Hand Protection | |

Eye and Face Protection

NIPSTA recognizes that campus operations may require the use of various types of eye and face protection. Eye and face protection must comply with the standards outlined in ANSI/ISEA's Standard on Safety Eyewear and Protection, Z87.1 (ANSI, 2010). In addition to the manufacturer's guidelines, employees, instructor/contractors and students/participants should consider the following when selecting eye and face protection:

- **Impact:** Chipping, grinding machining, sawing, drilling, powered fastening, and sanding may produce flying fragments, objects large chips, sand, dirt, etc. Safety glasses with side-protection, goggles, and face shields will be considered reasonable methods of eye protection. For conditions with the potential for severe exposure and/or injury, face shields will be utilized.
- **Heat:** Welding and cutting may produce hot sparks. Face shields, goggles, and spectacles with side protection are required. Splash from molten metals (welding) or use of steam may also produce a potentially hazardous environment. Face shields worn over goggles should be considered.
- **Chemicals:** Acid and chemicals handling, degreasing, etc. may create splash exposures requiring additional eye and face protection. For situations with the potential for severe exposure and/or injury, goggles and face shields should be considered.
- **Dust:** Nuisance dust or dust from training operations may require goggles and eye protection with additional coverage.
- **Light and/or Radiation:** Electrical arc from welding equipment produces optical radiation requiring welding helmets or welding shields. (Typical shades: 10-14).
 - Welding: Gas produces optical radiation requiring welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4.
 - Torch: Cutting, brazing, and soldering produces optical radiation requiring spectacles or welding face-shield. Typical shades, 1.5-3.
 - Glare may result in poor vision requiring spectacles with shaded or special-purpose lenses, as suitable.

Additional Considerations

When selecting eye and face protection, contractors and students should also consider the following criteria:

- Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
- Operations involving heat may also involve light radiation. As required by OSHA, protection from both hazards must be used.
- Face shields should only be worn over primary eye protection (spectacles or goggles).
- Filter lenses must meet the requirements for shade designations in 29 CFR 1910.133(a)(5) (OSHA, 1974). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- Persons whose vision requires the use of prescription lenses must wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eyewear.
- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. Dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
- Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog.
- Frequent cleansing may be necessary.
- Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- Non-side shield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact."
- Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
- Protection from light radiation is directly related to filter lens density. Select the darkest shade that allows task performance.

Head Protection

NIPSTA recognizes that numerous campus activities require the use of head protection (e.g. helmets). Head protection is designed to provide protection from impact and penetration hazards caused by falling objects, as well as electrical shock and thermal burns. Head protection must comply with the standards outlined in American National Standards Institute's (ANSI) Standard for Industrial Head Protection Z89.1 (2003). In addition to the manufacturer's guidelines, instructors/contractors

and students/participants should consider the following when selecting head protection for campus activities.

- **Impact Types:** There are two types of impact classes that should be considered when selecting helmets for campus activities.
 - Type I: Helmets intended to reduce the force of impact resulting from a blow only to the top of the head.
 - Type II: Helmets intended to reduce the force of impact resulting from a blow to the top or sides of the head.
- **Electrical Classes:** There are two types of impact classes that should be considered when selecting helmets for campus activities.
 - Class G (General): Helmets intended to reduce the danger of contact with low voltage conductors. Test samples shall be proof-tested at 2200 volts (phase to ground). This voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
 - Class E (Electrical): Helmets intended to reduce the danger of contact with higher voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground). This voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
 - Class C (Conductive): Helmets that are not indented to provide protection against contact with electrical hazards.

All helmets must be stamped with both a type and an electrical class, accordingly. Selection shall be based on potential hazard exposures, accordingly.

Where falling object hazards are present, helmets must be worn. Some examples include:

- Fire and technical rescue training
- Fire and technical rescue program set up
- Industrial rescue and access training
- Prop service and repair
- Campus maintenance and repair
- Material handling (loading/off-loading)

Foot Protection

NIPSTA recognizes that numerous campus activities require the use of foot protection. Foot protection is designed to provide protection from falling or rolling objects as well as impact and compression hazards. Foot protection must comply with the standards outlined in ANSI's Standard for Footwear Protection Z41 (ANSI, 1999), as well as the American Society for Testing and Materials' ("ASTM"), Standard Test Methods for Foot Protection, F-2412-2005 (ASTM, 2018) and Standard Specification for Performance Requirements for Protective Footwear, F-2412-2005 (ASTM, 2018).

In addition to the manufacturers guidelines instructors/contractors and students/participants should consider the following when selecting foot protection for campus activities.

- **Type of work or training being performed:**

- Campus maintenance and repair
- Fire or technical rescue training
- Law enforcement training
- Public works training
- Emergency medical training
- Industrial access training

- **Level of protection needed:**

- Crush or compression
- Thermal or electrical
- Foot/ankle stability
- Water/snow/ice

Hand Protection

NIPSTA recognizes that numerous campus activities require the use of hand protection. Gloves should be used on campus to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure.

Gloves cannot provide protection against all potential hand hazards; commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused.

While hand protection may be beneficial, extreme caution must be used when working around rotating or spinning equipment due to the potential for the glove to create an entanglement hazard. Therefore, supervisors, program coordinators and instructors/contractors should determine if gloves should be used on a task specific basis. In some cases, hazards other than the rotating equipment may be greater than if the employee were to work without the use of a glove. In these instances a determination should be made on whether or not a glove actually reduces the hazard.

It is important to select the most appropriate glove for a particular application, how long it can be worn, and whether it can be reused. It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, rotating equipment, etc.

Other factors to be considered for glove selection in general include:

- **Durability:** As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change to cheaper gloves than to reuse more expensive types; and,
- **Dexterity:** The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

With respect to selection of gloves for protection against chemical hazards:

- **Toxicity:** The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects. Generally, any "chemical resistant" glove can be used for dry powders;
- **Penetration:** For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials; and,
- **Removal:** Employees must be able to remove the gloves in such a manner as to prevent skin contamination.

Hearing Protection

Refer to the *NIPSTA Risk Management and Campus Operations Policy Manual* (**SECTION 3.4.3: Occupational Noise Exposure**) for specific details relating to hearing conservation.

Respirators

Refer to the *NIPSTA Respiratory Protection Policy* (**ATTACHMENT "K"**) for specific details pertaining to respirators.

Electrical Protection

Rubberized protective equipment designed to protect workers from live electrical current greater than 50 volts must comply with the following ASTM Standards:

- ASTM D120-09, Standard Specification for Rubber Insulating Gloves (2014)
- ASTM D178-01, Standard Specification for Rubber Insulating Matting (2010)
- ASTM D1048-12, Standard Specification for Rubber Insulating Blankets (2012)
- ASTM D1049-98, Standard Specification for Rubber Insulating Covers (2010)
- ASTM D1050-05, Standard Specification for Rubber Insulating Line Hose (2011)
- ASTM D1051-08, Standard Specification for Rubber Insulating Sleeves (2008)

Employees and instructors/independent contractors should check with campus maintenance personnel before working near any electrical sources. Instructors/contractors and students/participants are *not authorized* to make repairs or alterations to campus electrical sources.

Additional information on electrical hazard protection can be found in the *NIPSTA Lock-Out/Tag-Out Policy* found in the *NIPSTA Risk Management and Campus Operations Policy Manual* (**SECTION 3.3.3**).

PPE Assessment, Selection, Maintenance and Training/Certification

PPE Assessment and Selection Guidelines

NIPSTA will identify and communicate the types of PPE required for particular work or training scenarios. The operational divisions or functional areas most likely to require PPE during operations or training include the following:

1. Buildings, Grounds and Maintenance
2. Fire & Technical Rescue
3. Center for Disaster and Emergency Medicine

4. Law Enforcement
5. Public Works
6. Center for Security and Life Safety

PPE Selection Guidelines

In general, the process for selecting the appropriate PPE for a task shall be as follows:

The employee, instructor/contractor and/or student/participant will:

1. Become familiar with the potential hazard(s) and type of protective equipment available.
 - *Example: hearing protection, impact protection, etc.*
2. Compare the hazards associated with the environment with the capabilities of the available protective equipment.
 - *Example: impact velocities, projectile shape, etc.*
3. Select the protective equipment which ensures a level of protection *greater* than the minimum required to protect employees from the hazards.
4. Ensure the protective device fits properly and follow instructions on care and use of the PPE. End users should pay special attention to manufacturer warning labels and information regarding limitations of their PPE.

PPE Fit

In selecting PPE, careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Cleaning & Maintenance

It is the instructor/contractor's and/or student/participant's responsibility to inspect, maintain and clean industry approved PPE. As such, NIPSTA requires that instructor/contractor and student/participant PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

In accordance with 29 CFR 1910.132 (a) and (b), and (f)(1)(v) (OSHA, 1974), PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. It is also important to ensure that contaminated PPE, that *cannot be decontaminated*, is disposed of in a manner that protects employees, instructors/contractors and students/participants from exposure to hazards. Manufacturer's guidelines should be followed for specific requirements and procedures for inspection, maintenance, cleaning and disposal.

Training & Certification

It is the instructor/contractor's and/or student/participant's responsibility to ensure they have been trained and are qualified to use industry approved PPE. Information on PPE required for campus training/tasks will be made available via the Campus PPE Usage Chart. At a minimum, instructors/contractors and/or students/participants should seek training on the following:

- When PPE is necessary to protect instructors/contractors and/or participants/students. Campus specific information found in can be found in the following sections of the *NIPSTA Risk Management and Campus Operation Policy Manual*:

- Campus PPE Usage Chart
- Individual Prop Safety Guidelines
 - How to properly don (put on)/doff (take off), adjust, and wear PPE.
 - The limitations of the PPE.
 - The proper care and maintenance of the equipment.
 - The useful life and disposal of the PPE.
 - Retraining should be occur when:
 - Industry or curriculum changes render previous training obsolete.
 - Changes in the workplace or on campus render previous training obsolete.
 - Changes in the types of PPE to be used render previous training obsolete

ATTACHMENTS

None

DISTRIBUTION

REFERENCES

American National Standards Institute (ANSI). (2015). *Fall protection and arrest* (Standard No. z359.11).

National Fire Protection Administration (NFPA). (2017). *Standard on life safety rope and equipment for emergency services* (Standard No. 1983).

Occupational Safety and Health Standards, 29 C.F.R. §1910 (1974).

Occupational Safety and Health Standards, 29 C.F.R. § 1926 (1979).

DATES

Origination: February 2020

Last Review: February 2020

Next Review: February 2022



Northeastern Illinois Public Safety Training Academy

Campus Task Hazard PPE Assessment Form

Use this form to identify potential hazards related to campus tasks/activities and determine the appropriate level of PPE required for each.

Program Supervisor/Coordinator:	Date:
Campus Activity or Task:	

Potential Hazard Types (check as all that apply)

<input type="checkbox"/> Dust exposure <input type="checkbox"/> Wood splinters <input type="checkbox"/> Metal splinters <input type="checkbox"/> Airborne particles <input type="checkbox"/> Noise exposure <input type="checkbox"/> Light radiation exposure <input type="checkbox"/> Cutting fumes <input type="checkbox"/> Exhaust fumes <input type="checkbox"/> Thermal exposure (heat)	<input type="checkbox"/> Flying debris <input type="checkbox"/> Falling objects <input type="checkbox"/> Sharp objects <input type="checkbox"/> Rolling or pinching objects <input type="checkbox"/> Electrical exposure <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Temperature (hot/cold) <input type="checkbox"/> Other: <input type="checkbox"/> Other:
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Required PPE (check as all that apply)

<input type="checkbox"/> Respirator (mask) <input type="checkbox"/> Respirator (SCBA) <input type="checkbox"/> Goggles <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Face shields <input type="checkbox"/> Helmet (firefighting) <input type="checkbox"/> Helmet (technical rescue) <input type="checkbox"/> Helmet (construction) <input type="checkbox"/> Hearing protection (in ear) <input type="checkbox"/> Hearing protection (over ear) <input type="checkbox"/> Safety shoes (steal toe) <input type="checkbox"/> Safety shoes (steal shank)	<input type="checkbox"/> Safety shoes (steal toe) <input type="checkbox"/> Safety shoes (steal shank) <input type="checkbox"/> Gloves (firefighting) <input type="checkbox"/> Gloves (leather/puncture resistant) <input type="checkbox"/> Safety vest (high visibility) <input type="checkbox"/> Safety vest (ICS) <input type="checkbox"/> Long sleeve shirt/coat/BDU <input type="checkbox"/> Long pants/coverall/BDU <input type="checkbox"/> Firefighter turnout gear (pants/coat) <input type="checkbox"/> Full body harness (Class III) <input type="checkbox"/> Other: <input type="checkbox"/> Other:
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Notes:


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Completed By

Print Name:	Signature:	Date:
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ATTACHMENT “K”

RESPIRATORY PROTECTION PLAN

	Northeastern Illinois Public Safety Training Academy	
	Respiratory Protection Plan	
Operations Policy		
Effective: 2/2020	Revised:	Approved: _____ <i>Executive Director</i>

Purpose

To provide an understanding of the respiratory protection program for the Northeastern Illinois Public Safety Training Academy (“NIPSTA”).

Scope

This document provides guidance for the selection, use and care of respiratory protection equipment utilized for NIPSTA first responder training in atmospheres which may include both immediately dangerous to life and health (“IDLH”) and non-IDLH environments. The emphasis will be on consistency, safety, and efficiency of operations.

Policy

In accordance with the Occupational Safety and Health Administration’s Personal Protective Equipment, Respiratory Protection Standard, 29 CFR 1910.134 (2011), NIPSTA instructor/contractors shall wear respirators suitable for the identified IDLH or non-IDLH hazards that may be present in the given training prop, area or scenario. Instructors/contractors who provide instruction in live-fire, hazardous materials, confined space, or other environments that require the use of a self-contained breathing apparatus (“SCBA”) are expected to provide their own SCBA equipment. NIPSTA maintains a cache of SCBA’s for those instructors/contractors who elect to utilize NIPSTA’s equipment in place of their own. NIPSTA does not provide air purifying respirators.

All instructors/contractors who provide instructional services involving the use of an SCBA are required to provide proof of annual quantitative fit-testing. In addition, instructors/contractors utilizing SCBA’s while performing instructional services on behalf of NIPSTA must provide written proof of a medical evaluation which includes an assessment using the Occupational Safety and Health Administration’s (“OSHA”) respirator medical evaluation questionnaire or a medical exam that obtains the same information as the OSHA questionnaire, by a physician or other licensed health care professional, to determine the instructor/contractor’s ability to use a respirator. (9 CFR 1910.134(f) (OSHA, 2011)). If the instructor/contractor elects to utilize SCBA equipment provided by NIPSTA in place of providing their own equipment, the fit-testing process must be specific to the type of mask maintained by NIPSTA. Due to confidentiality standards, personal medical information and/or copies of medical records will not be collected nor maintained by NIPSTA. Existing instructors/contractors shall achieve compliance for this standard by April 1, 2020. Effective March 1, 2020, all new instructors/contractors shall provide documentation of this requirement during the administrative onboarding process.

It is the instructor/contractor's responsibility to provide and maintain industry approved PPE, including NIOSH certified air purifying respirators applicable and suitable for the purposes intended when such equipment is necessary to protect the health and safety in *non-IDLH* atmospheres.

Students/Participants will be notified at the time of registration if SCBA equipment will be utilized. For those programs requiring an SCBA, students/participants are required to provide their own respiratory protection equipment, including an SCBA, space cylinder (minimum thirty (30) minute capacity), and spare batteries. Through the process of registering for a course requiring the use of an SCBA, the student/participant and their sponsoring department acknowledges that they have received medical clearance from a supervising physician to participate in the program, including the use of an SCBA. It is also understood that the student/participant has completed an SCBA fit test within the past twelve (12) months and has satisfied the fit testing requirement. By providing such equipment, it is assumed that all items have been examined and approved by an authorized representative of the sponsoring department or agency. All items must be clean and in proper working order. Under no circumstances will a student/participant be allowed to use equipment that does not meet NFPA 1851 standards. Any non-compliant, dirty or damaged equipment will be returned by the student/participant to his or her department for immediate replacement.

Information on respiratory protection hazards may be shared with instructors on an annual basis. Additional hazard information specific to training props can be found in the *NIPSTA Risk Management and Campus Operations Policy Manual*, Training Prop Operating Guidelines (see **SECTION VII**).

SCBA Program Management

The NIPSTA Executive Director will designate a qualified Program Manager to oversee SCBA selection, maintenance and testing. The SCBA program manager's responsibilities include:

- Risk assessment and hazard identification
- SCBA selection, procurement and acceptance
- SCBA program record keeping
- SCBA cache inspection, maintenance, inventory and testing
- Breathing air compressor, cascade and fill station maintenance, and testing
- Breathing air quality testing
- Quantitative fit testing ("QNFT") capabilities, as available and warranted

Selection of Respirators and Fit Testing

For those instructors/contractors who elect to utilize NIPSTA's equipment, NIPSTA will select and provide full face piece pressure/demand SCBA in accordance with the requirements outlined in 29 CFR 1910.134 (OSHA, 2011). However, it is the instructor/contractor's responsibility to select and provide air purifying respirations in accordance with the requirements outlined in 29 CFR 1910.134 (OSHA, 2011).

Proof of fit testing is required prior to the use of a full face piece pressure/demand SCBA. For those programs requiring the use of air purifying respirators, it is the instructor/contractor's responsibility to provide such equipment. As such, it is strongly recommended that instructors/contractor's complete and pass an appropriate qualitative fit test ("QLFT") with the respirator to be used. A QLTF may only be used for negative pressure air purifying respirators ("APF") and must achieve a fit factor of 100 or less.

Use of Full Face Piece Respirators

Full face piece SCBAs shall not be worn by instructors/contractors who have facial hair or any condition that interferes with the face-to-face piece seal or valve function.

Personal protective equipment shall be worn in such a manner that does not interfere with seal of the face piece. To ensure a proper seal of the face piece, instructor/contractor's shall perform a user seal check each time they put on a full face piece SCBA using the manufacturer's recommended procedure.

For IDLH operations, instructor/contractor's shall use the "2-in/2-out" procedure. A minimum of two (2) instructors may enter the IDLH atmosphere and must remain in visual/voice contact at all times. At least two (2) instructors must remain outside the IDLH atmosphere and be capable of immediately entering to assist if needed.

Maintenance and Care of Full Face Piece Respirators

Instructors/contractors are required to inspect SCBAs and face pieces before/contractor after each use. The manufacturer's recommendation for inspection and cleaning should be followed.

Full Face Piece SCBA Training

Prior to using any NIPSTA SCBA, instructors/contractors must be properly trained by a qualified NIPSTA representative in the following SCBA six (6) functions:

1. Donning and doffing for the specific SCBA unit used
2. General operating procedures
3. Emergency operating procedures
4. SCBA bottle filling
5. Cleaning and maintenance procedures
6. Inventory, sign-out and storage procedures

SCBA Air Quality Testing

Compressed breathing air shall meet the requirements for "Type 1 – Grade D" breathing air as described in American National Standards Institute's ("ANSI") Commodity Specifications for Breathing Air (CGA G-7.1-2018), and NFPA 1989, Standard on Breathing Air Quality for Emergency Services Respiratory Protection (2019).

Program Evaluation

NIPSTA will conduct periodic evaluations of the functional aspects of this program as necessary to ensure proper implementation. Instructors/Contractors will be assessed annually to ensure proper training and use. In addition, the SCBA Program Manager may conduct periodic risk assessments that identify and evaluate hazards that may be encountered by SCBA users based on:

1. The type of duties performed
2. Frequency of SCBA use
3. The organization's experience, and,
4. The organization's geographic location and climate

Record Keeping

Medical evaluations must be maintained by individual instructors/contractors and made available upon request per 29 CFR 1910.134 (OSHA, 2011). A generalized record of full face piece instructor/contractor fit tests will be established and updated annually.

ATTACHMENTS

None

DISTRIBUTION**REFERENCES**

American National Standards Institute, Commodity Specifications for Breathing Air, CGA G-7.1-2018, (2018).

National Fire Protection Association 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments (2018).

National Fire Protection Association 1989: Standard on Breathing Air Quality for Emergency Services Respiratory Protection (2019).

Occupational Safety and Health Standards, 29 C.F.R. §1910.134 (2011).

DATES

Origination: February 2020

Last Review: February 2020

Next Review: February 2022

ATTACHMENT “L”

	Northern Illinois Public Safety Training Academy REHABILITATION DURING TRAINING	
Section 7: Campus Safety		708
Effective Date: 3/2018	Revised:	Approved: Ramaker, 3/2018 <i>Executive Director</i>

PURPOSE

To provide structure to the Rehabilitation (“Rehab”) and Reset functions as they apply to NIPSTA training operations.

SCOPE

This document will provide guidance for the establishment and function of Rehab/Reset during training exercises. An emphasis is placed on consistency, safety, and efficiency of operations.

POLICY

NIPSTA employs the Rehab/Reset function to promote the safe physical and mental well-being of all participants operating on campus. The goal is to preclude a student/participants’s or instructor/contractor’s physical and mental condition from deteriorating to the point that it affects personal safety, the safety of others, and the overall operation.

DEFINITIONS

Rehab: The process of promoting well-being through the implementation of passive measures and interventions.

Reset: An opportunity for a participant or instructor/contractor to stop or reduce physical and/or mental training activities in order to encourage rest and respite.

ORGANIZATIONAL STANDARDS

The Lead Instructor/Incident Commander (“Lead/IC”), Safety Officer or Rehab/Reset Supervisor may establish a formal Rehab Area and direct participants and instructors/contractors to report to the zone at any time at their discretion.

Establishing a Rehab Area is considered standard procedure in the following situations:

- ❑ Work that consumes two (2) SCBA bottles during a single training session
- ❑ Live fire training evolutions
- ❑ Verbal request from a participant or instructor/contractor

A Reset Area is established as routine practice during all didactic training activities.

Responsibilities

Lead Instructor/Incident Commander (Lead/IC)

The Lead/IC is responsible for the safety and well-being of all personnel on the training ground. The Lead/IC will ensure the following:

- ❑ Determine the need for Rehab/Reset
 - Refer to the Heat Index chart at the start of the day as appropriate (ATTACHMENT “B”)
- ❑ Determine the most appropriate location for the Rehab/Reset Area
- ❑ Assign a Rehab/Reset Supervisor
- ❑ Ensure appropriate forms are available
 - *Rehab Evaluation Form*
 - *Accident/Injury Form*
- ❑ Make adequate provisions for the following
 - *Access to Advanced Life Support (ALS) via 911*

Safety Officer

Working with the Lead/IC and in addition to their general duties, the Safety Officer should ensure the Lead/IC has established Rehab using the criteria listed above. In addition, the Safety Officer should:

- ❑ Confirm the Rehab/Reset box is packed and delivered to the training site before work starts
- ❑ Ensure that instructors/contractors are aware of the contents of the box
- ❑ Ensure the Rehab Supervisor has access to appropriate resources throughout the training period
- ❑ Ensure Rehab/Reset supplies are replenished and equipment is placed back in service at the end of the day

Rehab/Reset Supervisor (RS)

Working with the Lead/IC and Safety Officer, the Rehab/Reset Supervisor will manage the Rehab/Reset function for the entire event. The Rehab/Reset Supervisor should:

- ❑ Review Rehab/Reset plan and event objectives with Lead/IC and Safety Officer
- ❑ Confirm availability of applicable forms and supplies
- ❑ Establish Rehab/Reset Area and ensure participants and instructors/contractors are aware of the location.
 - Rehab/Reset area should be easily accessible by responding emergency personnel and vehicles.
- ❑ Ensure Rehab/Reset area has the following items:
 - *Drinking water and/or electrolyte replacement products*
 - *Relief from ambient conditions (e.g. shade, cooled area, heated area)*
 - *Automatic External Defibrillator (“AED”)*
 - *Radio communications/cell-phone*
- ❑ Notify Lead/IC or Safety Officer of any participant who requires medical assessment and intervention by local emergency services
- ❑ Complete pre- and post-event check off sheets
- ❑ Archive documents per NIPSTA guidelines

Instructors/Contractors

Instructors/Contractors working directly with students/participants are expected to remain aware of the physical and mental stressors impacting those operating under their span of control. Instructors/contractors are expected to:

- ❑ Verbally interact with participants and other instructors/contractors
- ❑ Request relief and assignment to the Rehab/Reset Area when needed
- ❑ Maintain accountability of assigned participants during the Rehab/Reset process

Participants

During the Safety Briefing, students/participants are directed to notify an instructor/contractor when they anticipate they have reached their physical and/or mental limits.

First Approved by the NIPSTA Safety Committee:

14 March 2018

Subsequent Approvals:

8/2019

2/2020

Next Approval:

2/2022

Approved by the NIPSTA Executive Director:

Signature:

/s/ Jill Ramaker

14 March 2018

Rehab/Reset: ATTACHMENT “A”**NIPSTA REHAB/RESET OPERATIONAL GUIDELINES****ESTABLISHING THE BASELINE AND FINAL EVALUATION****BASELINE:**

Prior to any training session where students/participants or instructors/contractors may consume two (2) or more SCBA tanks or any live fire training event, the following actions are required for every participant and instructor/contractor:

- Utilizing a blood pressure wrist cuff and a tympanic thermometer, determine the physical baseline
- Document the data on the NIPSTA Rehab Worksheet (ATTACHMENT “C”)

The following criteria must be met in order to participate in fireground activities:

Heart Rate	<i>Less than 110 bpm</i>
Blood Pressure	<i>Systolic between 110 & 160</i>
Body Temperature (Tympanic)	<i>Not exceeding 100.4 F</i>

- In the event that a participant or instructor/contractor does not initially meet the established guidelines for participation, they may be re-evaluated in ten (10) minutes. If a participant or instructor/contractor fails to meet the established guidelines for participation after the second attempt, they will not be permitted to participate in the training.

POST-EVENT:

Subsequent to any training where participants have consumed two (2) or more SCBA tanks during the session or after any live fire training event, the following actions are required for every student/participant and instructor/contractor:

- Utilizing a blood pressure wrist cuff and a tympanic thermometer, determine the physical baseline
- Document the data on the NIPSTA Rehab Worksheet (ATTACHMENT “C”)

STANDARD REHAB/RESET ACTIONS:

- Direct students/participants and instructors/contractors to open-up or remove their turnout gear as necessary
- Encourage participants to drink fluids (e.g., water, sports drinks)
- In warm training environments, encourage participants to place wet towels on themselves
- Consider the mental status of each student/participant and instructor/contractor during verbal conversation
- Ensure that companies assigned to the Rehab/Reset Area remain for a minimum of ten (10) minutes

ACTIVATING THE EMERGENCY MEDICAL RESPONSE SYSTEM:

The Lead/IC, Safety Officer and/or Rehab Supervisor should consider contacting the Emergency Medical Response System if the following occurs:

- Participant or instructor/contractor complains of extreme fatigue, illness, pain or injury
- Participant or instructor/contractor appears to be physically and/or mentally exhausted
- Any other indication that the participant or instructor/contractor requires medical assistance and/or evaluation

PROCEDURE FOR ACTIVATING THE EMERGENCY MEDICAL RESPONSE SYSTEM:

1. Call 911 and request emergency medical response
2. Move participant to environmentally stable area if possible
3. Notify the participant's immediate supervisor (via NIPSTA staff or Fire Academy Coordinator)
4. Notify the Executive Director, NIPSTA Safety Director and Fire Academy Coordinators
5. Complete a NIPSTA Accident/Injury report and submit directly to the NIPSTA Safety Director

Rehab/Reset: ATTACHMENT “B”**NFA Heat Index Chart**

Increased humidity limits the body's ability to cool itself. Using the heat index to evaluate work conditions is important in order to reduce physical stress and the potential for illness/injury.


Source: National Weather Service, 2018

Relative Humidity	Air Temperature (Fahrenheit)										
	70	75	80	85	90	95	100	105	110	115	120
	Apparent Temperature (<i>what it feels like</i>)										
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	130
30%	67	73	78	84	90	96	104	113	123	135	148
40%	68	74	79	86	93	101	110	122	137	151	
50%	69	75	81	88	96	107	120	135	150		
60%	70	76	82	90	100	114	132	149			
70%	70	77	85	93	106	124	144				
80%	71	78	86	97	113	136	157				
90%	71	79	88	102	122	150	170				
100%	72	80	91	108	133	166					

Green	Routine Conditions <ul style="list-style-type: none"> • Training operations as normal • Rehab as normal
White	Caution <ul style="list-style-type: none"> • Increased potential for heat related fatigue • Monitor for signs of heat stress • Hydrate & Rehab more frequently
Yellow	Extra Caution <ul style="list-style-type: none"> • Increased potential for heat related cramps, heat exhaustion & heat stroke • Monitor for heat emergencies and employ active cooling techniques • Decrease work periods; Increase Rehab/Reset periods • Limited turnout gear use • No live fire evolutions after 1200hrs
Orange	Danger <ul style="list-style-type: none"> • Hands-on training limited to hangar area only • Full turnout gear should not be used. Light activity in scaled down PPE (helmet, pants, gloves) may be done in cooler, shaded, or conditioned areas using increased awareness
Red	Extreme Danger <ul style="list-style-type: none"> • No outdoor training. No turnout gear use. • Light training may take place in shaded or air conditioned areas

Rehab/Reset: ATTACHMENT "C"

NIPSTA REHAB Work Sheet

	Training Date:	Training Location:
	Program:	Lead/Incident Commander:

NAME:	Department:
-------	-------------

BASELINE

	Time	BP	Pulse	Temp
1 st				
2 nd				
3 rd				

Notes:

POST-EVENT

	Time	BP	Pulse	Temp
1 st				
2 nd				
3 rd				

Notes:

ATTACHMENT “M”**CONCEALED CARRY****Purpose**

Public Act 98-0063 created the “Firearm Concealed Carry Act” and also amended portions of many other statutes, creating a system whereby Illinois residents can apply for and receive a license to carry concealed firearms.

Policy

All property, buildings, or portions of buildings, as well as NIPSTA vehicles, owned or under the control of NIPSTA are designated as “Prohibited Areas” for concealed carry licensees to carry their firearm. All Prohibited Areas that are buildings must clearly and conspicuously display a 4”x6” sign on the premises, which states that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police. The NIPSTA Executive Director shall determine placement of these signs at all building and restricted parking area entrances. The NIPSTA Executive Director, or his qualified designee, shall be responsible for the placement and maintenance of the signage.

All participants, regardless of whether they are licensed under Illinois law, are strictly prohibited from carrying a concealed firearm or weapon into any Prohibited Area, and from carrying a concealed firearm or weapon while acting in any capacity in his or her engagement with NIPSTA.

A firearm may be transported into a parking area within a participant’s personal vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. “Case” is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle or a firearm carrying box, shipping box or other container. The firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle. All Participants who are storing their firearm in their personal vehicle, pursuant to Illinois law, must inform the NIPSTA Executive Director of the location that their vehicle is parked.

Enforcement

Any participant found to have carried a weapon or firearm onto a Prohibited Area knowingly, or found to be carrying a weapon or firearm under circumstances in which the Participant should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other rules or regulations as may be applicable.

Any individual visiting or conducting business on NIPSTA property found to have carried a weapon or firearm into a Prohibited Area knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from NIPSTA property.

Any participant found to have carried a weapon or firearm into a Prohibited Area knowingly, or found to be carrying a weapon or firearm under circumstances in which the Participant should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by NIPSTA and possible arrest and prosecution. Violations of this policy may result in referrals to external law enforcement agencies.

Exceptions

The provisions of this policy do not apply to the possession of weapons or firearms in any Prohibited Area if the weapon or firearm is carried by a sworn law enforcement officer authorized to carry a weapon or firearm as a condition of his or her primary place of employment.

Approved by the NIPSTA Board of Directors, DATE

ATTACHMENT “N”

MAP OF CAMPUS AND BUILDINGS

PENDING

ATTACHMENT “O”**MONTHLY FACILITY INSPECTION CHECKLIST**

Building: _____ Inspection: _____ Date: _____

General Housekeeping	Yes	No	Comments	Date Corrected	Corrected By
Are all ceiling tiles in place and in good condition?					
Is all furniture in good/stable condition and properly adjusted?					
Are all walking or working surfaces free of obvious tripping/slipping hazards?					
In areas that may be wet, greasy or slippery, are floor mats or other anti-slip material used and in good condition?					
Are all fans equipped with a blade guard with openings no greater than ½ inch?					
Is waste, e.g., trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?					
Do portable heaters have automatic shut off if tipped over? Are portable heaters operated away from flammable materials?					
Is the area free of unattended coffee makers, popcorn machines, electric floor/space heaters, etc.?					
Are there any water leaks in the building or signs of water damage? (Note exact location of leaks if it can be determined.)					
Building Security	Yes	No	Comments	Date Corrected	Corrected By
Is the building secure? Are all outside doors locked at the end of each day? Are all locks and other security devices functioning properly?					
If equipped, is the security system for the building working properly?					
Are all maintenance and mechanical areas secure? (e.g., boiler rooms, air handlers)					

Fire Safety	Yes	No	Comments	Date Corrected	Corrected By
Is the fire alarm system functioning properly and has it been tested within the past year? (Look for green inspection tag by alarm control panel)					
Are all exits marked with exit signs and illuminated? (If battery operated, push test button)					
Are emergency lights functioning correctly? (Push button to test if within reach)					
Are all doors and hallways leading to an exit accessible with no possibility of persons being locked in?					
Are exit routes kept free of obstructions?					
Do exit doors open outwards?					
Will fire & exit doors close and panic bars latch properly? Are exit doors free of slide bolts or locks?					
Are all exit doors able to be opened from the inside without special knowledge or keys?					
Are fire alarm pulls and alarm modules in place and appear to be operable?					
Are smoke alarms functioning correctly? (push test button if within reach)					
Are "No Smoking" regulations clearly posted and being followed in applicable areas?					
Are all fire extinguishers visible & accessible? Are they fully charged? Is the pin in place & secure?					
Are fire extinguisher tags in place and less than one year old?					
Are evacuation plans posted near doors?					
Are sprinkler head covers in place around sprinkler heads prone to damage?					

Life Safety	Yes	No	Comments	Date Corrected	Corrected By
AED's easily located and operational					
Eye Wash Stations accessible?					
Are first aid kits visible & accessible? Are they stocked? Are expiration dates current?					
Are emergency phone numbers and procedures posted at or near telephones?					
Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?					
Are emergency eyewashes provided?					
Are emergency showers available?					
Environmental	Yes	No	Comments	Date Corrected	Corrected By
Exhaust and ventilation systems adequate?					
Chemicals and flammable liquids stored in approved containers with proper labels and in fire rated cabinets?					
Regulated waste containers available and marked?					
Chemical Handling and Storage addressed in SDS sheets and available for employee access?					
Machine guarding and anchoring in place?					
Welding area ventilated?					
Confined spaces marked?					

Electrical	Yes	No	Comments	Date Corrected	Corrected By
Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?					
Are switches and circuit breakers properly identified as to the service they are in and to what they control?					
Are empty breaker slots covered?					
Are breaker box doors closed?					
Are circuit breaker panels free of combustible materials?					
Are GFCI outlets available throughout?					
Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?					
Are arc flash analysis ratings and recommended PPE posted at the circuit panel door?					
Is the building free of electrical hazards (daisy-chained extension cords, broken outlets, over loading circuits)?					
Is temporary wiring vs. hard wiring noted?					
Are all electrical components, including light fixtures, protected from physical damage by enclosure/guards?					
Are electric hand tools properly grounded/double insulated?					
Is the permanent work area free of extension cords?					
Is all electrical equipment plugged directly into wall outlets?					
Are cords/plugs free from damage or deterioration?					
Are cover plates in place on junction boxes to eliminate exposed wiring?					

Materials Storage - General	Yes	No	Comments	Date Corrected	Corrected By
Are materials being stacked?					
Is a clearance of at least 18 inches maintained around fire sprinkler heads?					
Are ladders stored securely?					
Are stairs clear and treaded?					
Are wall-mounted bookcases free of excessive materials on top and not overloaded?					
Are fall protection measures maintained in mezzanine areas?					
Are excess materials stored in a safe manner (off the floor, secured, common use items within easy reach)?					
Are items kept off the floor and out of walkways at all times, especially in common hallways used for egress?					
Are slip or trip hazards (spills, uneven walking surfaces, floor openings) identified and marked until repairs can be made?					
Are storage closets, boiler rooms, and utility closets always locked unless during immediate use?					

Materials Storage - Combustibles	Yes	No	Comments	Date Corrected	Corrected By
Are combustibles stored in work areas held to a minimum to avoid a fire hazard?					
Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?					
Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?					
Are all flammable containers properly closed/covered to control vapors?					
Are all flammable/combustible containers properly labeled/ identified?					

Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?					
---	--	--	--	--	--

Materials Storage - Compressed Gas Cylinders	Yes	No	Comments	Date Corrected	Corrected By
Are all cylinders properly secured with straps or chains to prevent tipping/falling?					
Are protective valve caps in place when cylinder is not in use?					
Are empty and full cylinders stored separately?					
Are only chemically compatible cylinders stored together?					
Are cylinder contents adequately labeled and easily seen?					
Is the correct regulator being used for the cylinder service?					
Are highly toxic gases stored in vented gas cabinets?					
Are anti-flash arrestors installed on torches?					
Are rated fire wall storage of multiple gas cylinders utilized (oxy-acetylene)?					

Elevated Work Areas	Yes	No	Comments	Date Corrected	Corrected By
Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?					
Are toe boards in place on elevated platforms to prevent objects from falling off the platform?					
Are standard guardrails provided on elevated platforms?					
Are handrails provided and in good condition on stairways?					
Are there provisions for safe access to elevated machinery/ equipment?					
Is fall protection equipment available?					

Is the elevated storage area rated for load capacity and signs posted?					
--	--	--	--	--	--

Forklifts	Yes	No	Comments	Date Corrected	Corrected By
Are defective forklifts taken out of service and tagged "DO NOT USE"?					
Are forklift inspection forms current and maintained in a file?					
Are load limits clearly posted in the area?					
Are forklift operating rules clearly posted in the area?					
Are all operators trained and authorized?					

Ladders	Yes	No	Comments	Date Corrected	Corrected By
Are portable ladders in good repair and safe to use?					
Are mobile ladder stands in good condition?					
Are standard guardrails provided on elevated platforms?					

Maintenance Areas	Yes	No	Comments	Date Corrected	Corrected By
Are machine and belt guards in place and in good condition?					
Is pedestal machinery securely anchored to the floor?					
Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?					
Are compressed air nozzles at the correct pressure of 30 psi or less?					
Is all piping appropriately identified as to contents/direction of flow?					
Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?					
Are areas requiring use of protective equipment adequately posted with warning signs and enforced?					

Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?					
Are service holes, manholes, drains, etc. properly covered?					

ATTACHMENT “P”**AGREEMENT BETWEEN NIPSTA AND GLENVIEW SCHOOL DISTRICT #34****EMERGENCY USE AGREEMENT**

THIS AGREEMENT is entered into and effective this 13TH day of November, 2017, by and between the Board of Education of Glenview Consolidated School District No. 34, Cook County, Illinois (“District 34”) and the Northeastern Illinois Public Safety Training Academy (“NIPSTA”), Glenview, Illinois (NIPSTA and District 34 shall be collectively referred to as the “Parties”).

WITNESSETH

WHEREAS, District 34 maintains and operates eight (8) schools, as well as an administrative building and other school related properties, and desires to ensure the safety of students/participants and staff in its buildings; and

WHEREAS, at any given time, an emergency situation can occur that requires the need to evacuate Attea Middle School to an off-site location; and

WHEREAS, District 34 desires to engage the assistance of NIPSTA to provide a temporary safe haven for the students/participants, invitees, and employees of Attea Middle School during an emergency evacuation and NIPSTA desires to provide such assistance; and

WHEREAS, for the purposes of this Agreement an “Emergency Evacuation” shall be a situation in which the administration for District 34 decides to evacuate a portion or all of Attea Middle School due to an unforeseen event that threatens the safety of the students/participants, invitees, employees, and/or personal property (e.g., portable, sensitive or valuable property like money, keys, etc.) of District 34; and

WHEREAS, NIPSTA, as a public agency established by intergovernmental agreement that is comprised of local units of government that jointly provide for a public safety training facility consisting of a series of buildings and related properties located at 2300 Patriot Boulevard, Glenview, Illinois (“NIPSTA Campus”), desires to assist District 34 in ensuring the safety of the students/participants and staff and certain personal property in its buildings.

NOW, THEREFORE, in consideration of the promises and conditions as herein set forth, and for other good and valuable consideration, receipt of which is acknowledged, it is agreed to by and between District 34 and NIPSTA as set forth below:

1. **Incorporation of Recitals.** The representations, covenants, and recitations set forth in the recitals above are material to this Agreement and are herein incorporated into and made a part of this Agreement as though they were fully set forth herein.
2. **Use of NIPSTA.** NIPSTA shall permit students/participants, invitees, and employees and certain personal property of District 34 to seek refuge and have access to the NIPSTA Campus for the purpose of and use as a temporary shelter during an Emergency Evacuation of Attea Middle School and for as long as District 34 and NIPSTA mutually deem reasonably necessary. District 34 shall endeavor to give NIPSTA advance notice of its need to use the NIPSTA Campus. Use of the NIPSTA Campus shall be limited to available classrooms, restroom facilities and the cafeteria area of the Education Center. Students/participants, invitees and employees shall not be permitted to access the Field Training Facility or the outside training areas at any time. The Parties agree that students/participants, invitees and employees of District 34 will comply with all of NIPSTA’s applicable policies, procedures, directives, and instructions while at the NIPSTA Campus. Failure to comply with all of NIPSTA’s applicable policies, procedures, directives and instructions may result in the immediate termination of this Agreement in the sole discretion of the Executive Director of NIPSTA, or his/her designee.

3. **Supervision and Control.** Each Party to this Agreement shall provide for the direct supervision of its students/participants, invitees, and employees during an Emergency Evacuation.
4. **Term.** The initial term of this Agreement shall be for one (1) year commencing on the effective date stated above. At the expiration of the initial term, this Agreement will automatically renew for successive one (1) year periods unless a party provides the other party with written notice of its intent not to renew this Agreement at least ninety (90) days prior to the expiration of the then current term.
5. **Release, Hold Harmless and Indemnification.** The Parties agree as follows:
 - A. **District 34 – Release From Liability.** District 34 releases NIPSTA, and its officials, instructors/contractors, employees, volunteers and agents, and each of NIPSTA’s member entities, including specifically the Village of Glenview, (collectively, the “NIPSTA Affiliates”) from any and all damages, losses, claims, demands, lawsuits, actions and costs of any kind whatsoever that District 34 incurs that arise out of or relate to District 34’s use of the NIPSTA Campus under this Agreement, except to the extent that such bodily injuries, illnesses, death, damages, losses, claims, demands, lawsuits, actions and costs are due, in whole or in part to the grossly negligent or intentional acts or omissions of NIPSTA or the NIPSTA’s Affiliates.
 - B. **NIPSTA – Release From Liability.** NIPSTA and the NIPSTA Affiliates release District 34, its individual Board members, agents and employees from any and all damages, losses, claims, demands, lawsuits, actions and costs of any kind whatsoever that NIPSTA incurs that arise out of or relate to said Parties’ use of the NIPSTA Campus under this Agreement , except to the extent that such damages, losses, claims, demands, lawsuits, actions and costs are due, in whole or in part, to the grossly negligent or intentional acts or omissions of District 34, its individual Board members, agents and employees.
 - C. **Indemnification – District 34.** Subject to Paragraph 5.B, to the fullest extent permitted by Illinois law, District 34 shall indemnify, defend and hold harmless NIPSTA and NIPSTA’s Affiliates from all damages, liabilities, losses, claims, demands, lawsuits, actions and costs (including reasonable attorneys’ fees) of any kind, that arise out of or relate to District 34’s use of the NIPSTA Campus under this Agreement, except to the extent that such damages, liabilities, losses, claims, demands, lawsuits, actions and costs result, in whole or in part, to the negligent acts or omissions of NIPSTA or NIPSTA’s Affiliates.
 - D. **Indemnification – NIPSTA.** Subject to Paragraph 5.A, to the fullest extent permitted by Illinois law, NIPSTA shall indemnify, defend and hold harmless District 34, its individual Board members, employees and agents from all damages, liabilities, losses, claims, demands, lawsuits, actions and costs (including reasonable attorneys’ fees) of any kind, that arise out of or relate to the use of the NIPSTA Campus under this Agreement, except to the extent that such damages, liabilities, losses, claims, demands, lawsuits, actions and costs result, in whole or in part, to the negligent acts or omissions of District 34 its individual Board members, employees and agents.

6. Insurance. During the term of this Agreement, the Parties agree as follows:

- A. Each Party, at its cost, shall procure and maintain a commercial general liability insurance policy in the amount of at least One Million Dollars (\$1,000,000.00) per occurrence and at least Two Million Dollars (\$2,000,000.00) in the aggregate. District 34 shall name NIPSTA and the NIPSTA Affiliates, including specifically the Village of Glenview, as additional insureds on its commercial general liability insurance. Likewise, NIPSTA shall name District 34, its individual Board members, agents and employees as additional insureds on its commercial general liability insurance.
- B. Upon demand by either Party, the other party shall provide a certificate of insurance evidencing the insurance required hereunder. The insurance required under Paragraph 6.A. above shall be procured from an insurance company authorized to conduct business in Illinois with a current A.M. Best Credit Rating of at least A, or a similar rating by another nationally recognized insurance rating agency.
- C. Each Party's commercial general liability insurance policy shall specifically recognize and cover their indemnification obligation under this Agreement, and shall contain cross-liability endorsements.

7. General Terms.

- 8. Assignment. This Agreement shall not be altered, modified or amended except by written instrument signed by both Parties. Neither Party may assign this Agreement, in whole or in part, without the prior written approval of the other Party.
- 9. Force Majeure. Neither Party shall be liable in damages for any delay or default in performing its respective obligations under this Agreement if the delay or default is caused by conditions beyond its control. Such conditions include, but are not limited to, acts of God, government restrictions, strikes, fires, floods or work stoppages, or acts or failures to act of third parties, excluding acts or failures to act by the Parties or their respective Affiliates. So long as any such delay or default continues, the Party affected by the conditions shall keep the other Party at all times fully informed concerning the matters causing the delay or default and the prospects of their ending.
- 10. No Relationship Created; No Third Party Beneficiaries. Nothing in this Agreement shall be construed to create any relationship of partner, joint venture, employee or agent as between the Parties hereto, nor shall this Agreement be construed to create any rights in third parties.
- 11. Severability. If any provision of this Agreement is held unenforceable, the provision shall be severed and the remainder of this Agreement will continue in full force and effect. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any provision(s) hereof or any constitution, statute, ordinance, rule of law or public policy, or, for any reason, such circumstances shall not have the effect of rendering any other provision(s) contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses or sections contained in this Agreement shall not affect the remaining portions of this Agreement or any part hereof.

12. Compliance With The Law. The Parties to this Agreement shall comply with all applicable federal, state and local laws, rules and regulations in carrying out the terms and conditions of this Agreement, including the following:

- A. Certification. Each Party and its officers, corporate authorities, employees and agents certify that they are not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or 5/33E-6 (interference with contract submission and award by public official) or as a result of a violation of 820 ILCS 130/1 et seq. (the Illinois Prevailing Wage Act) or as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue or any fee required by any unit of local government or the State, unless the Party is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax or the fee, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq. Each Party and its officers, corporate authorities, employees and agents further certify by signing this Agreement that the Party and its officers, corporate authorities, employees and agents have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 et seq.; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that officer's or employee's official capacity. Nor has any of the Parties and their officers, corporate authorities, employees and agents made admission of guilt of such conduct which is a matter of record, nor has any official, officer, agent or employee of the Parties been so convicted nor made such an admission.
- B. Non-Discrimination. Each Party and its officers, corporate authorities, employees and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations. Each Party maintains a written Sexual Harassment Policy in compliance with Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)). Each Party certifies that it is an "Equal Opportunity Employer" as defined by federal and State laws and regulations, and agrees to comply with the Illinois Department of Human Rights ("IDHR") Equal Opportunity Employment clause as required by the IDHR's Regulations (44 Ill. Admin. Code, Part 750, Appendix A). As required by Illinois law and IDHR Regulation, the Equal Opportunity Employment clause is incorporated by reference in its entirety as though fully set forth herein. Each Party certifies that it agrees to comply with the Prohibition of Segregated Facilities clause, which is incorporated by reference in its entirety as though fully set forth herein. See, Illinois Human Rights Act (775 ILCS 5/2-105). See also, Illinois Department of Human Rights Rules and Regulations, Title 44, Part 750. Administrative Code, Title 44: Government Contracts, Procurement and Property Management, Subtitle B: Supplemental Procurement Rules, Chapter X: Department of Human Rights, Part 750: Procedures Applicable to All Agencies, Section 750.160: Segregated Facilities (44 Ill. Admin. Code 750.160)
- C. Illinois Freedom of Information Act. The definition of a public record in the Freedom of Information Act (5 ILCS 140/1 et seq.) ("FOIA") includes a "public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body and that directly relates to the governmental function and is not otherwise exempt under this Act." (5 ILCS

140/7(2). Consequently, the Parties must maintain and make available to the other Parties, upon request, their public records relating to the performance of this Agreement in compliance with the requirements of the Local Records Act (50 ILCS 205/1 et seq.) and FOIA.

13. Waiver. The failure of either Party at any time to enforce any provision of this Agreement shall not constitute a waiver of that Party's right to later enforce the provision or all terms of this Agreement.
14. Counterparts/Facsimile/Email Signatures. This Agreement may be signed in counterparts, all of which together constitute the Agreement. Facsimile or emailed signatures shall constitute original signatures for all purposes.
15. Governing Law/Venue. This Agreement shall be governed by the laws of the State of Illinois. The Parties agree that the venue for all disputes, claims and lawsuits arising between the Parties under this Agreement shall be either the Circuit Court of Cook County, Illinois (Chicago/Daley Center) or the United States District Court, Northern District of Illinois (Chicago) and that either court system shall have jurisdiction of such matters and each Party consents to either Court's exercise of jurisdiction.
16. No Personal Liability. No member, official, employee or agent of NIPSTA or District 64 shall be individually or personally liable in connection with this Agreement.
17. Notice. Upon execution of this Agreement, the following individuals will represent the Parties as a primary contact in all matters under this Agreement:

For District 34:

Dr. _____, Superintendent

Glenview School District 34

_____ Avenue

Glenview, Illinois 600

Phone: (847)-_____

Fax:

Email:

For NIPSTA:

Jill Ramaker, Executive Director

Northeastern Illinois Public Safety Training Academy

2300 Patriot Boulevard

Glenview, Illinois 60026

Phone: (847) 998-8090

Fax: (847) 998-8091

Email: jramaker@nipsta.org

Each Party agrees to promptly notify the other Party of any change in its designated representative, which notice shall include the name, address, telephone number, fax number and email address of the representative for such Party for the purpose hereof. Any notice to be sent under this Agreement may be sent via Certified U.S. Mail Return Receipt Requested, personnel delivery, messenger delivery, overnight express delivery, facsimile or email.

18. **Amendment and Entire Agreement.** This Agreement may only be amended by written agreement of both parties. This Agreement represents the entire agreement between the parties to the subject matter hereof and supersedes any prior negotiations between the parties.

19. **Governing Laws and Interpretation.** This Agreement shall be governed by the laws of the State of Illinois. Any action to enforce the terms of this Agreement shall be brought in the Cook County Circuit Court or the U.S. District Court for the Northern District of Illinois, Eastern Division.
20. **Execution.** This Agreement may be executed in counterparts, including facsimile and email counterparts, and all such executed counterparts, including counterparts with email or facsimile signatures, together shall constitute one original Agreement which shall be binding upon all the parties. This Agreement shall be effective on the latest of the dates indicated below.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date set forth above.

**NORTHEASTERN ILLINOIS PUBLIC
SAFETY TRAINING ACADEMY**

**BOARD OF EDUCATION OF
GLENVIEW COMMUNITY
CONSOLIDATED SCHOOL DISTRICT NO.
34, COOK COUNTY, ILLINOIS**

By: _____
Jill Benson Ramaker
Executive Director

By: _____

Date: _____

Date: _____

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APPROVED BY THE NIPSTA BOARD OF DIRECTORS, NOVEMBER 2017

ORIGINAL SIGNED COPY AVAILABLE IN THE NIPSTA EXECUTIVE DIRECTOR'S OFFICE

ATTACHMENT “Q”

VEHICLE INSPECTION FORMS

PENDING

ATTACHMENT "R"

DRIVER HISTORY FORM
INSTRUCTOR/CONTRACTOR DRIVER HISTORY FORM

DRIVER'S NAME: _____

HOME ADDRESS: _____

1. Do you have a valid driver's license? Yes _____ No _____
2. In what state are you a licensed driver? _____
3. If you have held a license in any other state during the past thirty six (36) months, please provide the following information:
 Dates: From _____ to _____ State: _____
 From _____ to _____ State: _____
4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____
5. Have you refused to submit to a Blood Alcohol Content ("BAC") Test within the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____
6. Have you been convicted of reckless driving or leaving the scene of an accident or committing a felony involving a vehicle within the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____
7. Have you had your operator's license suspended, revoked or administrative restricted within the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____
8. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____
9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____
10. Have you been convicted of any other moving vehicle violations during the past three (3) years? Yes _____ No _____
 If yes, please provide explanation and dates: _____

I certify that the answers to the questions on this form are true to the best of my knowledge.

I authorize NIPSTA or their designated representative(s) to obtain information regarding my driving record, including present and prior employers, and for verification that I have not failed or refused any Department of Transportation ("DOT") mandated drug and/or alcohol test(s), in any state at any time while I am under contract as an independent contractor or seeking a contractual agreement as an independent contractor of NIPSTA.

I understand that any misstatement of the facts on this form may be grounds for termination of employment or driving privileges.

Driver's Name (print): _____
Driver's Signature: _____
Date of Birth: _____
Driver's License #: _____
Expiration Date: _____
State: _____

ATTACH A PHOTOCOPY OF BOTH SIDES OF DRIVER'S LICENSE.

ATTACHMENT “S”

LP GAS FIRED BURN UNIT, START UP/SHUT DOWN PROCEDURES

PENDING