

**AGENDA
REGULAR MEETING – MAYOR & BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE**

**March 12, 2018
7:00 p.m.**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
Mohit Patel – Burr Ridge Middle School**
- 2. ROLL CALL**
- 3. RESIDENTS COMMENTS**
- 4. CONSENT AGENDA – OMNIBUS VOTE**

All items listed with an asterisk (*) are considered routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so request, in which event the item will be removed from the Consent Agenda.

**7:00 p.m.
PUBLIC HEARING
Amendment to Highland Fields Subdivision Annexation Agreement**

5. MINUTES

- *A. Approval of Regular Board Meeting of February 12, 2018
- *B. Approval of Regular Board Meeting of February 26, 2018
- *C. Receive and File Draft Water Committee Meeting of February 26, 2018
- *D. Receive and File Draft Plan Commission Meeting of March 5, 2018

6. ORDINANCES

- A. Consideration of Ordinance Authorizing Annexation Agreement Second Amendment (Highland Fields Subdivision – Phase III)
- *B. Approval of Ordinance Amending the Village of Burr Ridge Personnel Manual Adopted by Ordinance Number 661 – Loss Prevention and Substance Abuse Manuals

7. RESOLUTIONS

None.

8. CONSIDERATIONS

- A. Consideration of Recommendation to Award Contract for 2018 Road Program
- B. Consideration of Recommendation to Continue Consideration of Plan Commission Recommendation to Amend the Zoning Ordinance to Permit an Electric Fence as a Special Use in Manufacturing Districts and Granting a Special Use to Permit an Electric Fence on the Subject Property (Z-06-2018: 16W020 79th Street – Lyons Truck Sales)
- C. Presentation of Pilot Project to Install Chat Function on the Village Web Site
- *D. Approval of Recommendation to Award Professional Services Contract for KLM Park Culvert Study
- *E. Approval of Recommendation to Award Contract for 2018 System-wide Water Main Leak Detection
- *F. Approval of Vendor List in the Amount of \$75,258.75 for all Funds, plus \$257,923.88 for payroll, for a grand total of \$333,182.63, which includes no Special Expenditures
- G. Other Considerations – For Announcement, Deliberation and/or Discussion only – No Official Action will be Taken

9. RESIDENTS COMMENTS

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. NON-RESIDENTS COMMENTS

12. CLOSED SESSION

- A. Approval of Closed Session Minutes of February 26, 2018
- B. Discussion Regarding Pending or Probable Litigation

13. RECONVENED MEETING

14. ADJOURNMENT

TO: Mayor and Board of Trustees
FROM: Village Administrator Doug Pollock and Staff
SUBJECT: Regular Meeting of March 12, 2018
DATE: March 9, 2018

PLEDGE OF ALLEGIANCE – Mohit Patel – Burr Ridge Middle School

PUBLIC HEARING - Amend Highland Fields Subdivision Annexation Agreement

6. ORDINANCES

A. Second Amendment - Highland Fields Phase III Annexation Agreement

Attached is an Ordinance authorizing a second amendment to the Highland Fields Annexation Agreement. The original Annexation Agreement was approved in 1999 and included a three phase subdivision at 87th and County Line Road. The first 2 phases have been completed. The third phase was divided into Phase 3A and 3B in 2016 via an amendment to the Annexation Agreement. The plat for Phase 3A (consisting of 3 lots on Heritage Drive) was recorded in 2016.

The proposed second amendment seeks two changes to the Annexation Agreement. The following is a description of the amendments:

School and Park Impact Fees: The 1999 Annexation Agreement for Highland Fields locked in the school and park impact fees for all three phases at the 1999 rates. In 2006, the Village updated the school and park impact fees. The 2016 amendment to the Annexation Agreement required that the property owner pay the updated fees rather than the 1999 fees. The property owner is now asking that the 1999 agreement be honored and that they be required to pay the school and park impact fees based on the 1999 Annexation Agreement.

The 2006 update to the school and park impact fees increased the school donations from \$2,120.10 per lot to \$7,866.80 per lot (a donation for high schools was also added). The increase for park donations went from \$2,314.92 to \$5,736.80 per lot (for R-1, R-2, and R-2A Districts; the park donation is higher in higher density districts).

Homeowners Association: The 1999 Annexation Agreement required that the properties in all three phases of the subdivision be included in a single Homeowners Association (HOA). The property owner for Phase 3B is requesting that they be released from this requirement. Representatives from the Highland Fields HOA are aware of this request and have submitted the

attached letter objecting to this request. Further, the position of the Highland Fields HOA is that the property is already in the HOA and cannot be removed without a 2/3 vote of the HOA members; regardless of any action taken by the Village.

It is our recommendation: that the Board provide direction regarding the requested amendment relative to school and park impact fees; and table any further action regarding the detachment from the HOA pending resolution with the current HOA.

B. Amend Personnel Manual – Loss Prevention/Substance Abuse Manuals

Attached is an Ordinance amending Appendix B (Loss Prevention Manual) and Appendix C (Substance Abuse Manual) of the Village of Burr Ridge Personnel Manual (Appendices also attached). The amendments to the Loss Prevention Manual include updates resulting from the Village's last Regulatory Assistance Visit by IRMA. Changes to the Substance Abuse Manual reflect recent changes mandated by the U. S. Department of Transportation and the U. S. Department of Labor. Memos outlining the updates made to each Appendix are included with each document.

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

8. CONSIDERATIONS

A. Contract for 2018 Road Program

The Engineering Division of the Public Works Department solicited bids for the 2018 Road Program Resurfacing Contract in accordance with State guidelines for projects utilizing Motor Fuel Tax (MFT) funds. Streets to be resurfaced with this year's Road Program include:

- Shore Drive, Shore Court (Hinsdale Industrial Park)
- Peppermill Court (w/ drainage improvements)
- Elm Court
- 94th Street, Glenn Drive, Shephard Lane
- Deerview Court and Bucktrail Drive
- Patching on 83rd Street and Greenbriar Court
- Roadway and driveway repairs for Water Division

Note: 59th Street will be part of Hinsdale's larger resurfacing contract.

The Engineering Division accelerated preparation of bid documents following the December meeting of the Street Policy Committee and modified these documents to a different format that allowed for a fast-tracked IDOT review. The expedited process permitted an earlier bid opening for a favorable bidding environment. Nine pre-qualified bidders received bid documents and six (6)

submitted their bids as follows, which were opened and read publicly on March 1, 2018, as follows:

Contractor	Bid Price
Lindahl Brothers, Inc., Chicago Ridge, IL	\$ 532,767.50
Schroeder Asphalt Services, Inc., Huntley, IL	\$ 614,044.50
J.A. Johnson Paving Company, Arlington Heights, IL	\$ 626,266.50
M & J Asphalt Company, Cicero, IL	\$ 634,912.00
Brothers Asphalt Paving, Inc., Addison, IL	\$ 638,102.30
Chicagoland Paving Co., Lake Zurich, IL	\$ 659,900.00
Engineer's Estimate	\$ 633,875.00

No errors or omissions were identified in the review of the lowest responsive and responsible bid. All IDOT-required certifications and bonds were properly submitted with the bid, which includes an affidavit by the contractor that they have available resources to complete the project. Lindahl Brothers, Inc. recently acquired Crowley-Sheppard Asphalt in Chicago Ridge, Illinois, which company had successfully completed numerous resurfacing contracts for adjacent municipalities, including Willowbrook and Orland Park. Lindahl Brothers' parent company in Bensenville has a successful work history with O'Hare Airport, IDOT, and the Illinois Tollway.

Therefore, the lowest responsive and responsible bidder is Lindahl Brothers, Inc., of Chicago Ridge, Illinois, in the amount of \$532,767.50. This bid is \$101,108 (16.0%) less than the Engineer's Estimate for the overall contract. The Road Program contract includes Water Fund roadway repairs, which are \$25,982 of the low bid amount. Therefore, the Capital Projects Fund amount would be \$506,786 and is \$88,414 less than the preliminary budget of \$595,200.

The Engineering Division speculates that the lower bid prices are a result of the much earlier bid opening and aggressive bidding environment brought by a low number of State-bid contracts. The number of State-bid construction projects for this region in IDOT's January 2018 letting was 55% lower than January 2017. In comparison, the 2017 Road Program contractor submitted with this 2018 bid a total cost that is 5.2% lower when applying their 2017 bid prices to this year's contract quantities. The Engineering Division typically develops its cost estimates assuming a 4% to 5% cost increase from the previous year.

It is our recommendation: that the 2018 Road Program Resurfacing Contract be awarded to Lindahl Brothers, Inc., of Chicago Ridge, Illinois, in the amount of \$532,767.50.

**B. Amend Zoning Ordinance – Electric Fence in Manufacturing Districts/
Special Use - Electric Fence on Property (16W020 79th Street – Lyons
Truck Sales)**

Please find attached a letter from the Plan Commission recommending approval of an amendment to the Zoning Ordinance to permit electric fences as a special use in Manufacturing Districts, as well as a special use approval for Lyons Truck Sales for an electric fence.

The petitioner owns a truck sales and service business and was represented by an electric fence manufacturer, Electric Guard Dog, who stated that the petition was brought forth because the property owner had experienced repeated criminal activity on the property and was seeking to install an electric fence as a deterrent. The Plan Commission felt that a perimeter fence was sufficient to provide aesthetic cover for the electric fence and felt that there were no safety issues regarding such a device. A few residents asked questions of the petitioner but no objections were received. One Plan Commissioner did not support the proposal based on the lack of evidence that the property owner had exhausted their security options that are presently permitted.

The Plan Commission specifically stated that an 8' chain link fence topped with barbed wire presently on the property must be removed as part of their recommendation. Chain link fences and barbed wire are currently prohibited by the Zoning Ordinance. The petitioner has asked that this consideration be tabled so that the petitioner may file a concurrent petition to permit chain link fences as a special use in Manufacturing Districts. The petitioner has stated that they will remove the barbed wire.

It is our recommendation: that the Board table the recommendation from the Plan Commission until a concurrent petition can be considered by the Plan Commission.

C. Chat Function on Village Web Site

Staff will provide a brief presentation regarding a new chat function on the Village website. The goals of this tool are to provide residents with another option for communicating with the Village and to drive traffic on the website.

D. Professional Services Contract – KLM Park Culvert Study

As discussed by the Stormwater Committee at its November 2017 and February 2018 meetings, the Villages of Hinsdale and Burr Ridge share maintenance responsibilities for the metal grate covering the upstream end of a 66-inch diameter culvert pipe located in the Katherine Legge Memorial (KLM) Park in Hinsdale. An Intergovernmental Agreement executed in 1985 identifies the Village of Burr Ridge as responsible for maintenance of the culvert and metal grates, while Hinsdale is responsible for keeping the KLM channel and culvert grates free of debris or blockage.

In response to widely reported incidents of intrusions into this pipe, the Village of Hinsdale installed a fence and signing around the upstream end of the pipe, while the Tollway removed a grate that was previously covering the downstream end section and re-secured its access fencing. The Village of Burr Ridge shared equally in the cost of materials for the fence constructed by Hinsdale, of which the Village share was \$3,748.

As discussed by both Villages, the Village of Burr Ridge recently solicited proposals from engineering consultants to review the upstream grate and determine if it could be modified to improve safety without compromising its current function. Consultants would be asked to propose design concepts, analyzed worst-case stormwater flows, and develop preliminary estimates of cost for the various options. The Village is requesting the consultant's assessment and a meeting to discuss preliminary results by June 2018, with a final report due in July 2018.

Three (3) engineering consulting firms submitted price proposals for this engineering study. The firm of Hampton, Lenzini and Renwick, Inc., of Woodridge, Illinois, provided a detailed scope of services that meets the needs and schedule of both Villages, and proposes the lowest cost of \$5,718.00. This firm is highly-qualified and has studied or designed major drainage projects for Woodridge, Westmont, Northbrook and DuPage County. This firm and its personnel have extensive experience in stormwater and floodplain management, as well as permitting issues that may be required.

The Village of Hinsdale has agreed to share equally in the cost of this study and concurs with the proposal submitted by Hampton, Lenzini and Renwick, Inc. The preliminary FY18-19 Stormwater Management Fund Budget includes \$5,000 for this study; however, only \$2,859 would be expended when sharing this cost with Hinsdale.

It is our recommendation: that a professional services contract for the Katherine Legge Park Culvert Modification Study be awarded to Hampton, Lenzini and Renwick, Inc., of Woodridge, Illinois, in the amount of \$5,718.00, with this cost to be shared equally with the Village of Hinsdale.

E. Contract for 2018 System-wide Water Main Leak Detection

The FY 2017-18 Budget includes \$20,000.00 for a system-wide leak detection survey on the Village's water distribution system. A leak detection survey was last performed in Summer 2013, and should be conducted every 3 to 5 years to mitigate emergency repairs and minimize non-revenue water loss, which also keeps the Village in compliance with the Illinois DNR annual audit of Lake Michigan water users.

The 2013 system-wide survey identified leaks at 10 locations. These 10 locations were estimated to be leaking a total of 140,000 gallons per day, which is nearly \$1,000 per day at today's residential metered water rates. During a

leak detection survey, the Water Division of our Public Works Department is present at all times, immediately investigates a leak located by the technicians, and promptly excavates to make the necessary repairs.

The Summer 2013 survey was conducted by M.E. Simpson Co., Inc., of Valparaiso, Indiana. The Village has also utilized this contractor over the past 5 years for emergency leak detection, which pinpoints a problematic emergency watermain leak to minimize property disturbed while excavating for its repair. M.E. Simpson Co., Inc. is highly proficient at providing this service on our critical infrastructure and to the needs specified by our Water Division Supervisor, who, along with our businesses and residents, has been pleased with the contractor's quality of work and responsiveness to emergencies.

In the attached proposal, M.E. Simpson Co., Inc. has provided a lump sum cost of \$16,835.00, which is \$3,165 under budget and \$1,183 less than prices received from other reputable contractors in our 2013 solicitation for this contract.

It is our recommendation: that a contract for the System-Wide Leak Detection Survey be approved by waiving the bid process and awarding to M.E. Simpson Co., Inc. of Valparaiso, Indiana, in the amount not to exceed \$16,835.00.

F. Vendor List

Enclosed is the Vendor List in the Amount of \$75,258.75 for all Funds, plus \$257,923.88 for payroll, for a grand total of \$333,182.63, which includes no Special Expenditures.

It is our recommendation: that the Vendor List be approved.

LEGAL NOTICE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Corporate Authorities of the Village of Burr Ridge, DuPage and Cook Counties, Illinois, will hold a public hearing at 7:00 p.m. on Monday, March 12, 2018 at the Burr Ridge Village Hall, 7660 County Line Road, Burr Ridge, Illinois, to consider a second amendment to Ordinance No. 864, which as an annexation agreement for the property commonly known as the Highland Fields Subdivision and including Permanent Real Estate Index Number of 23-06-109-007. Said amendment and public hearing is being conducted pursuant to the provisions of Chapter 65, Section 5/11-15.1-1, et. seq. of the Ill. Compiled Stats. Said amendment contains provisions relating to, but not limited to the following:

- a. Continued zoning of the property within the R-2A Single Family Residential District.
- b. Amendment regarding payment of school and park impact fees.
- c. Amendment regarding maintenance of a well for irrigation purposes.
- d. Amendment regarding creation of a separate homeowners' association rather than joining with the Highland Fields Homeowners Association.
- e. Other miscellaneous provisions.

A copy of the proposed annexation agreement shall be on file and available for public inspection during normal business hours from and after February 19, 2018 in the office of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois, 60527.

Amendments and modifications to said proposed annexation agreement may be made after public hearing thereon and before the signing thereof.

All persons appearing at said public hearing will be given an opportunity to be heard at the aforesaid public hearing. Such public hearing may be continued from time to time by the Corporate Authorities of the Village of Burr Ridge without further notice, except as may be required by the Illinois Open Meetings Act.

BY ORDER OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF BURR RIDGE,
DUPAGE AND COOK COUNTIES, ILLINOIS.

/s/ Karen Thomas
VILLAGE CLERK

REGULAR MEETING
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

February 12, 2018

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of February 12, 2018 was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:00 p.m. by President Straub.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited by Alyssandra Guzman, St. Isaac Jogues School.

ROLL CALL was taken by the Deputy Village Clerk and the results denoted the following present: Trustees Franzese, Mottl, Paveza, Mital, Schiappa, Snyder and President Straub. Also present were Village Administrator Doug Pollock, Deputy Police Chief Marc Loftus, Public Works Director Dave Preissig, and Assistant to the Administrator Evan Walter.

RESIDENT COMMENTS Resident Marc Toma comment on the political information being disseminated and the Village's possible litigation which he feels should not be paid for by the residents. He continued that recently there was a political sign in the median on County Line Road and he feels this appears that the Village is backing that candidate which he feels is wrong.

CONSENT AGENDA – OMNIBUS VOTE After reading the Consent Agenda by President Straub, motion was made by Trustee Mottl and seconded by Trustee Schiappa that the Consent Agenda – Omnibus Vote (attached as Exhibit A), (except 8C) and the recommendations indicated for each respective item, be hereby approved.

On Roll Call, Vote Was:

AYES: 6 – Trustees Mottl, Schiappa, Snyder, Mital, Paveza, Franzese

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

RECEIVE AND FILE DRAFT PLAN COMMISSION MEETING MINUTES OF FEBRUARY 5, 2018 were noted as received and filed under the Consent Agenda by Omnibus Vote.

APPROVAL OF AN ORDINANCE AMENDING SECTION VIII.C.2 OF THE BURR RIDGE ZONING ORDINANCE TO ADD IRRIGATION INSTALLATION BUSINESS, WITH NO CUSTOMERS ON PREMISES, AS A SPECIAL USE IN THE B-2 BUSINESS DISTRICT (Z-02-2018: TEXT AMENDMENT B-2 DISTRICT SPECIAL USES) The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.
THIS IS ORDINANCE NO. A-834-03-18

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APPROVAL OF AN ORDINANCE GRANTING SPECIAL USE APPROVALS PURSUANT TO THE BURR RIDGE ZONING ORDINANCE TO PERMIT AN IRRIGATION INSTALLATION BUSINESS, WITH NO CUSTOMERS ON PREMISES, AS WELL AS OUTDOOR, OVERNIGHT COMMERCIAL PARKING IN A B-2 BUSINESS DISTRICT (Z-02-2018: 15W308 NORTH FRONTAGE ROAD – WILK)

The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.

THIS IS ORDINANCE NO. A-834-04-18

ADOPTION OF RESOLUTION APPROVING FINAL PLAT OF SUBDIVISION HIGHLAND FIELDS SUBDIVISION – PHASE 3-B

The Board, under the Consent Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION NO. R-05-18

ADOPTION OF RESOLUTION APPROVING THE ANNUAL PUBLICATION OF THE VILLAGE OF BURR RIDGE ZONING MAP

The Board, under the Consent Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION NO. R-06-18

APPROVAL OF RECOMMENDATION TO AWARD CONTRACT FOR 2017 EAB TREATMENT

The Board, under the Consent Agenda by Omnibus Vote, waived the bid process and awarded the contract to Kramer Tree Specialists, of West Chicago at the rate of \$1.45 per inch-diameter, not to exceed \$13,900.

APPROVAL OF STAFF RECOMMENDATION TO TABLE CONSIDERATION OF PLAN COMMISSION RECOMMENDATION TO DENY SIGN VARIATIONS (S-01-2018: 16W260 83RD STREET – ODEH)

The Board, under the Consent Agenda by Omnibus Vote, approved the request.

APPROVAL OF REQUEST FOR RAFFLE LICENSE FOR ST. JOHN OF THE CROSS AND HOSTING FACILITY LICENSE FOR CHICAGO MARRIOTT SOUTHWEST BURR RIDGE FOR ITS FUNDRAISING EVENT ON MARCH 10, 2018.

The Board, under the Consent Agenda by Omnibus Vote, approved the request.

APPROVAL OF VENDOR LIST IN THE AMOUNT OF \$395,254.96 FOR ALL FUNDS, PLUS \$254,347.47 FOR PAYROLL, FOR A GRAND TOTAL OF \$649,602.43, WHICH INCLUDES A SPECIAL EXPENDITURE OF \$41,166.24 TO DETROIT SALT COMPANY FOR 799.5 TONS OF SALT/ROCK SALT/BULK ROCK SALT

The Board, under the Consent Agenda by Omnibus Vote, approved the Vendor list for the period ending February 12, 2018 in the amount of \$395,254.96 and payroll in the amount of \$254,347.47 for the period ending January 27, 2018.

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**CONSIDERATION OF AN AMENDMENT TO BALAC RESUBDIVISION FINAL PLAT
APPROVAL TO REDUCE OR WAIVE PAYMENT IN LIEU OF RIGHT OF WAY
IMPROVEMENTS (BALAC – 7500-7504 DREW AVENUE)**

Mayor Straub asked that this item be discussed prior to the rest of the agenda. Village Administrator Doug Pollock said the owner of the property at 75th and Drew Avenue is asking for a waiver or reduction of the payment in lieu of the right of way improvements. The property was re-subdivided in 2017. The two existing lots were reconfigured with one lot at the corner and the other at the west end fronting on 75th Street. The Subdivision Ordinance requires that any lot division that is subject to the Subdivision Ordinance is required to make improvements to adjacent under-improved streets. The required improvements usually include adding a curb and gutter and sidewalk to the adjacent streets. The owner agreed to payment in lieu of the improvements but after doing some engineering estimates, they are requesting a waiver or reduction of those required payments.

In answer to Mayor Straub, Mr. Pollock said there are no sidewalks or curb and gutter in the area. In answer to Trustee Franzese, Mr. Pollock said the estimated sidewalk donation is approximately \$15,000. Trustee Franzese said the donation would provide a lot of maintenance for the current pathway system.

Mr. Balac said they submitted a waiver of the improvements and until they filed the plat of subdivision they were not aware that there was a cash payment in lieu of the waiver. There was some discussion.

Motion was made by Trustee Paveza and seconded by Trustee Franzese that the required payment in lieu of curb and gutter be waived but the sidewalk donation of \$15,000 be paid.

There was discussion with Trustee Snyder saying it is important to bring new residents into the Village and suggested the figure be reduced by half.

Motion was amended by Trustee Paveza to reduce the required payment to \$10,000 and Trustee Franzese agreed.

The Village Administrator said the property owner stated that they were not aware of these expenses. It was provided to them in the Staff report before the preliminary plat was reviewed. The correspondence must have been with the engineer but it was pointed out that was a requirement. There was some additional discussion with Mr. Balac saying if they had not reconfigured the lots they would not be required to pay this donation.

On Roll Call, Vote Was:

AYES: 6 – Trustees Paveza, Franzese, Mottl, Mital, Snyder, Schiappa

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

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CONSIDERATION OF RESOLUTION APPROVING FINAL PLAT OF SUBDIVISION OF LAKESIDE POINTE OF BURR RIDGE

Village Administrator Doug Pollock presented the Resolution approving the final plat of subdivision for the Lakeside Pointe Planned Unit Development. He said the preliminary plat and PUD Ordinance were approved in October 2017. Lakeside Pointe is located in the Burr Ridge Corporate Park and consists of 44 single family homes with private streets and commonly owned space between homes. He said Staff has reviewed the final engineering plans, final landscaping plans and final plat and although the review is not complete, we had determined that the plans are in substantial compliance and ready to be reviewed and approved by the Village Board. He said there are two primary issues that the developer is asking for relief from.

John Barry, McNaughton Development, summarized two primary issues regarding the proposed subdivision. These were the elimination of the cul de sac turnaround on Commonwealth Avenue as recommended by the Plan Commission, and a waiver of the requirement to build and/or provide a donation in lieu of building sidewalks along Commonwealth Avenue. There was discussion.

Mayor Straub asked what the residents of Commonwealth Avenue had said regarding this proposal. Mr. Pollock said that all of the residents requested that no work of any kind be done on Commonwealth.

Trustee Snyder asked about adding a sidewalk along Bridewell to connect the subdivision to Burr Ridge Parkway. Paul McNaughton, McNaughton Development, said that they did not feel that this would provide much benefit to their development, and had not done any advance engineering to determine if it would be cost efficient. Several Trustees felt that requiring a connecting sidewalk to be built along Bridewell would be a compromise from building sidewalks on Commonwealth.

Trustee Mottl asked how impactful the building of sidewalks was in the price of each lot. Mr. McNaughton said that many parts of developing the subdivision added up, and that this would certainly impact the costs of construction.

Trustee Franzese said that the Board should not usurp the responsibilities of the Pathway Commission regarding where sidewalks should be built or maintained in making a decision. Trustee Paveza concurred.

Trustee Franzese said that the developer has already received special consideration regarding sidewalks because they were not required on both sides of the interior ring road of the subdivision. He said that the developer should install the turnaround on Commonwealth per the recommendation of the Plan Commission, and if residents oppose it, then that condition could be rescinded.

Motion was made by Trustee Mottl and seconded by Trustee Schiappa that the Board approve the resolution as submitted with the conditions that the Village receive cash in lieu of construction of sidewalks on the outside of the internal ring road of the subdivision, waive requirements regarding

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construction of turnaround and sidewalks and/or donations in lieu thereof, and construct a sidewalk connecting the subdivision to Burr Ridge Parkway on the south side of Bridewell Drive.

After some discussion, Mr. Pollock explained that the Resolution also includes that the school impact fees be paid when the permit is issued.

Motion was amended by Trustee Mottl to include that the school impact fees be paid in full prior to recording the plat. Trustee Schiappa agreed.

Mr. McNaughton said while this subdivision is not age restricted, 90% of the residents will be empty nesters with no children living there. They agree to pay the school impact fee with each permit and they will submit a letter of credit to cover the entire amount of the school impact fees. He said to have to pay this additional amount at the start of the development is making it impractical to develop in Burr Ridge. Mr. Pollock said Staff does not have any objection to them paying as the permits are issued.

Trustee Franzese said this is a cost saving to the developer and in exchange for this consideration we should have some sidewalk considerations. He would require cash-in-lieu of construction of the sidewalk along Commonwealth and the internal sidewalk, as required by the Subdivision Ordinance. There was discussion.

Motion was amended by Trustee Mottl to include that the school impact fees be paid as the permits are issued. Trustee Schiappa agreed.

On Roll Call, Vote Was:

AYES: 5 – Trustees Mottl, Schiappa, Snyder, Mital, Paveza

NAYS: 1 – Trustee Franzese

ABSENT: 0 – None

There being five affirmative votes, the motion carried.

**CONSIDERATION OF APPROVAL OF RECOMMENDATION TO RATIFY
EMERGENCY PURCHASE OF CONTRACTUAL SERVICES FOR WATER MAIN
REPAIRS**

Trustee Franzese said he removed this item from the Consent Agenda because he wanted to commend Public Works Staff, Employees and the contractor that assisted with the difficult water main repairs in late December and early January so the residents can continue to have safe drinking water. He continued that the Water Committee should consider water rates that allow for the Water Fund to be build up to accommodate these more frequent and costlier infrasture repairs.

Motion was made by Trustee Franzese and seconded by Trustee Paveza ratify the emergency purchase of contractual services for water main break repairs, in the amount of \$60,734.25 to Vian Construction.

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On Roll Call, Vote Was:

AYES: 6 – Trustees Franzese, Paveza, Mottl, Mital, Snyder, Schiappa

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

OTHER CONSIDERATIONS Trustee Franzese said the Pace parking lot is overcrowded and it creates a safety hazard. He continued that this is a good problem to have because it means it is being used but asked if they had been contacted recently. Mr. Pollock answered that he sent an e-mail last week asking about their expansion plans but has not received a response.

RESIDENT COMMENTS Mayor Straub referred to comments from Marc Toma at the beginning of the meeting and apologized for the campaign signs being placed in the right-of-way and that he is having them removed.

Marc Toma said he feels the Village and residents are being used and anything that is done by the Board is making this problem larger.

Trustee Paveza said if the Durkin campaign left the Village out of their campaign literature this would not be an issue. The Village sent a letter asking for them to stop and apology. We were going to take them to court but it appeared they stopped, now it is starting again.

REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS Trustee Schiappa commended David Preissig and the Public Works Department for keeping the streets clean this past weekend.

Trustee Paveza announced that the Secretary of State will at the Village Hall on March 14.

NON-RESIDENT COMMENTS None

ADJOURNMENT Motion was made by Trustee Snyder and seconded by Trustee Snyder that the Regular Meeting of February 12, 2018 be adjourned to a Closed Session to discuss Approval of Closed Session Minutes of January 22, 2018 and Discussion Regarding Employment of Employee.

On Roll Call, Vote Was:

AYES: 6 – Trustees Schiappa, Snyder, Mital, Franzese, Mottl, Paveza

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried and the meeting was adjourned at 9:05 P.M.

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PLEASE NOTE: Where there is no summary of discussion on any items in the minutes, this reflects that no discussion occurred other than the introduction of the item.

Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

Evan Walter
Deputy Village Clerk
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____, 2018.

RECONVENED REGULAR MEETING

PRESIDENT AND BOARD OF TRUSTEES,
VILLAGE OF BURR RIDGE, IL

February 12, 2018

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of February 12, 2018 was reconvened at 9:37 p.m. with the same Trustees in attendance as immediately preceding the Closed Meeting from 9:15 p.m. to 9:36 p.m.

RECONVENE AND ADJOURN REGULAR MEETING Motion was made by Trustee Paveza and seconded by Trustee Mottl that the Regular Meeting of February 12, 2018 be reconvened and adjourned.

Motion carried by Voice Vote and the Regular Meeting of February 12, 2018 was adjourned at 9:37 p.m.

Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

J. Douglas Pollock
Village Clerk Pro-Tempore
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____, 2018.

REGULAR MEETING
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

February 26, 2018

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of February 26, 2018 was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:01 p.m. by President Straub.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited by Peyton Boatwright, from Gower West School.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Franzese, Mottl, Paveza, Mital, Snyder, Schiappa and President Straub. Also present were Village Administrator Doug Pollock, Deputy Police Chief Marc Loftus, Public Works Director Dave Preissig, Finance Director Jerry Sapp, Assistant to the Administrator Evan Walter and Village Clerk Karen Thomas.

RESIDENT COMMENTS There were none.

CONSENT AGENDA – OMNIBUS VOTE After reading the Consent Agenda by President Straub, motion was made by Trustee Schiappa and seconded by Trustee Snyder that the Consent Agenda – Omnibus Vote (attached as Exhibit A) and the recommendations indicated for each respective item, be hereby approved.

On Roll Call, Vote Was:

AYES: 6 – Trustees Schiappa, Snyder, Franzese, Mottl, Paveza, Mital

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF JANUARY 22, 2018 were approved for publication under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE DRAFT STORMWATER COMMITTEE MEETING OF FEBRUARY 13, 2018 were noted as received and filed under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE DRAFT PLAN COMMISSION MEETING MINUTES OF FEBRUARY 19, 2018 were noted as received and filed under the Consent Agenda by Omnibus Vote.

APPROVAL OF AN ORDINANCE GRANTING CONDITIONAL SIGN APPROVAL AS PER THE VILLAGE OF BURR RIDGE SIGN ORDINANCE FOR APPROVAL OF A GROUND AND WALL SIGN IN A TRANSITIONAL DISTRICT (S-02-2018: 7600 COUNTY

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LINE ROAD – SHIRLEY RYAN ABILITY LAB)

by Omnibus Vote, approved the Ordinance.

THIS IS ORDINANCE NO. A-923-01-18

The Board, under the Consent Agenda

ADOPTION OF RESOLUTION APPROVING AN AMENDMENT TO RESOLUTION R-20-17 REGARDING PAYMENT IN LIEU OF RIGHT OF WAY IMPROVEMENTS FOR THE BALAC SUBDIVISION (7500 DREW AVENUE)

Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION NO. R-08-18

The Board, under the Consent

ADOPTION OF RESOLUTION EXECUTING “SUCCESSOR” INTERGOVERNMENTAL POLICE SERVICE ASSISTANCE AGREEMENT (“IPSA”)

Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION NO. R-09-18

The Board, under the Consent

ADOPTION OF A RESOLUTION AUTHORIZING THE WITHDRAWAL OF THE VILLAGE OF BURR RIDGE FROM THE INTERGOVERNMENTAL PERSONNEL BENEFIT COOPERATIVE AND THE SOUTH CENTRAL DUPAGE COUNTY BENEFITS POOL

The Board, under the Consent Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION NO. R-10-18

APPROVAL OF RECOMMENDATION TO RATIFY EMERGENCY PURCHASE OF ROAD SALT

The Board, under the Consent Agenda by Omnibus Vote, ratified the emergency purchase of rock salt in the amount of \$8,923.74 from Detroit Salt Company, Detroit, Michigan and increased the contract by \$22,915 to an amount not to exceed \$100,150.

APPROVAL OF A PRIVATE SANITARY SEWER SYSTEM FOR A NEW HOME (PC-04-2018: 7656 WOLF ROAD – VENCLOVAS)

by Omnibus Vote, approved the request.

The Board, under the Consent Agenda

APPROVAL OF MAYOR STRAUB’S RECOMMENDATION TO REAPPOINT JOHN NAVICKAS TO THE BOARD OF FIRE AND POLICE COMMISSIONERS FOR A TERM EXPIRING MAY 1, 2020

The Board, under the Consent Agenda by Omnibus vote, approved the recommendation.

APPROVAL OF MAYOR STRAUB’S RECOMMENDATION TO REAPPOINT RONALD DAMPER TO THE BOARD OF FIRE AND POLICE COMMISSIONERS FOR A TERM EXPIRING MAY 1, 2019

The Board, under the Consent Agenda by Omnibus vote, approved the recommendation.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
February 26, 2018

APPROVAL OF MAYOR STRAUB'S RECOMMENDATION TO APPOINT TRUSTEE JOE SNYDER TO THE WATER COMMITTEE FOR A TERM EXPIRING MAY 1, 2019

The Board, under the Consent Agenda by Omnibus vote, approved the recommendation.

APPROVAL OF MAYOR STRAUB'S RECOMMENDATION TO APPOINT TRUSTEE GUY FRANZESE TO THE WATER COMMITTEE FOR A TERM EXPIRING MAY 1, 2021

The Board, under the Consent Agenda by Omnibus vote, approved the recommendation.

APPROVAL OF MAYOR STRAUB'S RECOMMENDATION TO APPOINT MARIANNE BEGY, ADOLPH GALINSKI, VIVEK GHAI, ALAN HRUBY, CLAIR KOVAR, BETSY LEVY, CINDY MOTT, PARAGI PATEL, BECKY SINGH, TRUSTEE ANITA MITAL AND TRUSTEE ZACH MOTT TO THE AD HOC LOCAL SCHOOL EXCELLENCE COMMITTEE FOR TERMS EXPIRING ON MAY 1, 2020

The Board, under the Consent Agenda by Omnibus vote, approved the recommendation.

APPROVAL OF REQUEST FOR RAFFLE LICENSE FOR OUR LADY OF PEACE CHURCH AND HOSTING FACILITY LICENSE FOR CHICAGO SOUTHWEST BURR RIDGE FOR ITS FUNDRAISING EVENT ON APRIL 6, 2018

The Board, under the Consent Agenda by Omnibus Vote, approved the request.

APPROVAL OF REQUEST FOR RAFFLE LICENSE FOR GOWER SCHOOL PTO AND HOSTING FACILITY LICENSE FOR GOWER MIDDLE SCHOOL FOR ITS FUNDRAISING EVENT ON MARCH 9, 2018

The Board, under the Consent Agenda by Omnibus Vote, approved the request.

APPROVAL OF RECOMMENDATION TO HOLD A PUBLIC HEARING REGARDING AMENDMENTS TO THE ZONING ORDINANCE

The Board, under the Consent Agenda by Omnibus vote, approved the recommendation.

APPROVAL OF VENDOR LIST IN THE AMOUNT OF \$219,890.46 FOR ALL FUNDS, PLUS \$215,685.83 FOR PAYROLL, FOR A GRAND TOTAL OF \$435,576.29, WHICH INCLUDES A SPECIAL EXPENDITURE OF \$49,406.40 TO WINKLER'S TREE SERVICE FOR TREE TRIMMING AND PRUNING IN AREA 7

The Board, under the Consent Agenda by Omnibus Vote, approved the Vendor list for the period ending February 26, 2018 in the amount of \$219,890.45 and payroll in the amount of \$215,685.83 for the period ending February 10, 2018.

CONSIDERATION OF A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF WILLOW SPRINGS

Village Administrator Doug Pollock explained the Intergovernmental Agreement would transfer property from Willow Springs and Burr Ridge and vice versa. He continued that the east half of the Malek property (southwest corner of German Church Road and Pleasant View Road) that fronts on Pleasant View

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President and Board of Trustees, Village of Burr Ridge
February 26, 2018

Road would be transferred from Burr Ridge to Willow Springs and would be zoned and platted by Willow Springs. The west half of the Malek property would remain in Burr Ridge and would be zoned and platted by Burr Ridge.

Mr. Pollock said the Ruzicka property (on the west side of Buege Lane) would be transferred from Willow Springs to Burr Ridge and would be zoned and platted for 20,000 square foot lots. The current Willow Springs zoning of this property is for four, 20,000 square foot lots.

Mr. Pollock continued that the Village of Willow Springs has approved the transfer of land and the property owners have tentatively approved the transfer subject to zoning. If the Villages do not approve the zoning, that is contemplated by the agreement, the agreement would become null and void.

Trustee Franzese asked how this agreement will affect the stormwater detention. Mr. Pollock said the preliminary engineering study suggests that there would be a shared detention pond between the homeowners in Willow Springs and Burr Ridge that would be constructed at the south end of the Malik property with an easement allowing both Villages the right to access the area in an emergency situation. The easement would also obligate all homeowners equally to maintain the pond. It is contemplated that the pond would meet or exceed all stormwater requirements of both villages.

Larry Zdarsky, attorney for the trust that owns the Ruzicka property, said this is a two-acre parcel of land that has been subdivided in the Village of Willow Springs to four half acre lots. The property already has the Cook County WMRD approval for the on-site water management and we are ready to build. There currently is a contract on one of the parcels. If it works out better that they become part of the other detention pond they will, they are prepared to work towards that.

Motion was made by Trustee Mottl and seconded by Trustee Snyder to adopt the Resolution Approving an Intergovernmental Agreement with the Village of Willow Springs.

On Roll Call, Vote Was:

AYES: 6 – Trustees Mottl, Snyder, Schiappa, Franzese, Paveza, Mital

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

OTHER CONSIDERATIONS There were none.

RESIDENT COMMENTS Resident Alice Krampits asked why it was not disclosed that the petitioner for the previous item and McNaughton Builders have made contributions to Mr. Straub's campaign. She stated that she hoped that it did not influence any of the Board's decision in the land swap or the McNaughton Development. Mayor Straub said that McNaughton made a contribution to his campaign, but in either case, he did not vote.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
February 26, 2018

REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

There were none.

NON-RESIDENTS COMMENTS

There were none.

ADJOURNMENT Motion was made by Trustee Snyder and seconded by Trustee Mital that the Regular Meeting of February 26, 2018 be adjourned to a Closed Session to discuss Approval of Closed Session Minutes of February 12, 2018 and Discussion Regarding Pending or Probable Litigation.

Motion carried by Voice Vote and the meeting was adjourned at 7:22 P.M.

PLEASE NOTE: Where there is no summary of discussion on any items in the minutes, this reflects that no discussion occurred other than the introduction of the item.

Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____ 2018.

RECONVENED REGULAR MEETING

PRESIDENT AND BOARD OF TRUSTEES,
VILLAGE OF BURR RIDGE, IL

February 26, 2018

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of February 26, 2018 was reconvened at 7:54 p.m. with the same Trustees in attendance as immediately preceding the Closed Meeting from 7:27 p.m. to 7:53 p.m.

RECONVENE REGULAR MEETING Motion was made by Trustee Mottl and seconded by Trustee Schiappa that the Regular Meeting of February 26, 2018 be reconvened.

On Roll Call, Vote Was:

AYES: 6 – Trustees Mottl, Schiappa, Mital, Snyder, Franzese, Paveza

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried

Trustee Paveza stated that he has seen an increase recently in false information about the Village being distributed in the District 82 Illinois House campaign. He suggested that the Village send a letter to residents providing facts about the Village finances and correcting the false information. After some discussion by the Trustees, it was agreed that the Village Administrator would poll the Board to see if there was consensus to send a letter.

ADJOURN REGULAR MEETING There being no further business, Motion was made by Trustee Snyder and seconded by Trustee Mottl that the Regular Meeting of February 26, 2018 be adjourned. Motion carried by Voice Vote and the Regular Meeting of February 26, 2018 was adjourned at 7: 55 p.m.

Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

J. Douglas Pollock
Village Clerk Pro-Tempore
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____, 2018.

**MINUTES
WATER COMMITTEE MEETING
Monday, February 26, 2018**

CALL TO ORDER

The meeting was called to order by Chairperson Al Paveza at 5:40 p.m.

ROLL CALL

Present: Chairperson Al Paveza, Trustee Guy Franzese and Trustee Joe Snyder

Absent: None

Also Present: Village Administrator Doug Pollock, Public Works Director David Preissig, and Finance Director Jerry Sapp

MINUTES APPROVAL

A **motion** was made by Chairperson Al Paveza to approve the minutes of March 20, 2017. The motion was **seconded** by Trustee Guy Franzese **approved** by a vote 1-0 (Trustees Guy Franzese and Joe Snyder abstained).

UPDATE REGARDING WATER MAIN BREAK REPAIR PROGRAM

Mr. Preissig provided an update on water main breaks in the Village. He said breaks were larger than the prior year but less than the highest number experienced several years ago.

Resident Susan Andrese, 128 Stirrup Lane, was present to ask about improvements in the Carriageway Subdivision. Mr. Preissig explained the replacement of a water main on County Line Road with a larger main on County Line Lane. He said that the rest of Carriageway was older and may need to be replaced in the future.

Chairperson Paveza asked how the Village could pay for replacements of water mains. Mr. Pollock responded that the options include raising water rates, special assessment or borrowing money. He said the Village has always paid for water main replacements with water rate revenues.

Ms. Andrese asked when the County Line Road/Lane water main project would be completed. Mr. Preissig said it is scheduled for later this year and would be completed this year.

UPDATE REGARDING WATER METER REPLACEMENT PROGRAM

Chairperson Paveza said that the residential water meter replacement program was done except for some mavericks. Mr. Preissig described the process used by staff to notify residents and said that there 58 customers who still did not have the new meters.

Mr. Preissig told the Committee that the Village Attorney provided two options for proceeding. He said one option would be to establish a separate water rate for customers who prefer the old manual read meters and the other is to shut off the water but only after the customer is offered a hearing to make their case for keeping the old meter.

The water committee unanimously agreed that they wanted all customers to switch to the newer meters and did not want to offer a higher rate to keep the old meter. Consensus was reached to direct staff to proceed accordingly.

UPDATE REGARDING ANNUAL IDNR WATER AUDIT (LMO-2)

Mr. Preissig presented the annual audit. He said our total water loss was 1.94% which is much lower than the 12% at which point remedial measures have to be taken.

STATUS OF CNH PRIVATE WELLS AND WATERMAIN EXTENSION

Mr. Preissig reported that CNH was not quite ready to proceed with abandoning their wells and switching to Village water. He was hopeful they would do so in 2019.

PRESENTATION OF DRAFT FY 2018-19 WATER FUND BUDGET

Mr. Preissig presented the draft budget for fiscal year 2018-19. Noting future year deficits, the Committee immediately began discussion of water rate adjustments.

CONSIDERATION OF WATER RATE ADJUSTMENT

Mr. Sapp referenced a chart showing that water fund reserves will go into a deficit in a few years if the current rates are maintained. He showed two alternatives that would raise the rates either 3% or 5% each year.

Trustee Snyder said that the rates should be increased to ensure that there are sufficient funds available for the projected projects as well as unanticipated projects. Chairperson Paveza suggested a 5% increase for one year plus any increase in cost to purchase water. Trustee Snyder said he was concerned that was not sufficient and he suggested the Village proceed with a multiyear increase since we know it is needed.

Trustee Franzese said that he agrees with Trustee Snyder that a multiyear increase should be recommended in amount that will restore the reserve fund and ensure that there are always sufficient funds to pay for repairs and replacements as needed.

Trustee Paveza said he would agree to a one-year increase of 7% plus any increase in the cost to purchase the water. He said that after the first year, they could re-evaluate and decide if further increases are necessary.

A **MOTION** was made by Trustee Snyder to recommend that the Board of Trustees raise the water rates 10% for the first year and 8% per year for five more years. The **MOTION** was seconded by Trustee Franzese. The motion was approved by a 2 to 1 vote with Chairperson Paveza voting no.

PRESENTATION OF DRAFT FY 2018-19 SEWER FUND BUDGET

Mr. Preissig reviewed the fiscal year 2018-19 budget for the sewer fund. There were no questions regarding this fund.

ADJOURNMENT

Minutes – Water Committee
Meeting of February 26, 2018
Page 3

There being no further business, a **motion** was made by Trustee Snyder to adjourn the meeting. The motion was **seconded** by Trustee Franzese and **approved** by a vote of 3-0. The meeting was adjourned at 6:50 p.m.

Respectively submitted,

Doug Pollock
Village Administrator

DP:bp

PLAN COMMISSION/ZONING BOARD OF APPEALS
VILLAGE OF BURR RIDGE
MINUTES FOR REGULAR MEETING OF
MARCH 5, 2018

I. ROLL CALL

The Regular Meeting of the Plan Commission/Zoning Board of Appeals was called to order at 7:30 p.m. at the Burr Ridge Village Hall, 7660 County Line Road, Burr Ridge, Illinois by Chairman Trzupek.

ROLL CALL was noted as follows:

PRESENT: 4 – Stratis, Scott, Broline, and Trzupek

ABSENT: 3 – Grunsten, Praxmarer, and Hoch

Staff present were Village Administrator Doug Pollock and Assistant to the Village Administrator Evan Walter. Trustees Guy Franzese and Zach Mottl were also present in the audience.

II. APPROVAL OF PRIOR MEETING MINUTES

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Scott to approve the minutes of the February 19, 2018 Plan Commission meeting.

ROLL CALL VOTE was as follows:

AYES: 3 – Stratis, Scott, and Broline

NAYS: 0 – None

ABSTAIN: 1 – Trzupek

MOTION CARRIED by a vote of 3-0.

III. PUBLIC HEARINGS

Chairman Trzupek conducted the swearing in of all those wishing to speak during the public hearing on the agenda for the meeting.

Z-05-2018: 9101 Kingery Highway (McDonald's) – PUD and Findings of Fact

Commissioner Stratis stated that he would be recusing himself from the discussion and voting regarding this petition due to a conflict of interest. With this recusal, a quorum of the Plan Commission was not present, and staff recommended the petition be continued to March 19, 2018.

At 7:31 p.m. a **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Broline to continue the public hearing until the March 19, 2018 meeting of the Plan Commission.

ROLL CALL VOTE was as follows:

AYES: 3 – Scott, Broline, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 3-0.

Z-06-2018: 16W020 79th Street (Lyons Truck Sales) – Text Amendment, Special Use, and Findings of Fact

As directed by Chairman Trzupek, Mr. Walter described this request as follows: the petitioner is Lyons Truck Sales, located at 16W020 79th Street. The petitioner requests an amendment to Section IV.J of the Zoning Ordinance to permit an electric fence as a special use in non-residential districts and requests a special use as per the amended Section IV.J to permit an electric fence on the property. Electric fences are currently prohibited by the Zoning Ordinance. Two fences currently exist on the property; a 4' wood fence and an 8' chain link fence topped with barbed wire. Chairman Trzupek asked if either fence was permitted. Mr. Walter said that the wood fence was permitted based on a previous ordinance but the chain link and barbed wire were not as the Zoning Ordinance prohibits both materials.

Cindy Williams, Electric Guard Dog, spoke on behalf of the property owner. She explained the need for the electric fence was due to security issues and discussed how the electric fence works.

Chairman Trzupek asked why the petitioner did not elect to pursue security dogs instead. Ms. Williams said that dogs can be put down, be ineffective, and carry large liability costs.

Chairman Trzupek at this time asked for public comment.

Mark Thoma, 7515 Drew, asked if the fence could be shorted out. Ms. Williams said that the fence is a monitored alarm system which sounds an alarm when it is touched. Mr. Thoma asked if video cameras were more effective. Ms. Williams said that video cameras do not prevent crimes, and rarely capture information. She said that the petitioner had already tried video cameras.

Alice Krampits, 7515 Drew, asked what was of value at the business' location and why the barbed wire did not stop criminals. Ms. Williams said that the business had high-value inventory and that the barbed wire continues to be cut on the property.

Commissioner Scott asked about police activity on the property in recent years. Mr. Walter explained that there was over ten calls for criminal activity to the Burr Ridge Police Department in the past four years. Ms. Williams said that criminal activity has occurred at other businesses near them besides Interstate 55. Commissioner Scott asked if a solid fence would be effective towards blocking sight lines along Interstate 55. Ms. Williams said that this might block the sight line, but also provide cover for criminals. Commissioner Scott expressed reluctance regarding the need for such an amendment.

Commissioner Broline asked how the fence was underwritten. Ms. Williams explained that several national laboratories have created certified standards for this fence, which they abide by. Commissioner Broline asked who holds liability. Ms. Williams said Electric Guard Dog carried the liability on behalf of the property owner. Commissioner Broline asked about the gap between the two fences. Ms. Williams says that fences should be within 3-12 inches of each other to ensure safety and that growth does not occur in the gap between fences. Commissioner Broline said that his primary concern was related to appearance, and felt that safety was not a major concern for him due to his previous experience with this type of fencing.

Commissioner Stratis asked staff what petitioners must do when a portion of a petition is non-conforming. Mr. Walter said that it was their responsibility to bring any non-conforming structure into compliance. Ms. Williams said that the property owner was not aware of the legal status of the chain link fence when they bought the property in 2015.

Chairman Trzupek asked how the gate connected. Ms. Williams said that the fence turns off when the gate is opened and turns on when the gate is closed. Ms. Williams said that the fence needs to

be two feet taller than the perimeter fence, so an 8' electric fence could be installed behind a 6' perimeter fence, as an example.

At 8:12 p.m. a **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Broline to close the public hearing.

ROLL CALL VOTE was as follows:

AYES: 4 – Stratis, Broline, Scott, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 4-0.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Broline to recommend that the Board of Trustees approve an amendment to Section IV.J of the Zoning Ordinance for the following language:

Fences which are electrically charged to produce a shock when touched shall be considered special uses in Manufacturing Districts. Such fences must be located on lots with a minimum size of 3 acres and be no more than 8' in height.

ROLL CALL VOTE was as follows:

AYES: 3 – Stratis, Broline, and Trzupek

NAYS: 1 – Scott

MOTION CARRIED by a vote of 3-1.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Broline adopt the petitioner's findings of fact and recommend that the Board of Trustees approve a special use as per the amended Section IV.J of the Zoning Ordinance for an electric fence to Lyons Truck Sales at 16W020 79th Street subject to the following conditions:

1. Both Lyons Truck Sales and Electric Guard Dog shall enter into a hold harmless agreement with the Village of Burr Ridge for as long as the electric fence is on the subject property.
2. A conforming fence between 6' tall shall be erected 3-12 inches in front of any electric fencing placed on the property.
3. Bilingual signs shall be placed on both sides of the fence every 50 feet.
4. A Knox box with spare keys shall be kept on premises at all times.

ROLL CALL VOTE was as follows:

AYES: 3 – Stratis, Broline, and Trzupek

NAYS: 1 – Scott

MOTION CARRIED by a vote of 3-1.

Z-04-2018: 7950 Drew (Patera): PUD, Variation, and Findings of Fact

As directed by Chairman Trzupek, Mr. Walter described this request as follows: The petitioner is Nicholas Patera, consultant to the property owner at 7950 Drew Avenue. The petitioner is seeking a Planned Unit Development (PUD) to build nine, detached, single-family homes approximately 2,200 square feet in size on a public street and a variation from Section VI.F.3.b.(6) of the Zoning

Ordinance to permit a PUD on 8.87 acres rather than the required minimum of 40 acres. Approximately 5.25 of the 8.87 acres of the property are located within a wetland and is unbuildable. The petitioner's findings of fact describe the public benefit of the PUD as controlling stormwater runoff outside of the Watershed that is not presently restricted.

Nicholas Patera, Teska & Associates, presented regarding the highlights of the proposal. Bill Zalewski, civil engineer, described the public benefit as being additional runoff restriction and runoff capacity beyond what is currently available on the site. He said that they originally attempted to make improvements to the onsite wetlands but was not permitted by DuPage County.

Chairman Trzupek at this time asked for public comment.

Sandra Syzmal, 7819 Drew, said that the petitioner had not demonstrated a public benefit in their proposal, and that the proposed density was not appropriate for the subject property.

Kevin Moore, 15W214 81st Street, said that the proposed development was not appropriate for the neighborhood, and that further development of cluster-homes should be discouraged.

Eric Davila, 124 79th Street, said that the developer did not respond to his inquiries regarding the development and was disappointed, and said that the development would further exacerbate the flooding issues in the area.

Ted Schmidt, 9S175 Drew, said that he supported the proposal because he favored the PUD's site plan over what could be built with standard zoning.

Joanne Palmisano, 15W230 79th Street, said that water drains into her backyard, and that the area's engineering has failed. She asked several questions regarding the Village's involvement in the petition; Mr. Walter discussed the role of staff in the petition as being limited to providing guidance regarding the existing rules of development.

Mark Thoma, 7515 Drew, questioned how the property could support eight lots under standard zoning.

Scott McGuire, 120 79th Street, agreed with the previous comments and wanted to focus on preserving home values.

Alice Krampits, 7515 Drew, agreed with the previous comments and was concerned with flooding issues in the area. She asked about the type of curbs and street lights being installed, how snow plowing would occur, and was concerned about the height of the retaining walls being proposed.

Dave Hammer, 207 79th Street, said that flooding issues were important for the residents in the area, and wanted to make sure that the best environmental solution could be reached.

Greg Morrissey, 15W214 79th Street, had concerns about additional traffic in the neighborhood as well as the developer's ability to complete the landscape plan as proposed.

Ivan Morrison, 7518 Hamilton Avenue, asked about the possibility of having Cook and DuPage County work together to solve the flooding issues in the area.

Mr. Patera took time to respond to some of the questions and comments posed by the residents.

Commissioner Stratis said that the Village's regulations stipulate that the developer must do no harm, and that it was not fair to make them fix issues that would not affect them. Commissioner Stratis said that he felt the yield plan put forth by the petitioner was not realistic, and asked if

property owners could build anything in the wetland or wetland buffer. Mr. Walter said that the Village discourages development in this area. Commissioner Stratis said that the presence of mountable curbs usually indicates that there may be insufficient space for cars to pass in the street.

Commissioner Broline said that he felt the PUD request should be viewed as on 3 acres. He stated that he needed to see more engineering studies regarding the site.

Commissioner Scott said that the Plan Commission generally did not support development similar to this in terms of size and density.

Chairman Trzupek said that the yield plan shown for R-3 zoning was unrealistic and doubted that the pond shown was of sufficient size. He said that he did not feel that a public benefit beyond what is already required was present within the petitioner's proposal.

Mr. Patera requested a continuance of the petition to allow the petitioner time to respond to the comments provided by the residents and Plan Commission.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Scott to continue the public hearing until the April 16, 2018 meeting of the Plan Commission.

ROLL CALL VOTE was as follows:

AYES: 4 – Stratis, Scott, Broline, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 4-0.

IV. CORRESPONDENCE

V. OTHER CONSIDERATIONS

VI. FUTURE SCHEDULED MEETINGS

1. March 19, 2018 (To be held at the Police Station)

A. Z-06-2018: 9101 Kingery Highway (McDonald's); PUD and Findings of Fact; continued from March 5, 2018

Requests an amendment to Planned Unit Development Ordinance #A-834-24-15 and requests a special use approval as per Section VIII.C.2.q of the Burr Ridge Zoning Ordinance for a restaurant with drive-thru facilities in a B-2 Business District.

B. Z-07-2018: 6860 North Frontage Road (Agarwal); Special Use and Findings of Fact

Requests special use pursuant to Section X.E.2.k of the Zoning Ordinance to permit a medical clinic in a L-I Light Industrial District.

C. Z-08-2018: Z-08-2018: 15W110 87th Street (Provencal); PUD, Variation, and Findings of Fact

Requests for special use approval as per Section VI.D.2.h of the Burr Ridge Zoning Ordinance to approve a Planned Unit Development and requests a variation from Section VI.D.3.b.(6) of the Burr Ridge Zoning Ordinance to permit a Planned Unit Development on 10 acres rather than the required minimum of 40 acres; all of which is to accommodate the proposed development of 11 single-family homes with private streets and with floor areas of approximately 3,000 square feet.

D. Z-03-2018: Zoning Ordinance Amendment – Outdoor, Overnight Commercial Vehicle Parking in Manufacturing Districts; continued from February 19, 2018

Requests consideration of an amendment to Section X.B.7 of the Zoning Ordinance, which states that no more than two delivery trucks weighing less than 24,000 pounds are permitted to be parked outdoors, overnight in a Manufacturing District, except by approval of a special use; said amendment to consider allowing different quantities and types of outdoor, overnight commercial vehicle parking in Manufacturing Districts.

2. April 2, 2018

A. Z-09-2018: 306 Burr Ridge Parkway (Hennessy); Text Amendment, Special Use, and Findings of Fact

Requests a text amendment to permit “custom art studio” as a permitted or special use in the B-1 Business District and requests special use approval for a custom art studio in a B-1 Business District, if necessary.

B. Z-10-2018: 16W020 79th Street (Lyons Truck Sales); Text Amendment, Special Use, and Findings of Fact

Requests a text amendment Section IV.J of the Burr Ridge Zoning Ordinance to permit chain link fence as a special use in Manufacturing Districts and requests a special use approval as per the amended Section IV.J to permit a chain link fence on the subject property.

VII. ADJOURNMENT

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Stratis to **ADJOURN** the meeting at 10:14 p.m. **ALL MEMBERS VOTING AYE**, the meeting was adjourned at 10:14 p.m.

**Respectfully
Submitted:**

Evan Walter, Assistant to the Village Administrator

ORDINANCE NO. A-864-01-18**ORDINANCE AUTHORIZING ANNEXATION AGREEMENT
SECOND AMENDMENT (Highland Fields Subdivision - Phase III)**

WHEREAS, the Corporate Authorities of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, did hold a public hearing to consider an amendment to “Annexation Agreement - Johnston Property – Highland Fields” dated March 1, 1999, said Amendment being entitled “Annexation Agreement Second Amendment (Highland Fields - Phase III)” a true and correct copy of which is attached hereto and made a part hereof as **Exhibit A**; and

WHEREAS, the aforesaid public hearing was held pursuant to legal notice as required by law, and all persons desiring an opportunity to be heard were given such opportunity at said public hearing; and

WHEREAS, the Corporate Authorities of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, have determined that it is in the best interests of said Village of Burr Ridge that said Amendment be entered into by the Village of Burr Ridge;

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: That this President and Board of Trustees of the Village of Burr Ridge hereby find that it is in the best interests of the Village of Burr Ridge and its residents that the aforesaid “Annexation Agreement Second Amendment (Highland Fields - Phase III)” be entered into and executed by said Village of Burr Ridge, with said Amendment to be in the form attached hereto and made a part hereof as **Exhibit A**.

Section 2: That the President and Clerk of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, are hereby authorized to execute the aforesaid Amendment for and on behalf of said Village.

Section 3: That this Ordinance shall take effect from and after its passage, approval, and publication in the manner provided by law. That the Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

PASSED this 12th day of March, 2018, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 12th day of March, 2018, by the President of the Village of Burr Ridge.

Village President

ATTEST:

Village Clerk

ANNEXATION AGREEMENT SECOND AMENDMENT
(Highland Fields – Phase III)

THIS SECOND AMENDMENT TO ANNEXATION AGREEMENT made and entered into this _____ day of _____, 2018, by and between the **VILLAGE OF BURR RIDGE**, an Illinois municipal corporation, (hereinafter referred to as "Village") and Trinity Development & Acquisition Group LLC, sole owner of a portion of the real property constituting the Highland Fields Subdivision, described herein below (hereinafter "Owner").

WITNESSETH:

WHEREAS, by Ordinance No. 864, adopted March 1, 1999, the Village approved and entered into an annexation agreement and annexed certain property located on the east side of County Line Road, extending north and south of 87th Street, said parcels approximately 75 acres in size (hereinafter "Annexation Agreement") for the development of the subdivision known as Highland Fields (hereinafter "Highland Fields"); and

WHEREAS, the Highland Fields subdivision was proposed for development in three phases and the Owner of the Phase III property; and

WHEREAS, the Village approved and entered into an annexation agreement amendment (see **Exhibit E**, attached) with Owner which divided Phase III of the development into Phase 3A, comprised of Lots 72, 73, and 74 of the Highland Fields Subdivision, and Phase 3B, comprised of Lot 75 of the Highland Fields Subdivision; and

WHEREAS, the Village and the Owner entered into a Subdivision Improvement Completion Agreement affecting Phase 3A, which was recorded on August 10, 2016; and

WHEREAS, the parties now wish to enter into a binding amendment with respect to Phase 3B pursuant to the provisions of Division 15.1 of Article 11 of Chapter 65 of the **Illinois Compiled Statutes**, upon the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and the mutual promises herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Continuation of Agreement and Requirements.** That except as revised hereinbelow, the rights and obligations set forth in the Annexation Agreement shall remain in full force and effect, including the Phase III Property, until its expiration. Owner shall further abide and comply with all applicable law and regulations related to the subdivision of property in the Village of Burr Ridge and State of Illinois.
2. **Site Plan and Resubdivision.** The parties agree that Phase 3B shall be further subdivided into nine (9) lots, namely Lots 76 through 84. The parties agree that the Phase 3B property can be subdivided and developed substantially as shown and configured on the one – page draft site plan entitled “Final Plat of Subdivision – Fox Hollow at Highland Fields Subdivision – Phase 3-B” depicting nine (9) new subdivided lots shown thereon as Lots 76, 77, 78, 79, 80, 81, 82, 83, and 84, attached hereto as **Exhibit A**, dated October 27, 2017 (hereinafter “Subdivision Plat”), and as proposed in the engineering specifications which include a Cover Sheet entitled “Final Engineering, Fox Hollow Estates at Highland Fields Subdivision, Phase 3-B, Burr Ridge, Illinois”, a Grading Plan and a Tree Preservation and Street Tree Planting Plan attached hereto as **Exhibit B**, said plans and specifications prepared by Intech Consultants, Inc. denoted Job No. 98027-3BT, dated October 27, 2017 (hereinafter “Engineering”). The Subdivision Plat of the Phase III property provides for the resubdivision of Phase 3B, said resubdivision to be as follows and as depicted on **Exhibit A**:

Phase 3B:

- Lot 76 (41,820 sq. ft.)
- Lot 77 (41,847 sq. ft.)
- Lot 78 (47,169 sq. ft.)
- Lot 79 (77,077 sq. ft.)

- Lot 80 (54,624 sq. ft.)
- Lot 81 (48,818 sq. ft.)
- Lot 82 (38,087 sq. ft.)
- Lot 83 (36,673 sq. ft.)
- Lot 84 (36,560 sq. ft.)

It is acknowledged by Owner that **Exhibit A** does not constitute formal, final preliminary or final plat approval under the Subdivision Regulations Ordinance of the Village and that the procedures for such approval must still be met by Owner.

The Phase III Property is legally described in **Exhibit C**, attached hereto.

3. **Sidewalk Contribution.** Relative to the Subject Property, the sidewalk improvements and donations required by Ordinance No. 864 shall remain in effect.

4. **School Contribution.** Pursuant to the original Annexation Agreement Ordinance, Ordinance No. 864, and after applying a credit for the payment of \$23,572 by the owner, pursuant to the Amended Annexation Agreement for Phase 3A, a school district contribution of \$0 shall be due and owing prior to the recording of the final plat for the Subject Property.

5. **Park Contribution.** Pursuant to the original Annexation Agreement Ordinance, Ordinance No. 864, and after applying a credit for the payment of \$17,210.40 by the owner, pursuant to the Amended Annexation Agreement for Phase 3A, the park district contribution of \$29,088.00 shall be due and owing prior to the recording of the final plat for the Subject Property.

6. **Capital and Water Contributions.** Based on the addition of nine lots to the subdivision, the Village capital contribution of \$18,000.00 and the Village water system contribution of \$9,000.00 shall be due and owing prior to the recording of the final plat for the Subject Property.

7. **Water and Sewer Recapture.** Pursuant to the original Annexation Agreement Ordinance, Ordinance No. 864, the water recapture of \$5,201.06 and sewer recapture of

\$3,307.82 shall be due and owing prior to the recording of the final plat for the Subject Property.

8. **Amendment to Declaration.** Owner agrees to provide the Village any such copy of the lawful, recorded amendment to the current Highland Fields Homeowners' Association' Declaration of Covenants and Restrictions, which is needed to cause and show the lawful removal of the lots to be created hereunder as shown in **Exhibit A**, said original Declaration previously recorded as document no. 00429355, in Cook County, Illinois (hereinafter "Declaration"). The amendment to the Declaration is not a condition precedent for the approval of the Annexation Agreement Amendment.

9. **Phase 3B New Association.** As permitted under the original Annexation Agreement, Paragraph 4, Phase 3B, as proposed herein, may be a separate subdivision provided it complies with all provisions of the Annexation Agreement and the Subdivision Regulations Ordinance (except as modified by the Annexation Agreement) of the Village. Pending approval, Phase 3B, as proposed herein, incorporates a pre-existing well which will exclusively serve and provide the Phase 3B lots with non-potable water to be used for landscaping purposes (as permitted under the Annexation Agreement, Paragraph 3H), which will require additional expenses and costs to be incurred by the homeowners in order to maintain and repair of the well into the future. The well cannot service the rest of Highland Fields Subdivision. Therefore, the Owner will identify Phase 3B as a separate subdivision called Fox Hollow Estates at Highland Fields and establish a new association governing Phase 3B homeowners, including a new declaration of covenants and restrictions, a copy of which is attached hereto as **Exhibit D**.

10. **Recordation.** This Amendment and any subsequent amendments thereto shall be recorded by the Village in the office of the Recorder of Deeds in Cook County, Illinois at the expense of the Owner.

11. **Complete Agreement.** This Amendment (and the Annexation Agreement) set forth all the promises, inducements, agreements, conditions, and understandings between the parties

relative to the subject matter thereof; and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them, other than are herein set forth.

12. **Execution.** This Amendment shall be signed last by the Village, and the President of the Village shall affix the date on which the President signs this Agreement on Page 1 hereof, which date shall be the effective date of this Agreement. This Amendment shall automatically be void and otherwise invalid if it is not signed by all necessary parties within one hundred and eighty (180) days of the effective date of the Ordinance authorizing the President and Clerk of the Village of Burr Ridge to sign this Amendment on behalf of said Village.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on the day and year first above written.

VILLAGE OF BURR RIDGE, an Illinois
municipal corporation

By: _____
Village President

ATTEST:

By: _____
Village Clerk

OWNER

By: _____
Its Manager

By: _____
Its Manager

By: _____
Its Manager

ACKNOWLEDGMENTS

STATE OF ILLINOIS)

COUNTY OF COOK)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that Mickey Straub, personally known to me to be the President of the Village of Burr Ridge, and Karen Thomas, personally known to me to be the Village Clerk of said municipal corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, and that they appeared before me this day in person and severally acknowledged that as such President and Village Clerk, they signed and delivered the said instrument and caused the corporate seal of said municipal corporation to be affixed thereof, pursuant to authority given by the Board of Trustees of said municipal corporation, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this ____ day of _____, 2017.

Commission expires _____, 20____. _____
Notary Public

STATE OF ILLINOIS)
)
COUNTY OF)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that Loris G. Masoud, Sonia M. Artino and Steven T. Artino are personally known to me to be the Managers of Trinity Development & Acquisition Group LLC, a Delaware limited liability company and personally known to me to be the same person whose name is subscribed to the foregoing instrument and that he/she appeared before me this day in person acknowledged that as such he/she signed and delivered the said instrument, pursuant to authority given by said Company as his/her free and voluntary act, and as the free and voluntary act and deed of said Company, for the uses and purposes therein set forth, caused said seal to be affixed to said instrument as his/her own free and voluntary act and as the free and voluntary act of said Company, for the uses and purposes therein set forth.

GIVEN under my hand and Notary seal this _____ day of _____, 2017.

Commission expires _____, 20____. _____
Notary Public

EXHIBIT A

Final Plat of Subdivision – Highland Fields Subdivision – Phase 3-B

Prepared by Intech Consultants, Inc. denoted Job No. _____, and _____,
dated _____. (Depicting 9 new subdivided lots shown thereon as Lots 76
through 84)

EXHIBIT B

Engineering Specifications

The engineering specifications which include a Cover Sheet entitled “Final Engineering, Highland Fields Subdivision, Phase 3-B, Burr Ridge, Illinois”, a Grading Plan and a Tree Preservation and Street Tree Planting Plan, said plans and specifications prepared by Intech Consultants, Inc. denoted Job No. _____, and _____, dated _____.

EXHIBIT C

ERICKSON

LAW OFFICE LTD

RICK J. ERICKSON
MARK J.T. ERICKSON
ATTORNEYS AT LAW

716 LEE STREET
DES PLAINES, ILLINOIS 60016
(847) 390-0100
FAX (847) 390-1149
attorney@ericksonltd.com

CINDI SALAMONE
DIANE BOYLE
LEGAL ASSISTANTS

March 5, 2018

VIA OVERNIGHT MAIL

Mr. Vincent C. Mancini
Philip M. Fornaro & Associates, Ltd.
1022 S. La Grange Road
La Grange, Illinois 60525

**Re: Highland Fields Subdivision
Village of Burr Ridge Public Hearing March 12, 2018**

Dear Mr. Mancini:

As you are aware the undersigned represents Highland Fields Homeowners Association. I am in receipt of the Notice of Public hearing for March 12, 2018 regarding Phase 3B of Homeowners Association. It is my understanding your client created Phase 3A and 3B in the Annexation Agreement Amendment recorded May 16, 2016 and now wishes to withdraw Phase 3B from the Highland Fields Homeowners Association as part of its future development.

It is my opinion the position of the Developer, Trinity Development & Acquisition Group, LLC ("Trinity"), is in the direct violation of paragraph 9 of the Annexation Agreement (see attached Agreement composing of 16 pages). The proposal for the Village of Burr Ridge also is inconsistent with the Developer's position statement dated May 2, 2016. It is clear "Trinity" wishes to enjoy all the benefits of the Association as it has allowed Phase 3A Lots 72, 73, 74 and 75 to be incorporated within the Highland Fields Homeowners Association but now desires to be autonomous in its future development of Outlot C and not contribute its share of costs specifically outlined in the Covenants, Conditions and Design Restrictions for the Highland Fields Subdivision recorded September 27, 2000.

The Developer, "Trinity", purchased Outlot C (Phase 3B) with specific knowledge of its incorporation into the Highland Fields Homeowners Association and cannot violate its approved proposal tendered to the Village of Burr Ridge for Phase III.

The homeowners of Highland Fields strongly object to any amendment to withdraw Outlot "C" from its original development, which would require an amendment to the Covenants, Conditions and Design Restrictions of the year 2000 and mandate the consent of two-thirds (2/3rd) of the owners of all lots (Section 8.01). In addition, Section 8.02 of the Declaration does not allow removal of the property described in the legal description of the Covenants.

March 5, 2018
Page 2 of 2

Again, this action by your client also expressly contradicts the May 2, 2016 Outline of Development issued by the Developer for the benefit of the Board of Directors for Highland Fields Homeowners Association (see attached).

If the Village should grant such Second Amendment, the Board of Directors will consider possible injunctive relief.

If you have any questions, please contact me.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Rick J. Ejickson", written over a horizontal line.

Rick J. Ejickson

RJE:dkb
Enclosure

cc: Mr. Doug Pollock, Village Administration – Village of Burr Ridge
Highland Fields - Board of Directors
Scott Walczak- American Property Management



Doc#: 1613719110 Fee: \$116.00
Karen A. Yarbrough
Cook County Recorder of Deeds
Date: 05/16/2018 02:40 PM Pg: 1 of 16

LICENSED TO PROPERTY INSIGHT BY THE COOK COUNTY RECORDER OF DEEDS.

ANNEXATION AGREEMENT AMENDMENT
(Highland Fields - Phase III)

PIN:

ADDRESS:

23-06-109-007

8901 County Line Road, Burr Ridge, IL 60527

PREPARED & SUBMITTED AND
RETURN TO:

Karen Thomas, Village Clerk
Village of Burr Ridge
7660 S. County Line Road
Burr Ridge, Illinois 60527

RECORDING FEE 6000
DATE 5/16/2018 COPIES 6x
OK BY 260

ANNEXATION AGREEMENT AMENDMENT
(Highland Fields – Phase III)

THIS AMENDMENT TO ANNEXATION AGREEMENT made and entered into this 11 day of April, 2016, by and between the **VILLAGE OF BURR RIDGE**, an Illinois municipal corporation, (hereinafter referred to as "Village") and Trinity Development & Acquisition Group LLC, sole owner of a portion of the real property constituting the Highland Fields Subdivision, described herein below (hereinafter referred to as "Owner").

WITNESSETH:

WHEREAS, by Ordinance No. 864, adopted March 1, 1999, the Village approved and entered into an annexation agreement and annexed certain property located on the east side of County Line Road, extending north and south of 87th Street, said parcels approximately 75 acres in size (hereinafter "Annexation Agreement") for the development of the subdivision known as Highland Fields (hereinafter "Highland Fields"); and

WHEREAS, the Highland Fields subdivision was proposed for development in three phases and the Owner of the Phase III property, now proposes for 12 lots south of 87th street (hereinafter "Phase III Property" or "Subject Property") is seeking an amendment to the Annexation Agreement to revise the approved concept plan; and

WHEREAS, the parties wish to enter into a binding amendment with respect to Phase III pursuant to the provisions of Division 15.1 of Article 11 of Chapter 65 of the **Illinois Compiled Statutes**, upon the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and the mutual promises herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Continuation of Agreement and Requirements.** That except as revised hereinbelow, the rights and obligations set forth in the Annexation Agreement shall remain in

full force and effect, including the Phase III Property, until its expiration. Owner shall further abide and comply with all applicable law and regulations related to the subdivision of property in the Village of Burr Ridge and State of Illinois.

2. **Site Plan and Resubdivision.** The parties agree that Phase III shall be further divided into a Phase 3A and 3B. The parties agree that the Phase 3A property can be subdivided and developed substantially as shown and configured on the one – page draft site plan entitled “Final Plat of Subdivision – Highland Fields Subdivision – Phase 3-A” depicting 4 new subdivided lots shown thereon as Lots 72, 73, 74 and 75, attached hereto as **Exhibit A**, dated February 26, 2016 (hereinafter “Subdivision Plat”), and as proposed in the 3 page engineering specifications which include a Cover Sheet entitled “Final Engineering, Highland Fields Subdivision, Phase 3-A, Burr Ridge, Illinois”, a Grading Plan and a Tree Preservation and Street Tree Planting Plan attached hereto as **Exhibit B**, said plans and specifications prepared by Intech Consultants, Inc. denoted Job No. 98027-3A, and 98027-3AT, dated February 26, 2016 (hereinafter “Engineering”). The Subdivision Plat of the Phase III property provides for the resubdivision of the Phase III property into Phase 3A and Phase 3B, said resubdivision to be as follows and as depicted on **Exhibit A**:

Phase 3A:

- Lot 72 (30,794 sq. ft.)
- Lot 73 (30,050 sq. ft.)
- Lot 74 (30,991 sq. ft.)

Phase 3B:

- Lot 75 (462,496 sq. ft.)

It is acknowledged by Owner that **Exhibit A** does not constitute formal, final preliminary or final plat approval under the Subdivision Regulations Ordinance of the Village and that the procedures for such approval must still be met by Owner.

The Phase III Property is legally described in **Exhibit C**, attached hereto.

prior to the issuance of any permits, including building permits, for the Subject Property. The amendment to the Declaration is not a condition precedent for the approval of the Annexation Agreement Amendment.

9. **Phase 3B [Lot 75 (Parcel 1)] Covenant.** Owner agrees to include as a binding, perpetual covenant on the plat for this Resubdivision for these 4 lots on the Subject Property, language in substantially the following form:

"In cooperation with the Highland Fields Homeowner's Association ("HOA") operating pursuant to the Declaration of Covenants previously recorded on this Phase 3B property on the 12th day of June, 2000, as Doc. # 00429355 ("Declaration"), and in response to its reasonable directives, Owner hereby consents to and agrees to take all necessary steps and to bear any expenses thereof, to render that property comprising that remaining parcel created hereon as "Lot 75 (Parcel 1)" by the platting of Lots 72, 73 and 74, denoted as Phase 3B and shown on this plat of subdivision, a full participant under and fully subject to all of the shared rights and responsibilities of those lots owners currently covered by the Declaration, in the event and at such time as Phase 3B is subdivided. This covenant hereby grants the right in the HOA to enforce this covenant, and to recover any of its costs and fees in the event it is necessary to do so to enforce the provisions of this covenant."

10. **Recordation.** This Amendment and any subsequent amendments thereto shall be recorded by the Village in the office of the Recorder of Deeds in Cook County, Illinois at the expense of the Owner.

11. **Complete Agreement.** This Amendment (and the Annexation Agreement) set forth all the promises, inducements, agreements, conditions, and understandings between the parties relative to the subject matter thereof; and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them, other than are herein set forth.

3. **Sidewalk Contribution.** Relative to the Subject Property, the sidewalk improvements and donations required by Ordinance No. 864 shall remain in effect. For purposes of the sidewalk donation required for Phase III, the Owner shall provide to the Village the required donation of \$10,161 for the Phase III portion of the County Line Road sidewalk prior to the recording of the final plat of subdivision for Phase 3A.

4. **School Contribution.** Based on the addition of three lots to the subdivision, a school district contribution of \$23,572 and shall be due and owing prior to the recording of the final plat for the Subject Property.

5. **Park Contribution.** Based on the addition of three lots to the subdivision, the park district contribution of \$17,210 and shall be due and owing prior to the recording of the final plat for the Subject Property.

6. **Capital and Water Contributions.** Based on the addition of three lots to the subdivision, the Village capital contribution of \$6,000 and the Village water system contribution of \$3,000 shall be due and owing prior to the recording of the final plat for the Subject Property.

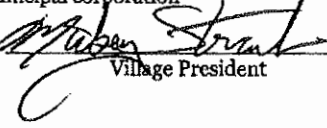
7. **Amendment Controls.** These contributions set forth above in paragraphs 3, 4, 5 and 6 of this Amendment for the Subject Property are hereby agreed to by the parties and to the extent these contributions are inconsistent or in conflict with any provisions currently set forth in the Annexation Agreement, the type and amount of fee set forth herein shall control and shall supercede and replace any provision to the contrary now set forth in the Annexation Agreement regarding the Subject Property.

8. **Amendment to Declaration.** Owner agrees to provide the Village any such copy of the lawful, recorded amendment to the current Highland Fields Homeowners' Association' Declaration of Covenants and Restrictions, which is needed to cause and show the lawful addition of the lots to be created hereunder as shown in **Exhibit A** [Lot 72 (Parcel 2), Lot 73 (Parcel 3), Lot 74 (Parcel 4) and Lot 75 (Parcel 1)], said original Declaration previously recorded as document no. 00429355, in Cook County, Illinois (hereinafter "Declaration"), as a condition

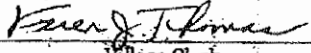
12. **Execution.** This Amendment shall be signed last by the Village, and the President of the Village shall affix the date on which the President signs this Agreement on Page 1 hereof, which date shall be the effective date of this Agreement. This Amendment shall automatically be void and otherwise invalid if it is not signed by all necessary parties within one hundred and eighty (180) days of the effective date of the Ordinance authorizing the President and Clerk of the Village of Burr Ridge to sign this Amendment on behalf of said Village.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on the day and year first above written.


VILLAGE OF BURR RIDGE, an Illinois
municipal corporation


By: 
Village President

ATTEST:

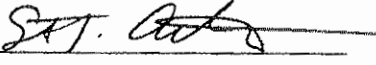
By: 
Village Clerk

OWNER

By: 
Its Manager

By: 

Its Manager

By: 

Its Manager

ACKNOWLEDGMENTS

STATE OF ILLINOIS)

COUNTY OF COOK)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that Mickey Straub, personally known to me to be the President of the Village of Burr Ridge, and Karen Thomas, personally known to me to be the Village Clerk of said municipal corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, and that they appeared before me this day in person and severally acknowledged that as such President and Village Clerk, they signed and delivered the said instrument and caused the corporate seal of said municipal corporation to be affixed thereof, pursuant to authority given by the Board of Trustees of said municipal corporation, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this 18th day of APRIL, 2016.

Commission expires 10/7/2017, 2017. Barbara A. Popp
Notary Public



STATE OF ILLINOIS)
)
COUNTY OF)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that Loris G. Masoud, Sonia M. Artino and Steven T. Artino are personally known to me to be the Managers of Trinity Development & Acquisition Group LLC, a Delaware limited liability company and personally known to me to be the same person whose name is subscribed to the foregoing instrument and that he/she appeared before me this day in person acknowledged that as such he/she signed and delivered the said instrument, pursuant to authority given by said Company as his/her free and voluntary act, and as the free and voluntary act and deed of said Company, for the uses and purposes therein set forth, caused said seal to be affixed to said instrument as his/her own free and voluntary act and as the free and voluntary act of said Company, for the uses and purposes therein set forth.

GIVEN under my hand and Notary seal this 18th day of April, 2016.

Commission expires July 15, 2017. Philip M. Fornaro
Notary Public



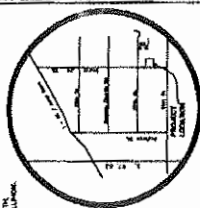
EXHIBIT A

Final Plat of Subdivision – Highland Fields Subdivision – Phase 3-A

Prepared by Intech Consultants, Inc. denoted Job No. 98027-3A, and 98027-3AT, dated February 26, 2016. (Depicting 4 new subdivided lots shown thereon as Lots 72, 73, 74 and 75, dated February 26, 2016)

FINAL PLAT OF SUBDIVISION HIGHLAND FIELDS SUBDIVISION - PHASE 3-A

PART OF THE SUBDIVISION IS BEING SUBMITTED TO THE BOARD OF SUPERVISORS FOR APPROVAL



LOCATION MAP



DATE: 11-27-2017

PROJECT: HIGHLAND FIELDS SUBDIVISION

BY: JAMES L. WELDER

FOR: JAMES L. WELDER

15' ONE THIRD SETBACKS

OWNER: JAMES L. WELDER

CONTRACT NO. 15027

DATE: 11-27-2017

INTSCH CONSULTANTS, INC.

10000 N. 100TH AVE., SUITE 100, EDEN PRAIRIE, MN 55324

PHONE: 952.935.1100

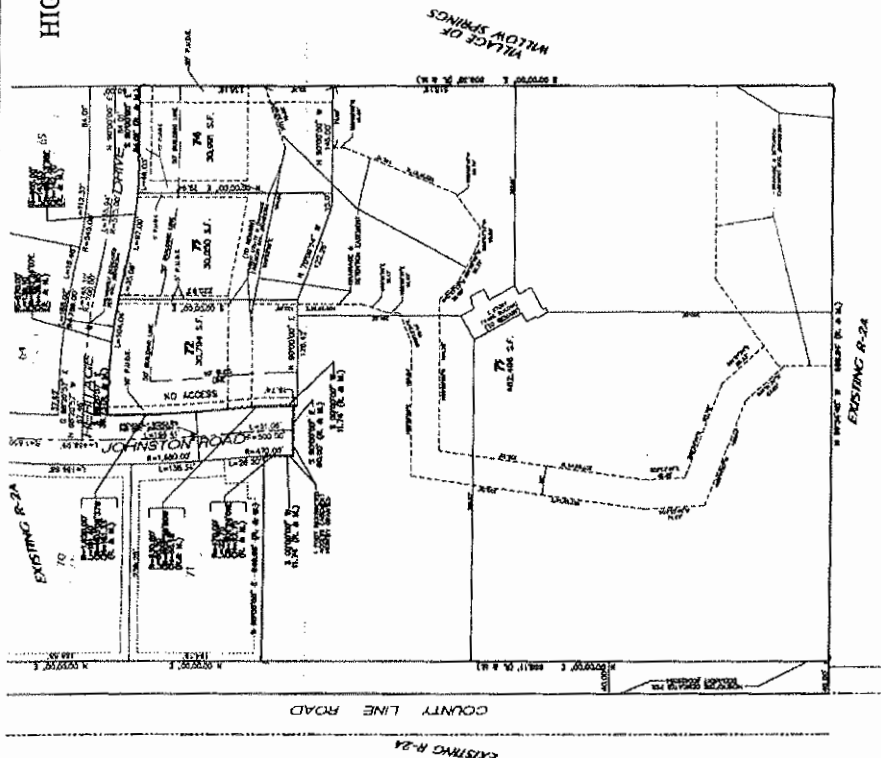
PREPARED FOR: JAMES L. WELDER

DATE: 11-27-2017

SHEET NO. 1 OF 2

PROJECT: HIGHLAND FIELDS SUBDIVISION

AREA	AREA NUMBER	AREA TYPE	AREA SIZE (AC)
1	1	RESIDENTIAL	1.00
2	2	RESIDENTIAL	1.00
3	3	RESIDENTIAL	1.00
4	4	RESIDENTIAL	1.00
5	5	RESIDENTIAL	1.00
6	6	RESIDENTIAL	1.00
7	7	RESIDENTIAL	1.00
8	8	RESIDENTIAL	1.00
9	9	RESIDENTIAL	1.00
10	10	RESIDENTIAL	1.00
11	11	RESIDENTIAL	1.00
12	12	RESIDENTIAL	1.00
13	13	RESIDENTIAL	1.00
14	14	RESIDENTIAL	1.00
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16	16	RESIDENTIAL	1.00
17	17	RESIDENTIAL	1.00
18	18	RESIDENTIAL	1.00
19	19	RESIDENTIAL	1.00
20	20	RESIDENTIAL	1.00
21	21	RESIDENTIAL	1.00
22	22	RESIDENTIAL	1.00
23	23	RESIDENTIAL	1.00
24	24	RESIDENTIAL	1.00
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99	99	RESIDENTIAL	1.00
100	100	RESIDENTIAL	1.00



ALL RIGHTS RESERVED BY THE CITY OF EDEN PRAIRIE AND THE CITY OF WILLOW SPRINGS

EXHIBIT B

Engineering Specifications

The 3 page engineering specifications which include a Cover Sheet entitled "Final Engineering, Highland Fields Subdivision, Phase 3-A, Burr Ridge, Illinois", a Grading Plan and a Tree Preservation and Street Tree Planting Plan, said plans and specifications prepared by Intech Consultants, Inc. denoted Job No. 98027-3A, and 98027-3AT, dated February 26, 2016.

FINAL ENGINEERING HIGHLAND FIELDS SUBDIVISION PHASE 3-A BURR RIDGE, ILLINOIS

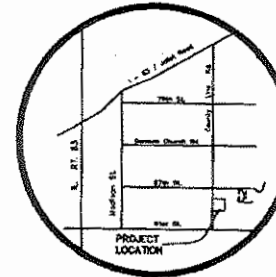
OWNER/DEVELOPER:

SONIA ARTINO
123 KRAML DRIVE
BURR RIDGE, ILLINOIS 60527

ENGINEER:

INTECH CONSULTANTS, INC.
1988 UNIVERSITY LANE, SUITE D
LISLE, ILLINOIS 60532-4500
PHONE NO.: 630-854-5050
E-MAIL:
ILLINOIS REGISTRATION NUMBER 184-001040

LEGEND	
SYMBOL	DESCRIPTION
---	PROPERTY BOUNDARY
---	ADJACENT
---	CONCRETE DRIVE
---	UNDERGROUND ELECTRIC LINE
---	OVERHEAD WIRE
---	COIL LINE
---	TELEPHONE LINE
---	POLE
---	RAIL FENCE
---	PIPE JOINT
---	WALK IN WALK
---	WALK AND WALK
---	WALK
---	CAUTION SIGN
---	MANHOLE WITH OPEN LID
---	MANHOLE WITH CLOSED LID
---	FLARED END SECTION
---	WATER SERVICE
---	SEWAGE SERVICE
---	LIGHT POLE
---	YARD LIGHT
---	LIGHT POLE (HUNT AND)
---	POLE PAUL
---	PIPE WIRE
---	WALK WALK
---	FEEDING
---	WALK
---	CLUB & BUTTER
---	SEWER PITCH CURB & BUTTER
---	CONCRETE SIDEWALK
---	SPOT ELEVATION
---	CONTOUR
---	OVERLAND FLOW
---	INTERIOR FILL
---	EXPOSED
---	BRUSH
---	BRUSH
---	CHALK FOR SURVEY MARKS
---	PAVED DRIVE AT INTERSECT
---	WALK FOR ELEVATION
---	CALLING FOR STORM STRUCTURE
---	FOR SIGN AND TO SIGN IN CURB



LOCATION MAP
NOT TO SCALE

BENCHMARKS

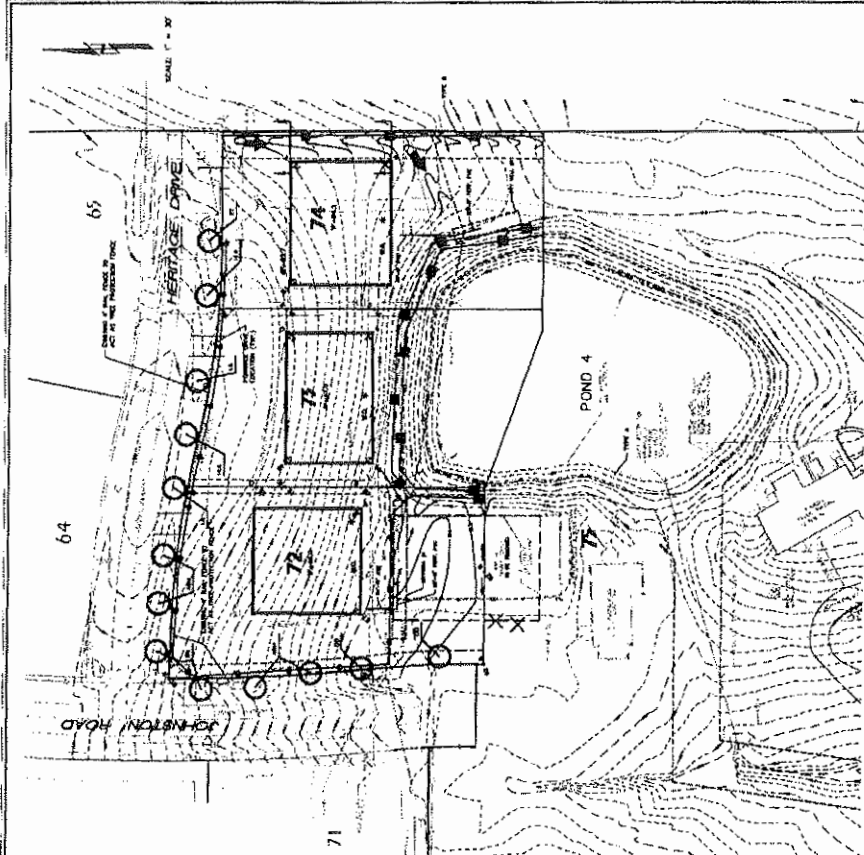
1. R.R. SPINE IN THE NORTH FACE OF THE SECOND UTILITY POLE EAST OF COUNTY LINE ROAD, ON THE SOUTH SIDE OF 8TH STREET, ELEV. = 646.53
2. EAST TOP FLANGE BOLT ON FIRE HYDRANT, WEST SIDE OF COUNTY LINE ROAD, APPROX. 1800 FEET SOUTH OF 8TH STREET, AT ADDRESS ADDRESS 8950 ELEV. = 652.14

NOTE: TOPOGRAPHIC AND BOUNDARY INFORMATION SHOWN IN THESE PLANS HAS BEEN SUPPLIED BY: ARCA SURVEY COMPANY, OMAHA, NEB. L.

INDEX

1. COVER SHEET
2. GRADING PLAN
3. TREE PRESERVATION AND STREET TREE PLANTING PLAN

FOR UNDERGROUND UTILITY LOCATIONS, CALL
J.C.L.L.C.
TOLL FREE
TEL. 800-892-0123



THESE TO BE APPROVED MONTHLY AND REMITTED BY
APPROPRIATE AGENCIES (PLEASE APPROVE FOR LOTS 72, 73
74 TO BE DEPOSITED AT END OF BIDDING PERIODS)

STUDY WITH PURPOSE - Research that is purposeful and seeks to understand what people do, think, and feel about a topic.

FORNAT: JOURNAL, MONDAY, JANUARY 7, 1980

1. ANALYSIS OF THE PROBLEM - The problem is the lack of a clear, concise, and comprehensive definition of the term "problem" in the context of the research. This is a common issue in the field of research, as the term is often used in a broad and vague manner. The purpose of this analysis is to identify the specific aspects of the problem that are being studied and to determine the scope and boundaries of the research.

2. REVIEW OF THE LITERATURE - A review of the literature is necessary to identify the current state of knowledge on the topic and to determine the gaps in the research. This involves searching for and evaluating relevant studies, articles, and books. The review should focus on the most recent and relevant research, as well as on the most influential and widely cited works in the field.

3. STATEMENT OF THE PROBLEM - The statement of the problem is a clear and concise statement of the research question or hypothesis. It should be based on the findings of the literature review and should identify the specific aspects of the problem that are being studied. The statement should also indicate the scope and boundaries of the research.

4. RESEARCH DESIGN - The research design is a plan or blueprint for the research. It should outline the methods and procedures that will be used to collect and analyze data. The design should be based on the statement of the problem and should take into account the specific characteristics of the research topic.

5. DATA COLLECTION - Data collection is the process of gathering information or evidence. It involves the use of various methods and techniques to collect data, such as surveys, interviews, observations, and experiments. The data collection process should be planned and organized in advance, and it should be carried out in a systematic and consistent manner.

6. DATA ANALYSIS - Data analysis is the process of examining and interpreting the data. It involves the use of statistical and other analytical techniques to identify patterns, trends, and relationships in the data. The analysis should be based on the research design and should take into account the specific characteristics of the data.

7. CONCLUSIONS - The conclusions are the final findings of the research. They should be based on the results of the data analysis and should provide a clear and concise summary of the research findings. The conclusions should also indicate the implications of the findings for the field of research.

8. REFERENCES - The references are the sources of information used in the research. They should be listed in a clear and concise manner, and they should include the names of the authors, the titles of the works, and the publication information. The references should be based on the literature review and should include the most relevant and influential works in the field.

9. APPENDICES - The appendices are additional materials that are related to the research. They may include raw data, supplementary information, or other materials that are not included in the main body of the report. The appendices should be clearly labeled and should be organized in a logical and consistent manner.

10. INDEX - The index is a list of the topics and subjects covered in the report. It is used to help readers find the information they are looking for. The index should be based on the contents of the report and should be organized in a clear and concise manner.

PARCEL 1:

A PART OF OUTLOT C IN HIGHLAND FIELD, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 88 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 18, 1900 AS DOCUMENT 612854, IN COOK COUNTY, ILLINOIS.

[illegible]

Plasma: 24

A PART OF OUTLOT 9 IN HIGHLAND PRICEL, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 36 NORTH, RANGE 52 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1900 AS DOCUMENT 64286 IN COOK COUNTY, ILLINOIS;

[illegible]

TABLE 2

A PART OF OUTLOT 241, HIGHLAND PEBBLES, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 12, 1966 AS DOCUMENT 468944, IN COOK COUNTY, ILLINOIS.

SAYED PART BEING DESCRIBED AS FOLLOWS:

[illegible]

Figure 4

A PART OF OUTLOT C IN HIGHLAND FIELD, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 39 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 12, 2002 AS DOCUMENT 043854, IN COOK COUNTY, ILLINOIS.

SAY PART BEING DESCRIBED AS FOLLOWS:

[illegible]

EXHIBIT C

EXHIBIT C

LEGAL DESCRIPTION

OUTLOT C OF HIGHLAND FIELDS, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 12, 2000 AS DOCUMENT NUMBER 00429354, IN COOK COUNTY, ILLINOIS.

PIN 23-06-109-007

MEMORANDUM

To: Rick Erickson, attorney for Highland Fields Homeowner's Association

Board of Directors for Highland Fields Homeowner's Association

Date: May 2, 2016

Re: Development of Outlot C

Fornaro Law represents the new owners of that part of the Highland Fields Subdivision known as "Outlot C." Pursuant to your request, we are providing the following information regarding the change in ownership and planned development of Outlot C.

We look forward to working with your Association on the inclusion of these new lots into the existing Homeowner's Association.

OUTLINE OF DEVELOPMENT

New Ownership of Outlot C

In September 2015, a portion of the Highland Fields Subdivision known as "Outlot C" (also referred to herein as the "Property") was purchased by Loris Masoud, Sonia Artino and Steven Artino (collectively referred to as "Artino"). This property was previously owned by Johnson Road, LLC ("Johnston"), the original owner and developer of the Highland Fields Subdivision. In March 2016, Artino transferred all of its interest in Outlot C to Trinity Development & Acquisition LLC ("Trinity").

Project Overview

Johnston originally planned to develop the Highland Fields Subdivision in three phases. Johnston, however, only completed Phases 1 and 2. A copy of the original plan for the Highland Field subdivision is attached as Exhibit A.

Trinity seeks to subdivide the Property in a substantially similar manner as Johnston envisioned. Trinity's plan is to subdivide the Property into twelve (12) lots for future development by the individual lot owner. This is the same number of lots as what was originally intended for this phase.

Trinity's development of the Property will differ than what was envisioned by Johnston in two ways: (1) it will be done in two phases, Phase 3A and 3B, rather than in one phase. Phase 3A will include three (3) properties (Lots 72, 73 and 74). Phase 3B will be the remaining nine (9)

lots (Lots 75 through 83); (2) the lots will be re-numbered in a clockwise pattern vs. a counter-clockwise pattern.

The plans for Phase 3A which depict the location and dimensions of the lots are attached as Exhibit B.

Highland Fields Homeowner's Association

The Highland Fields Homeowner's Association (hereinafter the "Association") is governed by a Declaration of Covenants and Restrictions (the "Declarations") that has not been amended since its filing in June 2000.

According to the Declarations, the Property is included within the existing Highland Fields Homeowner's Association. Exhibit A to the Declarations defines and describes the "Development Area" as all of the "Lots and Outlots in the Highland Fields Subdivision, created pursuant to the plat thereof recorded in Cook County...." A copy of the final plat of subdivision was recorded contemporaneously with the Declarations. The Property is included within the final plat of subdivision.

Also, Exhibit B to the Declarations describes and defines "The Premises." The Premises includes lots 1-71 and Outlots A, B, and C. Therefore, the Property is part of the "Premises" and is bound by the existing Declarations. In fact, the Declarations were previously recorded against the Property and appear in an examination of the title.

The existing homes within the Association pay annual assessments of \$1,200 per year. There is no assignment of proportional interest of the common elements. When the Property is subdivided and sold, the new property owners will become members within the Association and will be responsible for paying the annual assessments.

Anticipated Development

Phase 3A Development

Planned lots 72, 73 and 74 are facing Heritage Drive and are currently under contract. The contracts are contingent upon approval of the Final Plat of Subdivision by the Village of Burr Ridge. The transactions are tentatively scheduled to close in May 2016.

The purchase contracts are silent as to when the new homeowners will be responsible for paying into the homeowners' association. However, at closing a prorated amount of the \$1,200 assessment will be calculated from the closing date through December 31, 2016 and paid to the association. The buyers are on notice of the inclusion of the lots within the homeowners' association as the declarations were previously recorded against title and appear in a title search.

Phase 3B Development

Planned lots 75 through 83 will be located along Johnston Drive. The engineering is not yet completed on this phase. The lots will be subdivided in substantially the same manner as originally planned by Johnston, but the numbering of the lots will differ as a result of the division

into Phase 3A and 3B. Trinity anticipates offering the lots in this phase for sale in Summer 2016.

Village of Burr Ridge

There was a public hearing on April 11, 2016 to approve the proposed Annexation Agreement Amendment. The Amendment proposes to modify Ordinance 864, an Ordinance Authorizing Annexation Agreement (Ranquist/Johnston Property-Highland Fields). This Ordinance, originally approved on March 1, 1999, authorized the annexation of what is now known as the Highland Fields Subdivision within the corporate limits of the Village of Burr Ridge. An amendment is necessary due to the division of the original Phase 3 into Phases 3A and 3B. It was also necessary to re-calculate the contribution and recapture formulas.

A copy of the ordinance and approved amendment is attached as Exhibit C.

The Village of Burr Ridge is requiring the Highland Fields Homeowner Association to execute a certificate which will be included on the final plat of subdivision for the Phase 3A/Phase 3B development. The certificate acknowledges that the Declarations will be revised to specifically include the new lots to the existing Homeowner's Association.

A copy of the certificate is enclosed for your review and comment as Exhibit D. If you require any changes to the language of the certificate, please advise immediately. The Association will not need to execute and deliver the certificate until after the subdivision is approved by Burr Ridge and the mylar of the plat is circulated for final signatures.

EXHIBIT C

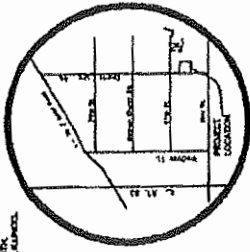
LEGAL DESCRIPTION

OUTLOT C OF HIGHLAND FIELDS, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 12, 2000 AS DOCUMENT NUMBER 00429354, IN COOK COUNTY, ILLINOIS.

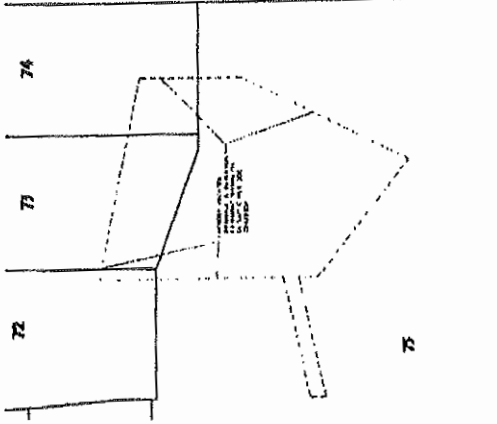
PIN 23-06-109-007

FINAL PLAT OF SUBDIVISION HIGHLAND FIELDS SUBDIVISION - PHASE 3-A

PART OF THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 27 NORTH,
RANGE 13 EAST OF THE MEADOWS NATIONAL ANTIQUARIAN COUNTY ALABAMA.



LOCATION MAP



LOT NUMBER	ACRES	SQ. FT.
72	0.70	30,784
73	0.69	30,050
74	0.69	30,001
75	11.00	482,456
TOTAL	2.77	573,291

SETBACK DATA
50' FRONT YARD SETBACK
50' REAR YARD SETBACK
50' SIDE YARD SETBACK
(ALONG COUNTY LINE RD)
15' SIDE YARD SETBACK

OWNER/DEVELOPER
TRINITY DEVELOPMENT &
ACQUISITION GROUP, LLC
1215 E. 10TH AVE., SUITE 100
BIRMINGHAM, ALABAMA 35202

INTECH CONSULTANTS, INC.
1000 17TH AVENUE, SUITE 100
BIRMINGHAM, ALABAMA 35202
SHEET No. 1 of 2 JOB No. 0807-JAT

EXHIBIT A

PREPARED AND REVISED BY
INTECH CONSULTANTS, INC.

**EXHIBIT B
TO
DECLARATION FOR
HIGHLAND FIELDS**

00429355

The Premises

Lots 1 through 71, both inclusive and out lots A, B & C in the Highland Fields Subdivision, being a Subdivision of part of the Southwest Quarter of Section 31, Township 38 North, Range 12, East of the Third Principal Meridian, and part of the Northwest Quarter of Section 6, Township 38 North, Range 12, East of the Third Principal Meridian, in Cook County, Illinois.

Permanent Index Numbers:

18-31-302-006, 008, 009, and 013

18-31-303-001, 002 and 007

23-06-100-001

ORDINANCE NO. A-661- -18

ORDINANCE AMENDING THE VILLAGE OF BURR RIDGE
PERSONNEL MANUAL ADOPTED BY ORDINANCE NUMBER 661 -
LOSS PREVENTION AND SUBSTANCE ABUSE MANUALS

WHEREAS, the President and Board of Trustees have previously adopted Ordinance No. 661 entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended", including subsequent amendments thereto; and

WHEREAS, the President and Board of Trustees intend, by the adoption of this Ordinance, to revise and/or otherwise amend information contained in the aforementioned "**Village of Burr Ridge Personnel Manual**"; and

WHEREAS, the President and Board of Trustees intend, by the adoption of this Ordinance, to incorporate changes into said Personnel Manual;

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, DuPage and Cook Counties, Illinois, as follows:

Section 1: That Ordinance No. 661, as amended, entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended" is hereby further amended by the adoption of revisions to Appendix B Loss Prevention Manual and to Appendix C Substance Abuse Manual of "**The Village of Burr Ridge Personnel Manual**", Appendices attached hereto and made a part hereof as **EXHIBIT A and EXHIBIT B.**

Section 2: That Ordinance No. 661, as amended, entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended" is hereby further amended.

Section 3: Any and all other ordinances in conflict with the provisions of this Ordinance and **EXHIBITS A and B** adopted hereby, are hereby repealed to the extent of such conflict.

Section 4: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

ADOPTED this 12th day of March, 2018, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 12th day of March, 2018, by the Mayor of the Village of Burr Ridge.

Mayor

ATTEST:

Village Clerk



M E M O

TO: Mayor and Board of Trustees

FROM: Doug Pollock, Village Administrator

DATE: March 12, 2018

SUBJECT: **Revised Loss Prevention Manual**

Listed below are the proposed revisions to the Village of Burr Ridge Loss Prevention Manual:

1. Page 23, incentive for submitting the best Safety Suggestion for the year changed to a \$50 gift card from either the Village Center or Brookhaven Marketplace, instead of a U. S. Savings Bond.
2. Page 42, added new Paragraph C – FIRST AID/CPR POLICY, including employee training requirements.
3. Page 47, DOL Health and Safety Inspection requirements updated to include OSHA and Department of Labor reporting and record-keeping requirements (current Section VIII replaced with IRMA Model Best Practice, modified for VOBR).
4. Page 52, Section X renamed HAZARD COMMUNICATION POLICY (GHS Compliant); current section replaced with IRMA Model Best Practice, modified for VOBR, to bring it into compliance with the Globally Harmonized System (GHS) changes as required by IRMA.

DP:bp

I. LOSS PREVENTION POLICY

The Village of Burr Ridge Loss Prevention Program represents a practical management commitment to the safety and well-being of all Village Employees. It sets forth philosophy and policy goals, organizational authority, safety program directives and the methods of loss prevention. The full implementation of the Loss Prevention Program will be required of all employees at every level of the organization. The responsibilities outlined in the program are the minimum, and they shall in no way be construed to omit individual initiative to implement more comprehensive loss prevention procedures in the future.

In all of our daily assignments, the health and safety of each of our employees and residents should be of utmost consideration. Department heads and supervisory personnel in all departments are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. Supervisors at all levels are charged with advancing the safety/loss prevention and risk management programs outlined in the following policies and procedures. It has been effectively demonstrated that continued emphasis on loss prevention techniques, coupled with the refinement of work procedures correcting unsafe working conditions, significantly reduces the potential for injuries, property damage and work interruption. Every employee is charged with the responsibility of supporting and cooperating with this Loss Prevention Program. All employees are expected to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered as important measures of supervisory and employee performance evaluation.

With a firm commitment to our overall safety program, the Village will definitely be able to provide greater protection and well-being for all our employees.



J. Douglas Pollock, AICP
Village Administrator

II. LOSS PREVENTION RESPONSIBILITIES

(Rev. 6/10)

The Village of Burr Ridge has established a safety program guided by the contents of this manual. The following information describes how the safety program is to be implemented by staff.

A. VILLAGE ADMINISTRATOR

The Village Administrator has the overall responsibility for implementing and administering the Loss Prevention Program for the Village of Burr Ridge. Specific responsibilities shall be to:

1. Establish and administer the Loss Prevention Program in the Village.
2. Develop in each department head a strong safety attitude and a clear understanding of his/her duties and responsibilities.
3. Review the minutes of the monthly Safety Committee meetings to assure that accident causes are being investigated and proper corrective action is being taken to prevent a recurrence. Review specific recommendations of the Safety Committee to ensure a safe work environment is maintained.
4. Review the annual Loss Prevention Program audits with department heads and employee Safety Committee to appraise the program's effectiveness.
5. Consult with appropriate Department Heads on loss prevention matters and provide guidance necessary to assure the effective administration of the safety program.
6. Ensure that all new employees receive the Village's safety manual.
7. Act as Safety Director to coordinate the Loss Prevention Program for the Village. Specifically, his/her duties are as follows:
 - a. Act as the Chairman of the Safety Committee and present recommendations where necessary to the Village Board for approval and implementation.
 - b. Develop and maintain the Loss Prevention Program to incorporate the current practices and philosophies adopted as the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment, property and material.
 - c. Consult directly with all management personnel and employees on loss prevention matters and provide all the guidance necessary to assure effective administration.
 - d. Take follow-up actions when required to ensure that unsafe conditions or practices identified by the Safety Committee or the department heads have been properly corrected.

- e. Inform the Village Board and department heads about the status of matters affecting the Loss Prevention Program.
- f. Coordinate compliance with federal, state and local safety laws.
- g. Conduct semi-annual workplace inspections.

B. DEPARTMENT HEADS (Revised 6/10)

Each department head has the full responsibility and authority for maintaining safe and healthy working conditions within his/her department. Each department head is responsible for providing the type of work environment, work procedures and service to the public that will promote, to the highest extent possible, the safety of the municipal employees and the general public. Although exposure to hazards varies greatly from department to department, it is expected that an ongoing effort will be made, in coordination with the Village's Safety Coordinator, to reduce the potential for accidents and injuries. Therefore, each department head shall:

- 1. Ensure that the policies set forth in this manual are complied with by all personnel under their supervision.
- 2. Develop and actively support a departmental safety program that will effectively reduce and control accidents.
- 3. Develop practical safety rules and regulations with regard to the standard operating procedures of the department. (Attachment #1- Employee Safety Guide)
- 4. Establish and maintain a system of standard operating procedures, job safety analyses and periodic safety inspections.
- 5. Provide for adequate job training and continuing safety instruction to all employees in the department. Hold each supervisor fully accountable for an explanation of the preventable injuries, collisions and liability incurred by a department employee.
- 6. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the general public.
- 7. Appoint a representative and alternate to serve on the Village Safety Committee. (The Village Administrator, Village Clerk and Community Development Director will agree jointly on the appointment of a single representative and alternate to the Safety Committee).
- 8. Post Safety Committee minutes and other safety material for inspection by all employees.
- 9. Devote a portion of staff meetings, as necessary, to review safety issues, as well as departmental accidents and injuries. This discussion will vary with the frequency and severity of accidents and the degree of hazardous operations involved in each Department.

10. Demonstrate personal concern for Departmental losses by interviewing directly, or through a responsible subordinate, each employee who experiences a job related injury.
11. Ensure that in the planning for construction of Village facilities, appropriate requirements, as specified in OSHA standards, are implemented.

C. SUPERVISORY PERSONNEL (Rev. 6/10)

A supervisor has full responsibility for the safe actions of his/her employees and the safe performance of machines and equipment within his/her operating area. The full potential of an effective Loss Prevention Program can only be realized when supervisors cooperate in all phases of the program. The following is a list of the loss prevention responsibilities of supervisors:

1. Aggressively enforce the safety procedures that apply to the work he/she supervises.
2. Provide adequate basic job training and safety instruction to all employees in his/her respective department.
3. Ensure that all management policies herein are fully implemented for maximum efficiency of each job.
4. Ensure that hazardous tasks are covered by specific written work rules to minimize the potential for injury and property damage;
5. Ensure that equipment acquisition specifications are reviewed annually in order to assure that specifications conform to OSHA's requirements and Village safety standards.
6. Take initiative to promptly correct safety deficiencies that could result in an accident or injury. Examples include, but are not limited to, the following: Shutting down operations considered to be an imminent danger to employees and/or removing personnel from hazardous jobs when they are not wearing or using prescribed protective clothing/equipment.
5. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions or procedures.
6. Ensure that all employees are instructed and understand the use and need for protective equipment for specific hazardous jobs.
7. Observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Investigate accidents promptly and make certain that the recommended corrective actions are completed, following these established guidelines **(Rev. 8/01)**:

- Investigation must begin immediately after the occurrence or immediately after learning of the occurrence.
 - Make a personal inspection of the physical location of the accident area and/or working conditions.
 - Ask questions of those involved, witnesses and co-workers concerning the events immediately prior to the accident and what they may have actually seen or not seen.
 - Inspect the tools, material, equipment or vehicle(s) involved in the accident.
 - Take pictures, written statements, material samples, etc.
 - Complete all necessary reports including all essential information to answer **WHO? WHAT? WHERE? WHEN? WHY? HOW?** keeping the following guidelines in mind:
 1. Clearly identify all individuals involved, including witnesses and property owners.
 2. Determine direct causes and contributing factors.
 3. List methods for preventing reoccurrence.
 - **Near-miss** accidents/incidents resulting in no property damage or injuries should be investigated to determine cause and prevention procedures.
9. Determine that the necessary safety equipment and protective devices for each job are available, used and maintained properly.

D. EMPLOYEES (Rev. 6/10)

As a condition of employment, each employee is required to develop and exercise safe work habits in the course of his/her work to prevent injuries to themselves, their fellow workers and conserve material resources. Each employee shall:

1. Report promptly to his/her supervisor all accidents and injuries occurring within the course of his/her employment.
2. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent their recurrence.
3. Report promptly to his/her supervisor all unsafe actions, practices or conditions he/she observes.

4. Become familiar with and observe approved safe working procedures during the course of his/her work activities.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and refrain from distracting others.
7. Obey all safety rules and follow published work instructions. If there is any doubt about the safety of doing the job, the employee should stop and get instructions from their supervisor before continuing work.
8. Wear required protective equipment when working in designated hazardous operation areas.
9. Arrive at work suitably attired for the job(s) to be performed.
10. Operate only the machinery or equipment that he or she has been authorized to operate by his/her supervisor.
11. Use only the prescribed equipment for the job and use the equipment properly.

E. ACCIDENT/INJURY REPORTING PROCEDURES (Added 8/97) (Rev. 6/10)

IRMA has implemented a **Five-Day Reporting Procedure**. All new losses must be reported to IRMA within **five (5) working days** from when the accident/injury occurred. This means that new losses must be reported to the Claims Administrator by no later than 4 days after the occurrence. The following procedures have been established:

Employee Injury (Rev. 5/06)

1. Regardless of the degree of injury, all occupational accidents resulting in personal injury or illness **MUST** be reported immediately by the employee involved to his/her supervisor, using the SAFETY COMMITTEE ACCIDENT/INJURY EMPLOYEE AND SUPERVISOR REPORT ER #1 (Exhibit A).
2. The supervisor must complete the appropriate form(s) from the following list (examples attached) and forward it/them immediately to the Claims Coordinator:
 - a) SAFETY COMMITTEE ACCIDENT/INJURY EMPLOYEE AND SUPERVISOR REPORT SR #1 (Exhibit A). This is in addition to the employee's ER #1 indicated above.
 - b) #SI-008 SUPERVISOR'S INVESTIGATION REPORT (Exhibit B).
 - c) INCIDENT/FIRST AID REPORT (Exhibit C).
3. If the injury is reported on form #SI-008, the Claims Coordinator forwards the report to the Safety Coordinator, who will sign it and return it to the Claims Coordinator.

4. If the injury is reported on the INCIDENT/FIRST AID REPORT, the Claims Coordinator files the report appropriately.
5. Upon return of form #SI-008, the Claims Coordinator **MUST** forward the report, along with Form 45 EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS (Exhibit D), immediately to IRMA via fax. **This must be submitted to IRMA within 5 working days of the injury.**
6. A file is established for the incident and a copy of all paperwork is forwarded to the Employee Safety Committee for review and determination of avoidability.
7. Once determination of avoidability is reached by the Safety Committee, the Claims Coordinator sends a memo to the employee involved, with a copy to the employee's Supervisor, indicating the Committee's decision and follow-up action as necessary, using the SAFETY DIRECTOR GUIDELINES form (Exhibit E) and the DEPARTMENT HEAD GUIDELINES (Exhibit F). See Section IV, "ACCIDENT REVIEW PROCEDURES", of this Loss Prevention Manual for more detailed information regarding the Safety Committee's role.
8. Subsequent medical bills must be forwarded to the Claims Coordinator immediately, who in turn forwards them to IRMA with the CLAIMS SUPPLEMENTAL INFORMATION TRANSMITTAL form (Exhibit G).
9. Recurrence of a Disability from a Previous Injury
 - a) Should an employee experience a recurrence of a previously reported industrial injury, he/she shall immediately report it to his/her supervisor. Immediately, the supervisor of the employee shall notify the Department Head of the injury. Before any bills related to the treatment of the injury shall be processed, they must be forwarded to the Safety and Claims Coordinator. The Safety and Claims Coordinator shall forward these claims to IRMA and IRMA shall determine whether or not the claim is valid. If the claim is determined invalid by IRMA, the employee may petition the Illinois Industrial Commission for a hearing on the case.
 - b) The time lost because of the injury is compensable if IRMA determines that it is a valid claim. Time off due to recurrence of a previous injury is compensable only when the disability is confirmed by the treating physician and when IRMA approves the claim.
 - c) Supervisory personnel shall closely monitor the accident compensation time off by:
 - 1) Ensuring that the employee is given a disability slip by the treating physician;
 - 2) Periodically checking on his/her recovery progress; and
 - 3) Ensuring that the employee returns to work on the date the physician releases him/her.

10. Employee Return to Work After Injury: A supervisor shall not allow an employee to return to work after an on-the-job accident or injury until he/she receives a signed authorization from the treating physician or the Village's physician through IRMA.
11. Fatality Reporting: The death of an employee as a result of an injury or by accident arising out of or in the course of his/her employment shall be reported to the Village Administrator and Claims Coordinator immediately. The Village Administrator shall be responsible for making the call and shall provide as much initial information as possible.
12. The Claims Coordinator will act as communication liaison between the IRMA claim representative and the employee claimant, provide supplemental investigative documentation to IRMA claims staff such as police reports, estimates, photographs, measurements and diagrams (where applicable), provide proper wage loss verification to IRMA on workers' compensation lost time cases when more than three work days are missed, send all "Notice of Attorney's Liens" to the IRMA claims office with supporting documentation, assist IRMA staff and designated IRMA defense counsel in arranging employees to attend depositions, court attendance and other meetings on litigation cases, report all Blood Borne Pathogen workers' compensation claims in a confidential manner, using the IRMA protocol procedure, and provide hold harmless/indemnification agreements on all accidents that could or may involve a third party contractor at the time the accident is reported.
13. DO NOT make compensability decisions on new workers' compensation cases for injured Village employees. This is a decision to be made by the IRMA staff.
14. DO NOT authorize surgical procedures or diagnostic tests on workers' compensation cases.
15. DO NOT admit liability on third party cases prior to sending to IRMA.

Vehicle Accidents (Rev. 5/06)

1. When a Village employee, operating a Village owned vehicle, is involved in a collision with another vehicle, he/she shall, if possible, notify the Police Department immediately and request an investigator at the scene.
2. In the event an investigator fails to appear within a reasonable time, assuming no medical emergency, exchange names, addresses, telephone numbers, vehicle serial numbers, and the insurance company names and addresses (if available). **At the site of the accident do not ever admit that you were at fault, nor express your opinion as to how the accident could have been avoided.** The driver of the Village vehicle must then report the accident to his/her Department Head as soon as possible. The supervisor and/or Department head shall report this accident to the proper authorities as soon as possible.

3. All vehicle accidents resulting in property damage and/or personal injury **MUST** be reported immediately by the employee involved to his/her supervisor, using the SAFETY COMMITTEE ACCIDENT/INJURY EMPLOYEE AND SUPERVISOR REPORT ER #1 (Exhibit A).
4. The supervisor must complete the following forms and forward them immediately to the Claims Coordinator:
 - a) SAFETY COMMITTEE ACCIDENT/INJURY EMPLOYEE AND SUPERVISOR REPORT SR #1 (Exhibit A). This is in addition to the employee's ER #1 indicated above.
 - b) NON-WORKERS COMPENSATION ACCIDENT REPORT FORM (Exhibit H).
5. The Claims Coordinator forwards the report to the Safety Coordinator, who will sign it and return it to the Claims Coordinator.
6. Upon return of NON-WORKERS COMP form, the Claims Coordinator **MUST** forward the report immediately to IRMA via fax. **This must be submitted to IRMA within 5 working days of the injury.**
7. A file is established for the accident and a copy of all paperwork is forwarded to the Employee Safety Committee for review and determination of avoidability.
8. Once determination of avoidability is reached by the Safety Committee, the Claims Coordinator sends a memo to the employee involved, with a copy to the employee's Supervisor, indicating the Committee's decision and follow-up action as necessary, using the SAFETY DIRECTOR GUIDELINES form (Exhibit E) and the DEPARTMENT HEAD GUIDELINES (Exhibit F). See Section IV, "ACCIDENT REVIEW PROCEDURES", of this Loss Prevention Manual for more detailed information regarding the Safety Committee's role.
9. The Department responsible for the vehicle or property that was damaged must obtain 3 repair quotes, which are to be forwarded to the Claims Coordinator as soon as possible.
10. Repair quotes are then submitted to IRMA with the CLAIMS SUPPLEMENTAL INFORMATION TRANSMITTAL form (Exhibit G).
11. Subsequent repair bills must be submitted to the Claims Coordinator as soon as possible, who will submit them to IRMA with the CLAIMS SUPPLEMENTAL INFORMATION TRANSMITTAL form (Exhibit G).
12. Damage in excess of \$1,000.00 must be inspected by an IRMA claims adjuster to verify the amount of the repair quote. IRMA will make the final determination on where repairs are to be done.
13. The Safety Coordinator **must** be notified of all repair estimates **before** repairs are made.

Initial loss reports do not need to be completely filled out. Employees and supervisors filling out claim forms must supply as much information as they have immediately and IRMA's claims staff will follow up with the Claims Administrator for additional information. Required information is as follows:

1. Name, address and phone number of claimant/injured worker.
2. Description of loss, facts of accident and nature of the injury.
3. Type and location of damaged property.
4. Form 45 for Workers Compensation injuries.

**SAFETY COMMITTEE ACCIDENT/INJURY
EMPLOYEE AND SUPERVISOR REPORT**

VILLAGE OF BURR RIDGE

This report is designed to assist the Safety Committee in its review and evaluation of all accidents/injuries of all Village employees. All questions should be answered as completely as possible so we can attempt to prevent future accidents/injuries of the same nature. **PLEASE TYPE OR PRINT.**

CIRCLE ONE: Employee

Supervisor

Name_____ Department_____

Date and Time of Accident_____

Type of Accident: Vehicle_____ Personal Injury_____ Other_____

Location of Accident_____

Weather Conditions: Cold___ Cool___ Warm___ Hot___ Dry___ Wet___ Snow___

Employee was doing: emergency ___ non-emergency ___ work.

Extent of Injury and/or Property Damage_____

What caused the Accident?_____

How could the Accident have been prevented?_____

Was Safety Equipment used? YES___ NO___

Was the Employee trained with equipment or procedure? YES___ NO___

If "NO", explain:_____

How long was employee working when Accident occurred?_____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SIGNED _____ DATE _____

SUPERVISOR'S INVESTIGATION REPORT

PLEASE EMAIL ACCIDENT REPORT TO IRMA PROMPTLY - CLAIMS@IRMARISK.ORG
OR SUBMIT VIA FAX - (708) 562-0900

This report shall be completed in ink by the supervisor of the injured, no later than the end of the injured person's work shift . The report shall then be forwarded to your claims coordinator within 24 hours , along with the completed form IC45.			
Any additional information, including a completed wage statement (if applicable), should follow as soon as possible. This completed form shall then be forwarded to IRMA the same day the claims coordinator receives it.			
The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically, It is your responsibility to find them, name them and to state the remedy for them in this report.			
NAME OF IRMA MEMBER (MUNICIPALITY)		DATE & TIME OF ACCIDENT / / AM PM	
DATE INJURED PERSON REPORTED ACCIDENT AND TO WHOM			
LOCATION OF ACCIDENT (The name or number of building, store, dept., floor, etc.)			
NAME OF INJURED EMPLOYEE / PHONE NUMBER		INJURED DEPARTMENT	EMPLOYEE'S INJURED EMPLOYEE'S JOB
INJURED PERSON'S STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> CONTRACT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> MISC.			SOCIAL SECURITY NUMBER
TIME IN JOB <input type="checkbox"/> IN TRAINING <input type="checkbox"/> UNDER 6 MONTHS <input type="checkbox"/> 6 MONTHS TO 1 YEAR <input type="checkbox"/> 1 TO 5 YEARS <input type="checkbox"/> OVER 5 YEAR			
DATE OF HIRE / /		AVERAGE NUMBER OF HOURS WORKED PER WEEK	HOURLY RATE
DESCRIBE THE INJURY			
DESCRIBE THE ACCIDENT (State what the injured was doing and the circumstances leading to the accident)			
WAS EMPLOYEE REQUESTED TO GO TO A MEDICAL MANAGEMENT NETWORK FACILITY FOR TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF RESTRICTED, IS LIGHT DUTY AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, NAME & ADDRESS OF TREATING DOCTOR:	
DID/WILL INJURED PERSON MISS MORE THAN 3 WORKDAYS DUE TO THIS ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
# OF WORK DAYS INJURED PERSON MISSED:		DATE STARTED LOSING TIME: / /	
ANY WITNESSES TO THIS INJURY/ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, WITNESS NAME		TITLE/JOB DESCRIPTION	PHONE #
WITNESS NAME		TITLE/JOB DESCRIPTION	PHONE #
HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?			
REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)			
SUPERVISOR		REVIEW/ APPROVED BY CLAIMS COORDINATOR	DATE REPORT PREPARED
USE REVERSE SIDE FOR ADDITIONAL SPACE NEEDED			
AIL ACCIDENT REPORT TO IRMA PROMPTLY - CLAIMS@IRMARISK.ORG OR SUBMIT VIA FAX - (708) 562-0900			

G:\Office Administration\Forms\Claims Department Forms\Claims Coordinator Information Packet\18-Supervisor's Investigation Report-Revised 5-12.doc

INCIDENT/FIRST AID REPORT

This report will be used for any accident or incident which may or may not have required first aid, but did not require clinic or hospital treatment. This report should be completed no later than the end of the work shift of the employee involved.

IRMA MEMBER:	
DEPARTMENT OF:	

EMPLOYEE'S NAME:			
JOB TITLE:			
DATE OF ACCIDENT:		TIME:	A.M./P.M.
LOCATION:			
DESCRIBE HOW ACCIDENT/INJURY OCCURRED:			
WAS FIRST AID GIVEN?		YES []	NO []
IF YEST, TYPE OF FIRST AID GIVEN:			
FIRST AID GIVEN BY:		DATE/TIME	

EMPLOYEES' SIGNATURE:	DATE:
SUPERVISOR'S SIGNATURE:	DATE:

(Send one copy of report to Safety Coordinator.)

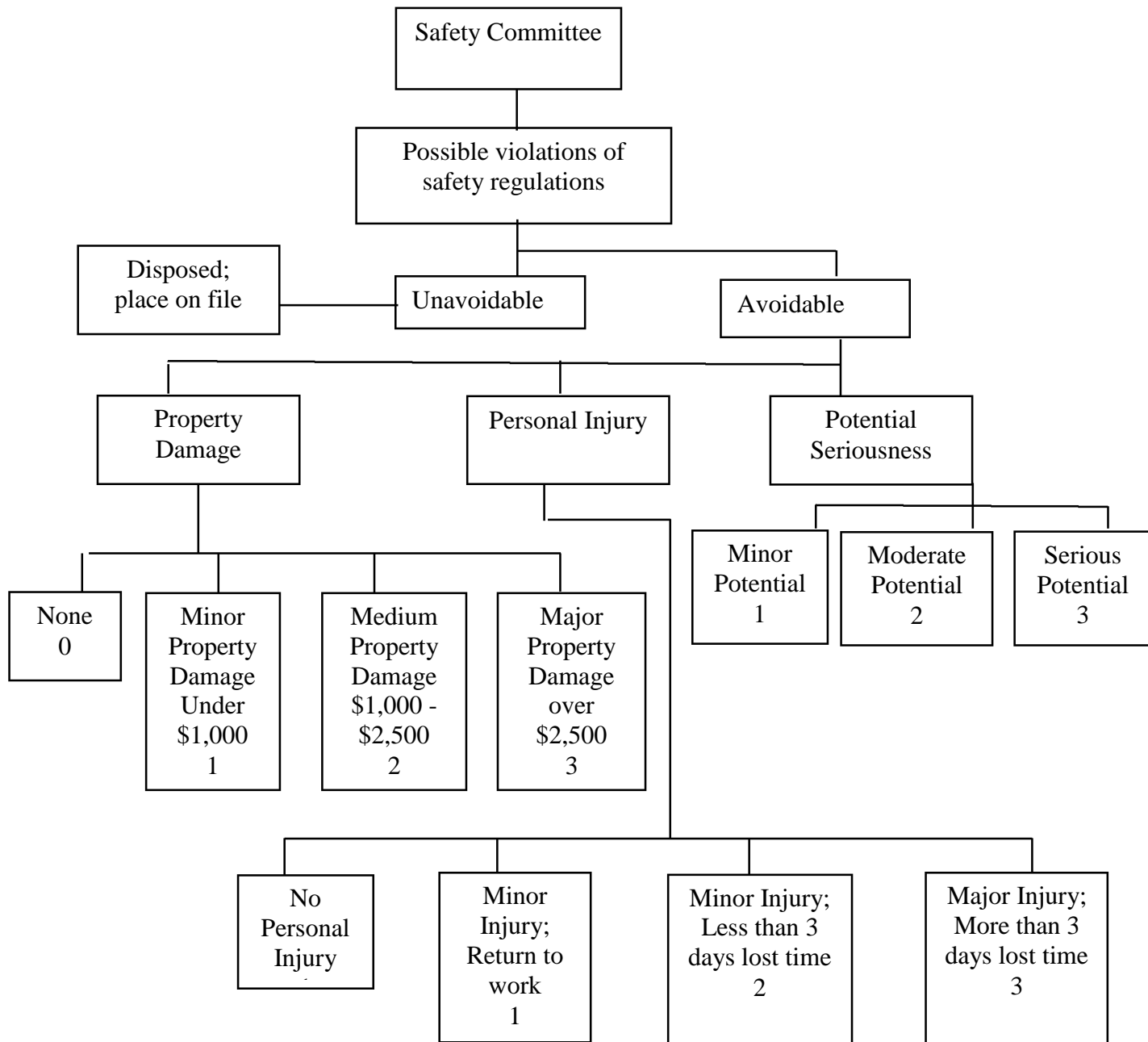
EXHIBIT D**ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY***Please type or print.*

Employer's FEIN	Date of report	Case or Fie #	Is this a lost workday case? YES / NO
Employer's name		Doing business as	
Employer's mailing address			
Nature of business or service			SIC code
Name of Workers' Compensation carrier/admin.		Policy/Contract #	Self-Insured? YES / NO
Employee's full name		Social Security #	Birthdate
Employee's mailing address			Employee's email address
Male / Female	Married / Single	# of Dependents	Employee's avg. weekly wage
Job title or occupation			Date hired
Time employee began work AM PM	Date and time of accident		Last day employee worked
If the employee died as a result of the accident, give the date of death		Did the accident occur on the employer's premises? YES / NO	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury of illness? List the part of body affected and explain how it was affected.			
What object or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional.			
If treatment was given away from the worksite, list the name and address of the place it was given.			
Was the employee treated in an emergency room? YES / NO		Was the employee hospitalized overnight as an inpatient? YES / NO	
Report prepare by	Signature	Title and telephone #	

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION, 4500 S. SIXTH ST., SPRINGFIELD, IL 62703-5118
IC45 5/09

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.

SAFETY DIRECTOR GUIDELINES



Property Damage: _____ #Accidents in last 12 months: _____

Personal Injury: _____ #Avoidable Accidents in last 12 months: _____

Potential Seriousness: _____

TOTAL POINTS: _____

Employee Name: _____

Safety Director: _____ **Date:** _____

DEPARTMENT HEAD GUIDELINES

Category	First Offense	Second Offense*	Third Offense	Fourth Offense
Minor 1 – 3	Verbal reprimand	Written reprimand; assigned training (M)	Written reprimand; assigned training; suspension (M)	Termination
Moderate 4 – 6	Verbal reprimand; written reprimand; suspension	Written reprimand; assigned training; suspension; termination (M)	Written reprimand; assigned training; suspension; termination (M)	Termination
Serious 7 – 9	Verbal reprimand; written reprimand; assigned training; termination	Written reprimand; assigned training; suspension; termination (M)	Written reprimand; assigned training; suspension; termination (M)	Termination

* In a 12-month period, any offense beyond the first offense constitutes a mandatory (M) written reprimand.

INTERGOVERNMENTAL RISK
MANAGEMENT AGENCY
Four Westbrook Corporate Center, Suite 940
Westchester, IL 60154
(708) 562-0300 Claims Fax: (708) 562-0900



CLAIMS SUPPLEMENTAL INFORMATION TRANSMITTAL

In an effort to help us facilitate your claim, please complete this form and send it with all additional information on:

- 1. claims already submitted to IRMA, or**
- 2. any lawsuit being submitted**

- 1. For any additional information on a claim previously submitted to IRMA, we need the following information:**

NAME OF IRMA MEMBER: Village of Burr Ridge

IRMA FILE/CLAIM NO:

DATE OF LOSS/INCIDENT:

CLAIMANT S.S. #:

COMMENTS:

Submitted by:

Date:

INTERGOVERNMENTAL RISK
MANAGEMENT AGENCY
Four Westbrook Corporate Center, Suite 940
Westchester, IL 60154
(708) 562-0300



IRMA NON-WORKERS COMPENSATION ACCIDENT REPORT FORM

PLEASE EMAIL ACCIDENT REPORT TO IRMA PROMPTLY - CLAIMS@IRMARISK.ORG OR SUBMIT VIA FAX- 708-562-0900

Please complete the sections of the report that are applicable. Please print in ink. The individual having responsibility for reporting the accident should complete the report **by the close of the work shift**. The claimant should not complete this form. The supervisor/department head of the employee who filled out the form should complete section VIII. The report shall then be forwarded to your claims coordinator **by the end of the work shift or within 24 hours**. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

I. MEMBER INFORMATION

NAME OF IRMA MEMBER (MUNICIPALITY)		CONTACT PERSON NAME AND PHONE NUMBER		DEPARTMENT
DATE OF LOSS	TIME OF LOSS ____ A.M. ____ P.M.		WAS EMPLOYEE INJURED YES ____ NO ____	
LOCATION OF LOSS		EMPLOYEE NAME/DRIVER IF AUTO		
POLICE OR FIRE DEPT. REPORT #	STREET/SIDEWALK CONDITIONS: ____ DRY ____ OTHER ____ WET ____ SNOW/ICE		WEATHER CONDITIONS: ____ CLEAR/CLOUDY ____ RAIN ____ SNOW ____ OTHER	

II. MEMBER PROPERTY DAMAGE

ITEMS DAMAGED:	AGE OF ITEM (S) DAMAGED	VIN NUMBER:	ESTIMATE OF DAMAGE \$
MAKE OF OUR VEHICLE/MOBILE EQUIPMENT:	YEAR:	MODEL:	LICENSE NUMBER (S)

III. MEMBER DESCRIPTION OF ACCIDENT

IS OTHER PARTY MAKING A CLAIM? ____ YES ____ NO PLEASE EXPLAIN
--

IV. CLAIMANT ACCIDENT / INJURY INFORMATION

NAME	SEX	AGE/D.O.B.
BUSINESS PHONE	HOME PHONE	ADDRESS
NATURE OF INJURY/PART OF BODY ____ FATALITY	WHAT WAS INJURED PERSON DOING?	
WHERE TAKEN? (Name of hospital/clinic, address, phone number)		

V. CLAIMANT AUTOMOBILE INFORMATION

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN OWNER	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
MAKE OF VEH	YEAR	MODEL	LICENSE NO.	VIN NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE \$
IS VEHICLE INSURED? ____ YES ____ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.				WHERE VEHICLE CAN BE SEEN	

VI. CLAIMANT NON-AUTO PROPERTY DAMAGE (i.e. fence, building, etc.)					
OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE ()
DESCRIBE DAMAGED PROPERTY		LOCATION OF PROPERTY			
IS PROPERTY INSURED? ____ YES ____ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.				
VII. WITNESS INFORMATION					
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ()	HOME PHONE ()	
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ()	HOME PHONE ()	
VIII. ADDITIONAL COMMENTS					
Conditions (Describe any conditions or defects contributing to the accident)					
Describe any unsafe acts or procedures contributing to the accident.					
What precautions could have been taken to avoid accident (if any?)					
Remedy (As a supervisor, what action have you taken or do you propose taking to help prevent a similar accident?)					
Comments:					
X _____ SUPERVISOR/DEPT. MANAGER SIGNATURE & DATE			X _____ CLAIMS COORDINATOR SIGNATURE & DATE		
<p>EASE EMAIL ACCIDENT REPORT TO IRMA PROMPTLY - CLAIMS@IRMARISK.ORG</p> <p>SUBMIT VIA FAX- 708-562-0900</p> <p>PLEASE SEND ANY SUPPORTING MATERIAL, SUCH AS AVAILABLE REPORTS, NEWSPAPER ACCOUNTS, PICTURES, REPAIR ESTIMATES AND/OR BILLS, AS SOON AS POSSIBLE.</p> <p>POLICE REPORTS / AMBULANCE REPORTS / ESTIMATES OF REPAIR</p> <p>NOTE: IF MEMBER PROPERTY IS DAMAGED BY A CLAIMANT VEHICLE, PLEASE FILE A STATE OF ILLINOIS ACCIDENT FORM WITH THE SECRETARY OF STATE.</p>					

III. SAFETY COMMITTEE

The Safety Committee will function as an advisory body to develop and recommend to the Village Administrator matters of policy and procedure affecting the administration of the Village Loss Prevention Program.

A. RESPONSIBILITIES

Functions of the Safety Committee shall include, but not be limited to, the following:

1. Planning and recommending policies and procedures effecting the development and the administration of an aggressive accident prevention program for all employees.
2. Coordinating and establishing top level goals, objectives and regulations for this program to ensure directives are current and coincide with current needs.
3. Reviewing departmental safety rules and regulations with respect to safe work procedures.
4. Reviewing statistical data, records and reports of safety matters. Developing and maintaining a monthly and annual bar graph for each department of the Village (in conjunction with the Safety Director) which will indicate the number of accidents, injuries and equipment or property damage accidents chargeable to each department.
5. Making follow-up investigation of accidents and safety inspections. When appropriate, filing a report to the Administrator and department head regarding their recommendations.
6. Reviewing safety suggestions presented by employees.
7. Arousing and maintaining the interest of employees and putting safety recommendations approved by the Village Administrator into practice.
8. Conducting periodic safety inspections of all departments within the Village as determined by current needs. The inspection committee shall include the Safety Director and representatives from each respective department.
9. Reviewing all motor vehicle accidents, equipment damage accidents and work-related injuries to determine avoidability, in accordance with Section IV - Accident Review Procedures.

B. MEMBERSHIP

The Village Safety Committee will consist of four members - one Village employee from each major department. Committee members will be appointed by the respective department head and will remain a member of the Safety Committee at the discretion of the department head. The Village Administrator, Village Clerk and

Community Development Director will agree jointly on the appointment of a single representative and alternate to the Safety Committee. Safety Committee members will be appointed/reappointed to one-year terms on January 1 of each year. The following Village departments to be represented by one employee are:

Finance
Public Works
Administration/Community Development/Clerk
Police

The Safety Director shall act as Chairman of the Safety Committee. The Chairman shall not rule on matters before the Safety Committee except to break a tie.

In addition, each department head will select one employee from his/her department to serve as an alternate committee member. In the event of the absence of the regular department representative, the alternate member will replace him/her at any Safety Committee meeting. This will assure representation from each department.

Members of the Safety Committee shall elect one of their members to serve as Secretary of the Committee who shall prepare the minutes and agenda for each meeting. He/she shall also maintain a central file of minutes, accident reports and accident statistics for the Committee.

It will be the responsibility of each department head to immediately replace his/her department representative on the Safety committee upon notification from the committee or representatives that he/she is leaving the committee.

C. MEETINGS

The Village Safety Committee shall meet on a monthly basis. Any Village department head who believes that an emergency or unscheduled meeting is absolutely necessary for the smooth and efficient operation of his/her department, can request an emergency meeting by writing a memorandum to the Safety Director explaining the need for the emergency meeting.

A Safety Committee quorum for accident review and judgment must consist of the representatives from each department. Each member of this committee will have one vote. The committee representative from the employee's department will not vote in the final decision regarding the accident, but will participate in all discussions, questions and fact finding prior to the vote and act as an expert witness from his/her department on behalf of the committee. The Chairman also will have no vote.

D. SAFETY SUGGESTION PROGRAM (Added 11-93) (Rev. 3-18)

As a way to encourage continued interest in the Village Safety Program on the part of Village employees, a Safety Suggestion Program has been developed. Employees are encouraged to submit safety suggestions relating to either their individual department or the entire Village. Suggestions should be submitted using the Safety

Suggestion Program form (Attachment #2). These forms will be available from the department secretary.

The Safety Committee will review each submittal for content and possible follow-up action. In May of each year, the Safety Committee will again review safety suggestions from the previous year. The year's best suggestion will receive a choice of a \$50 gift card from either the Village Center or Brookhaven Marketplace ~~awards consisting of U. S. Savings Bonds of varying denominations~~. Suggestions will be rated on originality, feasibility of implementation, and impact on the Village's overall safety program.

Department Heads and Safety Committee members are exempt from this program.

IV. ACCIDENT REVIEW PROCEDURES

The Village Safety Committee, an advisory committee to the Village Administrator and Department Heads, is authorized to review all motor vehicle accidents, equipment damage accidents, and work-related injuries to determine avoidability and recommend a course of action to prevent future occurrences of this type. The committee shall be authorized to obtain whatever factual information is necessary to investigate the incident and will inform the Village Administrator, department head and employee of the final determination of avoidability.

Any employee who has had an accident is required to submit Form ER-1 to his/her respective department head before the end of the shift or no later than 24 hours after the accident occurred. The employee's supervisor is also required to submit Form SR-1 (Attachment #3) to the department head as soon as possible after investigating the accident. Upon review of the accident, the department head will forward all appropriate documentation to the Safety Director for Safety Committee review.

The Safety Committee and/or the Safety Director may request that the employee, supervisor and/or department head be present to discuss the facts of a particular case. The employee and/or supervisor may request to be present at the Safety Committee meeting at which the accident will be discussed.

After reviewing all accident reports, statements and extenuating circumstances described by the Safety Committee representatives, the committee will then reach a decision regarding the avoidability of the accident.

The Safety Committee's determination will be forwarded to the department head for his/her record and will also be given to the employee together with the determination of the Safety Director as based on the Safety Director and Department Head Guidelines (Attachments #4 and #5). These guidelines are provided for determining the property damage, personal injury and potential seriousness of the incident. The department head will determine the appropriate action to be taken, using the Safety Director's point value determination in the categories of property damage, personal injury and potential seriousness of the incident and the number of avoidable offenses within the past 12 months as a guide. **(Rev. 2-96)**

The above mentioned procedures do not preclude an individual department from reviewing its own accidents internally and do not preclude a department head from taking immediate disciplinary action where and when it is deemed appropriate. **(Added 2-96)**

The employee may appeal the Safety Committee's decision in writing within 10 days after notification of the Safety Committee's findings, using the Request for Appeal form (Attachment #6). A secondary hearing will be conducted at the next regularly-scheduled Safety Committee meeting or at a time convenient to all concerned. If, after the secondary hearing, the matter is not resolved to the satisfaction of the employee or department head, either may use the normal Village grievance procedure for a final appeal. This shall be done within 10 days of the final decision of the Safety Committee.

V. FLEET SAFETY

(Rev. 5/06)

A. DRIVER SELECTION

All applicants will be personally interviewed, screened and tested to insure that they meet the minimum requirements prescribed by various regulatory agencies and the Village of Burr Ridge policies and procedures. The following criteria will be used for proper driver selection:

1. Job Analysis

The first task in any employee selection process is to determine the specific requirements of the job. The Village of Burr Ridge will determine exactly what the employee must do, how it must be accomplished and what skills are required. Only with this information will it be possible to recognize the best applicant for the position. Is operating a vehicle a primary or secondary task?

2. Application Form

The application form will contain questions that pertain to the applicant's ability to satisfactorily perform the job. It will request information on the applicant's:

- Past employment history. (10 years as an operator of a commercial motor vehicle)
- Education
- Ability to perform essential job-related functions.
- Driver's license information.
- Driving experience.
- Accident record and traffic violation convictions and license forfeitures for the past three years.

The application form will be completed, signed and dated by the applicant.

3. Interview

An interview will be conducted to develop more detailed information about the applicant's qualifications and experience, as well as his or her general suitability as an employee. A standard interview pattern should be followed for a given job classification to obtain all desired information and to obtain a means of comparison between applicants. The interview will be used to resolve any questions regarding the information obtained or omitted on the application form. Specific questions regarding driving experience, previous training completed, and necessary driver skills will be addressed.

4. Reference Check

A reference check will be conducted on all prospective employees with previous employers for the last three years prior to application. The check will be utilized to develop information about the employee's general character, professional liabilities and previous driver training and driver skills developed with the previous employer. For CDL license holders, previous drug and alcohol testing results must be confirmed from all employers in the past two (2) years.

5. Driver Qualifications

This information will outline the specific driver criteria necessary to operate motor vehicles for Village of Burr Ridge:

The selection of employees who will be required to drive vehicles full or part-time should be done with care. Drivers of Village vehicles can be considered qualified when they meet the following criteria:

- a. Possess a valid state driver's license of the proper class.
- b. Maintain a traffic record which does not exceed the permitted number of accidents or tickets that would affect the validity of the employee's driver's license.
- c. Capable of passing a physical examination with eye tests to determine depth perception, visual acuity, vertical and lateral balance, field of vision and color recognition.
- d. Pass an annual road test administered by his/her supervisor.

QUALIFICATIONS OF DRIVERS BY TYPE OF VEHICLE OPERATED

Driver Matrix								
Vehicle	Initial/ Annual MVR	Initial/ Periodic Physicals	Initial/ Annual Driver Training	Initial Road Test	CDL	Drug/ Alcohol	Driver Qualif Files	Maint. Records
Private Passenger	X		X	X		X At minimum time of hire		
Police Vehicle	X	X	X	X In specific vehicle		X At minimum time of hire		X
Vehicle (10,001- 26,000 GVW)	X	X	X Specific Vehicle Training	X In specific vehicle		X At minimum time of hire	X	X
Vehicle (26,000-up GVW)	X	X	X Specific Vehicle Training	X In specific vehicle	X	X	X	X

Note: Shaded areas required by Federal Motor Carrier Safety Regulations

Qualifications for Drivers – Private Passenger

- Valid driver's license for at least two years
- (21) years of age
- Driver history questionnaire
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (minimally at time of hire)

Qualifications for Drivers – Police Vehicles

- Valid driver's license for at least two years.
- (21) years of age
- Driver history questionnaire
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (minimally at time of hire)
- Physical exam

Qualifications for Drivers – Vehicle 10,001 – 26,000 gvw

- (21) years of age
- Valid license
- Driver history questionnaire
- MVR
- Initial driver training
- Road test
- Driver Qualification File
- Drug test (minimally at time of hire)
- Physical exam

Qualifications for Drivers – Vehicle 26,001 GVW and Above

- 21 years of age
- Valid CDL license
- Driver history questionnaire
- MVR
- Initial driver training
- Road test
- Driver Qualification File
- Drug test (random testing mandatory DOT Requirement)
- Physical exam

6. Motor Vehicle Records

Motor Vehicle Records (MVRs) are a valuable management tool for employers to determine the competency of their employees' driving skills and behaviors.

An MVR will verify that your present or prospective driver has a current, valid operator's license and a good driving record.

Research on a candidate's license and driving record should be conducted by the Secretary of State. The driver record is a good indication of the applicant's driving ability and behaviors.

When to Check MVRs

- Initial time of driving privilege
- Annually

Violations listed on an MVR vary in significance. They reflect a person's driving habits and, to a degree, indicate further accident involvement. Violations will be classified into three categories:

a. Capital Violations

These violations consist of licensing or registration offenses or felonies directly involving a motor vehicle, such as:

- a. operating a vehicle after the registration has been suspended or revoked
- b. using false or fictitious registration plates or driver's license
- c. driving after a driver's license has been suspended
- d. felony with a motor vehicle
- e. theft of a motor vehicle and related offenses
- f. leaving the scene of an accident

b. Major Violations

These are serious violations which indicate a disregard for public safety and include such readily identifiable violations as:

- g. driving while under the influence
- h. reckless driving resulting in bodily injury or property damage
- i. negligent homicide or violations resulting in fatal accident
- j. speeding in excess of twenty miles over limit
- k. following too closely

c. Other Violations

These include all other moving violations. However, we do not consider that moving violations include:

- l. any motor vehicle "equipment" law requirements, except brakes

- m. failure to display number plates, provided they exist
- n. failure to have an operator's or chauffeur's license available, provided it exists
- o. overweight and overload offenses

The following two step-by-step guides will help you evaluate MVRs for applicant drivers and current drivers:

Guide for Evaluating MVRs for Applicant Drivers

- i. MVR indicates applicant has a current valid license for vehicle(s) he or she will be driving:
☐ Yes. Continue to step 2.
☐ No. DO NOT CONSIDER FOR EMPLOYMENT
- ii. MVR indicates violations:
☐ Yes. Continue to step 3.
☐ No. Continue to process applicant for employment.
- iii. MVR indicates one or more capital or major violations:
☐ Yes. DO NOT CONSIDER FOR EMPLOYMENT
☐ No. Continue to step 4.
- iv. MVR indicates no capital or major violations. However, three or more other violations appear during the last three years.
☐ Yes. DO NOT CONSIDER FOR EMPLOYMENT
☐ No. Continue to process applicant for employment

Guide for Evaluating MVRs for Current Drivers

- i. MVR indicates driver has a current valid license for vehicle(s) he or she is (are) driving:
☐ Yes. Continue to step 2.
☐ No. Immediately relieve employee of driving responsibilities.
Consider further action, such as:
 - disciplinary measures for failure to notify employer of license revocation or suspension;

- placing employee in a non-driving position; and/or
- processing license for renewal.

ii. MVR indicates violations:

- ___ Yes. Continue to step 3
- ___ No. Reorder MVR in one year

iii. MVR indicates one or more capital or major violations:

- ___ Yes. Consider strong disciplinary measures, such as: relieving employee of driving responsibilities; placing employee on probation; suspending employee without pay for a period of time; and/or terminating employee.

If you allow employee to continue driving, reorder MVR in six months.

- ___ No. Continue to step 4.

iv. MVR indicates no capital or major violations. However, three or more other violations appear during the last three years.

- ___ Yes. Driver training. Place employee on probation, or relieve employee of driving responsibilities. If you allow employee to continue driving, pend driver's file to order MVR in six months. Consider improving or reinforcing safe driving through driver skill development and training.

- ___ No. Reorder MVR in six months.

DRIVER HISTORY FORM (NEW HIRES ONLY)

Driver's Name (Print): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office Location: _____

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 36 months, please provide the following information:

Dates	State
From ____ to ____	_____
From ____ to ____	_____
From ____ to ____	_____

4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

5. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

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 years? Yes () No () If Yes, give explanation(s) and date(s):

7. Have you had your operator's license suspended, revoked or administratively restricted within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

8. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes () No () If Yes, list the date(s):

9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years? Yes () No () If Yes, list the date(s):

10. Have you been convicted of any other moving vehicle violations during the past three years? Yes () No () If Yes, list type(s) and date(s):

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

I authorize ***Village of Burr Ridge*** or 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 employed by or seeking employment with the ***Village of Burr Ridge***.

I understand that any misstatement of the facts on this form may be grounds for termination of employment or driving privileges. In the event that my MVR indicates that I am a "High Risk Driver" as defined in this policy, I understand that I may be subject to loss of driving privileges.

Driver's Name (Print)

Driver's Signature

Date

____ - ____ - ____
Social Security #

____ - ____ - ____
Date of Birth

Driver's License Number

Expiration Date

State

Important Note: Attach photocopy of both sides of driver's license

7. Driver Physical Fitness

The physical fitness of the driver will be considered before hiring and will be included in the post-offer medical evaluation. The physical qualifications will include both physical and mental conditions. The examining physician will be made aware of the physical and emotional demands placed on the driver. The examining physician will also be aware of the requirements of the job so that it can be determined if the applicant is qualified for the position.

8. Road Test/Driver Check Ride

Examinations and tests are ways not only to obtain information about drivers, but also provide information to drivers. A road test or driver check ride is one way to find out if drivers can do the job expected of them. The same type of equipment that will be assigned to the driver will be used in the test and the test should be long enough to cover a variety of situations. This test will not establish a passing or failing grade, but should indicate the driver's competent areas and weak points. This is suggested for positions that include operation of a motor vehicle as a primary responsibility, and should be conducted on an annual basis. (See Attachment #8 for sample Check Ride Form.)

B. DRIVER TRAINING

Each department should have written guidelines prepared on the proper care and operation of vehicles. All Village employees should be trained on safe driving habits through the use of the National Safety Council's Defensive Driving Course or other IRMA-approved defensive driving programs. The course should be given to each driver at least once every three years.

C. PREVENTIVE MAINTENANCE

Establishment of a preventive maintenance program for all Village vehicles is essential. Record jackets shall be maintained for all vehicles, including a log of all preventive maintenance as well as repairs.

D. VEHICLE INSPECTIONS (See Attachment #10)

Drivers should be expected to conduct a pre-trip and post-trip inspection of his/her vehicle and make a written report. The vehicle inspection should be done in an organized manner using a single, complete inspection method. Each Village of Burr Ridge vehicle operator should be taught how to correctly make a vehicle inspection and proper procedure on reporting defects in writing so that problems can be corrected accurately and quickly. Drivers should not operate any vehicle if it is determined to be hazardous. Every six months CDL vehicles require a safety lane certification and other vehicles get a complete inspection from Village of Burr Ridge mechanic or designated repair/maintenance facility.

E. RESPONSIBILITY FOR FLEET SAFETY

Department heads and supervisors have a responsibility to make sure that equipment is in proper working order. Once a supervisor has been informed that a safety problem either exists or has the potential to exist, he/she has the obligation and responsibility to see to it that the problem is corrected or immediately inform his/her department head, who in turn shall take action. If the matter cannot be resolved because of budget restraints, the equipment should be taken out of service, and the Village Administrator shall be notified.

1. Department Head
 - a. Required to adhere to all procedures outlined in this program.
 - b. Establish firm internal requirements for personnel to adhere to and frequently verify compliance.
 - c. Personally review findings of Accident Review Board and take all necessary steps to prevent a reoccurrence, including implementing appropriate corrective action.
 - d. Follow current disciplinary procedures to hold supervisors accountable for their responsibilities in administering the Fleet Safety Program for their employees.
 - e. Ensure that accountability standards are fairly and consistently applied through department.
 - f. Require that all required vehicle maintenance is completed in a timely manner.
 - g. Establish guidelines for periodic inspection of all vehicles.
 - h. Ensure that all department employees, including supervisors, are receiving appropriate driving training as required by this policy.
 - i. Review each accident determined to be preventable by the ARB with the appropriate supervisor and employee and confirm ARB recommendations will be followed.
2. Supervisor
 - a. Required to adhere to all procedures outlined in this program.
 - b. Ensure that all employees operating Village of Burr Ridge vehicles have a valid driver's license and acceptable MVR report within this policy's guidelines.
 - c. Confirm that no employee will operate a vehicle in which he/she has not met all operating requirements and can satisfactorily demonstrate complete familiarity with the vehicle and its functions.
 - d. Confirm each employee's driving competence through a check ride process in which findings are documented in writing.
 - e. Be alert in observing unsafe employee driving behaviors and make sure immediate corrective action is taken when necessary.

- f. Review all preventable vehicle accidents with employees and discuss corrective actions needed.
 - g. Hold all employees accountable for preventable accidents according to Village of Burr Ridge progressive disciplinary procedures.
 - h. Perform and document periodic check rides with all employees that operate vehicles. Use information from check rides to identify patterns of unsafe behavior for training purposes.
 - i. Implement policy that all unsafe vehicles are not operated until such discrepancies are corrected.
 - j. Confirm that all employees have received and have been briefed on this Fleet Safety Program and have signed the acknowledgement form.
3. Employees
- a. Required to adhere to all procedures outlined in this program.
 - b. Review Fleet Safety Program with supervisor and sign acknowledgement form once all questions have been addressed.
 - c. Conduct all required vehicle inspections for all vehicles operated and document findings.
 - d. Report all unsafe behavior or findings to the supervisor.
 - e. Continue to hold a valid license of the type needed to operate all required Village of Burr Ridge vehicles.
 - f. All employees operating a vehicle as a part of their job, either regularly or occasionally, are required to report immediately any suspension or revocation of their driver's license to department supervisor, who, in turn, will notify the Safety/Risk Management Department. Failure of an employee to report any change in license status will result in disciplinary action and/or even termination.
 - g. Report all vehicle accidents immediately to supervisor.
 - h. Use of Village of Burr Ridge vehicle is restricted to official Village of Burr Ridge business unless prior written approval is granted from the department head.
 - i. A "Driver" may not operate a "Motor Vehicle" at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
 - j. Comply with all required aspects of the Village of Burr Ridge Drug & Alcohol Testing Program.
 - k. Comply with all required local, state and federal motor vehicle regulations, laws and ordinances.
 - l. The "Driver" and ALL OCCUPANTS are required to wear safety belts when operating or riding in a "Motor Vehicle." The "Driver" is responsible to ensure all passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are

required to be secured in a Department of Transportation (DOT) approved child safety seat, unless more restrictive state requirements apply.

- m. Each “Driver” is responsible for ensuring that the “Motor Vehicle” is maintained in safe driving condition. At least daily, a walk-around safety inspection by the “Driver” is required.
- n. To push or pull another vehicle, or tow a trailer without authorization is prohibited.
- o. Do not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and when necessary.
- p. Each driver who operates his personal vehicle in service to the Village of Burr Ridge must present his supervisor with a valid certification of insurance. The certificate must evidence the following minimum insurance requirements:
 - 1. \$100,000 Bodily Injury Liability Per Person
 - 2. \$300,000 Bodily Injury Liability Per Occurrence
 - 3. \$100,000 Property Damage Liability; or
 - 4. \$300,000 Bodily Injury and Property Damage Liability Combined Single Limit
- q. Necessary inspections (other than casual observance) of streets, trees, signs, etc. will be made by a second person in the vehicle. Drivers will direct their full attention to driving only.
- r. Trailers or other towed equipment must be fastened securely to hitches. Safety pins and pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be inspected for operation and utilized as required.
- s. Trucks or trailers will not be overloaded or loaded in such a way that items being transported extend beyond the confines of the bed haphazardly. Items subject to being picked up by the wind or falling from the cargo bed must be secured by use of chains, ropes, straps or other means. Loads extending beyond the limits set by state law must be equipped with appropriate warning equipment.
- t. Loose objects such as tools, flashlights, soft drinks, lunches, etc. are not to be stored on vehicle dashboards, floorboards or wherever they might interfere with safe operation of the vehicle.
- u. No more than three persons will ride in the front seat of any vehicle. Where only single seats exist, only one person shall occupy each seat.
- v. No unauthorized persons will be allowed to ride in or operate vehicles.
- w. Employees must be aware and adhere to cell phone policy while driving.

F. CHECK RIDE PROGRAM - PUBLIC WORKS (Added 3-92)

1. Purpose

The Public Works Driver Training/Check Ride Program seeks to create a safe driving standard for employees. The program is designed to evaluate the driving skills of Public Works Department personnel.

2. Procedure

The Public Works Superintendent or Foreman will evaluate employees on criteria set forth on the Check Ride Evaluation Form (Attachment #8). Evaluations will be conducted once a year just prior to the snow plow season. **(Rev. 8-97)** The evaluation will last approximately 45-60 minutes during regular working hours. The completed evaluation form will be signed by both the Foreman and employee and forwarded to the Superintendent for review.

G. CHECK RIDE PROGRAM - POLICE DEPARTMENT (Added 3-92)

1. Purpose

To create a safe driving standard for employees.

2. Policy

The program is designed to evaluate the driving skills of Police Department sworn personnel.

3. Procedure

Shift Sergeants will evaluate subordinates on criteria set forth on the IRMA Check Ride Evaluation Form (Attachment #9).

- a. Evaluations will be conducted twice a year. **(Rev. 8-97).**
- b. The evaluation will last approximately 45-60 minutes during regular patrol duties.
- c. The completed evaluation sheet will be signed by both the Sergeant and subordinate and forwarded to the Chief of Police.

H. BACKING PROCEDURES

Whenever a driver is forced to drive a vehicle in reverse, they face an extra challenge. Due to the difficulty of the task and the increased incident/accident exposure arising from backing, the following safe backing practices should be strongly adhered to:

1. Plan and drive your routes to avoiding backing situations whenever possible. Also, park where you will not need to back out of the parking space.

2. Backing of vehicles which do not allow a clear view will be done with the assistance of a guide or spotter. A second person in the vehicle will get out, standing to the side of the vehicle, and guide the operator using the appropriate hand and voice signals. If alone, the operator will get out of the vehicle and inspect the area immediately behind vehicle before backing. Employees or other persons in the area should be asked to assist. Do not back a large vehicle without assistance unless absolutely necessary.
3. Use all mirrors prior to backing – left, right, rear and any others that the vehicle may be equipped with.
4. Turn your head and shoulders to obtain a clear view through the rear window. Move your right arm off the steering wheel to the seat back to the right. Remain turned during backing, with the exception of briefly turning to check clearance of front corner of vehicle.
5. If you miss a turn at an intersection, don't back around a corner to change direction. Instead, drive around the block. The extra few minutes might prevent a vehicle accident.
6. When backing over a sidewalk and into a street, stop at the sidewalk and make sure there are not small children playing close by. Stop again at the curb to make one last check on traffic before backing into the street.
7. Remember that, when backing, a turn of the steering wheel turns the front of the vehicle in the opposite direction. While backing, the front tires should be in line with the back wheel until the objects on each side have cleared the front bumper. Before backing into an unfamiliar area, get out and look for stakes, holes, and small poles.
8. If there is a remote possibility of a blind spot, get out and look before you have an accident.
9. Remember, if in doubt, get out and view the situation for hazards.

I. VEHICLE BREAK-DOWN PROCEDURES

If a vehicle operator experiences mechanical difficulties during the operation of a Village of Burr Ridge vehicle, the following actions should be taken to prevent vehicle damage and/or injury to the driver or general public.

1. If the vehicle can be safely driven, return to the Village of Burr Ridge garage or vehicle storage area.
2. If continued operation is impossible or hazardous, the following steps should be followed:
 - a. Call fleet services immediately to notify supervisor of problems/request assistance.

- b. If possible, move vehicle out of the flow of traffic and to the curb side or into a nearby parking lot.
- c. Raise the hood and turn on emergency four-way flasher, if so equipped.
- d. If unit is equipped with rotating yellow flashing light, turn it on.
- e. Put out flares, safety cones, or triangular marker if available. Warning devices should be placed behind the disabled vehicle to provide sufficient warning to approaching traffic. This is required of all CDL license required vehicles and encouraged for all other types of Village of Burr Ridge vehicles.
- f. Lock unit.
- g. If unit is in traffic flow, i.e., state, county, or main artery right-of-way, call police and request protection.

VI. OCCUPATIONAL ILLNESS AND INJURY CONTROL

A. PRE-PLACEMENT PHYSICAL EXAMINATIONS

The purpose of physical examinations is to determine whether or not the applicant's or employee's physical fitness is consistent with the job's physical requirements. It is the policy of this Village that every newly-hired or rehired employee will be required to submit to an employment medical examination prior to being placed on the payroll to determine whether the employee is physically and/or mentally fit. (See **Recruitment Procedures Manual** for further information.)

Subsequent physical examination may be required in the following instances:

1. An injured employee who has recently received medical attention must have medical approval before he/she returns to work.
2. An employee who has been absent from work for more than three consecutive days may be asked to have medical authorization before he/she returns to work.
3. When there is reasonable cause to believe that an employee is physically or mentally unable to perform the duties of his/her position, he/she may be required to submit to a medical examination.

The results and findings of the pre-placement physical examination shall be treated as confidential. Information shall not be provided to anyone outside the normal processing agencies involved in hiring an individual without the individual's expressed consent in writing.

B. TREATMENT FOR SICK OR INJURED EMPLOYEES (Rev. 5/06)

1. All injuries or illnesses, regardless of how minor, shall be reported, and the supervisor, when appropriate, shall send the injured employee to seek first aid or medical treatment from a doctor.
2. If the doctor to whom the employee has been sent for treatment determines that the employee is unable to return to his/her regular job but can perform a major part of the job without aggravating his/her injury, such assignment can be made upon request to the supervisor for approval by the department head.
3. The family of an employee who is severely ill or injured shall be notified promptly by the proper authority.
4. The Safety Director and department head shall be notified immediately of all disabling and possibly disabling injuries.
5. False On-the-Job Claim: An individual injured while off duty who falsely claims an on-the-job or an individual who collaborates a false claim is committing a

misdemeanor and shall be subject to the full penalties as provided by law as well as disciplinary action as stipulated in the Village Personnel Manual.

6. Doctor and Prescription Bills: After a treatment for an on-the-job injury, bills for medical treatment and medicine are normally sent directly to the Village of Burr Ridge for payment. On occasion, however, medical providers send these bills to the employee. If this occurs, it is important not to ignore these bills but to forward them to the Claims Coordinator for processing.
7. In some cases, injuries occurring at work are not found to be arising "out of and in the course of employment." The Village does not determine the validity of a Worker's Compensation claim. All information is transmitted to IRMA for review. No bills will be paid until the incident has been investigated and found to be valid.

C. FIRST AID/CPR POLICY (Added 3-18)

1. INTRODUCTION

An accident or sudden illness may cause an emergency which necessitates immediate first aid/CPR, and subsequent medical attention. Our [Fire Department/District] is well equipped to handle all emergencies and life threatening problems.

In the case of a medical emergency, you or your supervisor should contact them immediately. This can be done by dialing 9-11 from any phone. The person calling should be ready to describe of the situation and give the location of the emergency. If possible, determine the nature of the illness or complaint from the patient; what medication, if any, was taken, and the patient's doctor's name. This can save valuable time. Have someone direct them to the emergency scene upon arrival.

Training will be made available to all administrative and public works staff, but is not mandatory. We encourage that all supervisors and/or at least one individual in each major department/division become and maintain certification in both CPR and First Aid. On the other hand, public safety personnel, i.e., sworn police officers, fire fighters and EMT/paramedics, shall become and remain certified in both CPR and First Aid as mandated by applicable statute(s). All other personnel within these departments shall, at minimum, adhere to the above outlined practice for administrative and public works staff.

2. TREATMENT OF INJURIES

Only qualified personnel should treat someone during a medical emergency. Take appropriate first aids action only to the degree you are trained. Protect yourself, if necessary, by using personal protective equipment, for example, gloves, mouth shield, etc. Help the ill or injured person remain calm by assuring them that help is on the way. When help arrives, be ready to assist.

3. MEDICAL DISORDERS

If you have a medical condition that could require emergency medical treatment, it is suggested you discuss this matter, confidentially, with your supervisor or with a co-worker. Make sure he/she knows how to help you if you cannot help yourself.

When someone is injured or suddenly becomes ill, there is usually a critical period before you can get medical treatment and it is this period that is of the utmost importance to the victim. You owe it to yourself and your coworkers to know and to understand procedures that you can apply quickly in an emergency.

4. BASIC FIRST AID TIPS

- Make sure your organization has first aid kits located in all departments. Tailor your supplies to fit your particular needs. Supplies need to be clearly marked and readily available in an emergency. Also, make sure your kit is unlocked to provide easy access.
- Before assisting a victim, protect yourself first. Assess the scene and determine the prevalent hazards, if any. Whenever possible, wear gloves to protect yourself from blood and other bodily fluids.
- When an emergency occurs, make sure the tongue does not block the victim's airway and that the mouth is free of any secretions and foreign objects. It's extremely important that the person is breathing freely. And if not, you should administer artificial respiration promptly.
- See that the victim has a pulse and good blood circulation as you check for signs of bleeding. Act fast if the victim is bleeding severely, swallowed poison or his heart or breathing has stopped. Remember every second counts.
- It's vitally important not to move a person with serious neck or back injuries unless you have to save him from further danger. If he has vomited and there is no danger that his neck is broken, turn him aside to prevent choking and keep him warm by covering him with blankets or coats.
- Have someone call for medical assistance while you apply first aid. The person who summons help should explain the nature of the emergency and ask what should be done pending the arrival of the ambulance. Reassure the victim, and try to remain calm yourself. Your calmness can relieve the fear and panic of the patient.
- Don't give fluids to an unconscious or semiconscious person. Fluids may enter his windpipe and cause suffocation. Don't try to arouse an unconscious person by slapping or shaking.
- Look for an emergency medical identification card or an emblematic device that the victim may be wearing to alert you to any health problems, allergies or diseases that may require special care.

- Heart Attacks. Try to keep the person comfortable and calm until help arrives. If the patient has medications they are taking, have them available when firefighters arrive.
- Serious Injuries. Do not move a seriously injured victim. Cover them with a blanket to keep them warm.
- Treating Shock. Have the person lying down, preferably not on the bare ground. Do not give them anything to eat or drink. Elevate the legs slightly if there are no head or back injuries and keep them warm.
- Bleeding. Stop bleeding by placing hand over the wound and applying direct pressure, if possible, use a clean sterile cloth. Elevate the injured part above the level of the heart.
- Minor Burns. Treat with cool water over the burn, and then cover with a sterile dressing.

D. INTERACTION OF MEDICATION

An employee taking strong or multiple medication which causes dizziness, blackouts, drowsiness, double vision, impaired judgment or other abnormal reactions shall not attempt to work, nor shall a supervisor allow him/her to work until treatment is complete and the effects of the medication have dissipated. Multiple medication sometimes affects an individual's ability to act and perform normally. When this is evident, the individual shall be required to consult with his/her physician for an adjustment in medication. See **Substance Abuse Policy** for further explanation.

E. INTOXICATION OF EMPLOYEES (See Substance Abuse Policy)

An employee reporting to work or already on duty who exudes an odor of alcohol and/or drugs or is under the influence of alcohol or drugs shall be suspended immediately with pay until a thorough investigation is made by his/her supervisor. No employee while on duty shall imbibe in any intoxicating beverage, narcotics, or controlled substances. Upon evaluation of the facts and confirmation of a violation of work rules, the employee may be disciplined in accordance with the **Substance Abuse Policy**.

F. EMPLOYMENT DURING ABSENCE FROM DUTIES

An employee who is absent from his/her duties because of illness or injury, whether on disability leave, accident compensation time, or leave without pay, shall not work during this period outside his/her Village employment.

VII. WELLNESS COMMITTEE

(Added 4/15)

The Village of Burr Ridge recognizes that the Village's most valuable resource is its employees and that the health and wellness of our employees has a direct impact on the continued success of the Village. Wellness is about more than just physical health. It encompasses career, social, financial and community aspects as well. To this end, an employee Wellness Committee has been created and will function as an advisory body to develop and recommend programs and policies relative to employee wellness.

A. RESPONSIBILITIES

1. Develop a mission statement and measurable goals, based on a well-being approach.
2. Conduct annual Health Screenings/Health Assessments, which shall include measuring height, weight, BMI and body fat, checking blood pressure, taking a Panel C blood test, and conducting a personal Health Assessment for each participant.
3. Conduct annual surveys to determine interest in other programs not already in place.
4. Create "Action Based" programs, such as a Walking Club with individual progress tracked, Lunch & Learn Workshops, on-site Exercise/Fitness Room with individual progress tracked.
5. Arouse and maintain the interest of employees by providing periodic reminders to employees that an annual medical physical is covered by the Village's HMO health insurance and should be consistently scheduled with their primary care physicians.

B. MEMBERSHIP

1. The Wellness Committee shall consist of two employees from each department.
2. The Village Administrator shall be designated as Chairperson of the Wellness Committee.

C. MEETINGS

1. The Wellness Committee shall meet at least four times per year.
2. A Wellness Committee quorum must consist of at least 4 employees.

D. EAP PROGRAM

In keeping with the Village's policy of being supportive to employees who may have personal problems and promoting rehabilitation in case of alcohol or substance abuse, the Village will offer, at no cost to all full-time employees, an Employee Assistance Program, which is provided through our life insurance company, The Standard Insurance Company. You can access the EAP online at www.horizoncarelink.com or by phone at (888) 293-6948. At a minimum, the Employee Assistance Program will provide the following services:

- Supervisory training and guides on how to identify and refer problem employees to the EAP;
- Presentations and training programs for employees;
- Employee counseling and follow-up sessions;
- 24 hours a day, seven days a week service;
- Counselors who are licensed and degreed professionals;
- Monthly EAP newsletters emailed to employees; and
- Other services as may be deemed necessary.

E. REQUIREMENT TO SUBMIT TO A MEDICAL EXAMINATION

An employee may be required to submit to a medical examination when management reasonably believes, based on objective evidence, that the employee is unable to perform essential job functions or the employee will pose a direct risk to self or others.

VIII. ILLINOIS DEPARTMENT OF LABOR
HEALTH AND SAFETY INSPECTION COMPLIANCE
(Rev. 3-18)

Effective January 28, 1987, the Illinois Health and Safety Act requires all public sector employers to comply with OSHA safety standards and recordkeeping adopted and enforced by the Illinois Department of Labor.

A. PURPOSE/SCOPE (Added 3-18)

This policy will describe the responsibilities and action to take in complying with the Occupational Safety and Health Act record keeping requirements.

The Occupational Safety and Health Act is intended to assure safe and healthful working conditions for employees by enforcement of safety standards. Employers are required to furnish a place of employment free from recognized hazards and to comply with safety and health standards established under the Act. The State Office of Occupational Safety and Health Administration (IOSHA), under the Department of Labor (DOL), administers the Act. It conducts periodic inspections, investigates complaints by employees or their representatives, issues citations and assesses penalties. All of these burdens are placed upon the employer. All employees must comply with standards, rules and regulations that apply to their job. The Illinois Department of Labor (IDOL), Division of Safety Inspection and Education, covers all Illinois public employers and their employees.

The Safety Coordinator shall be responsible for ensuring compliance with all requirements of the OSHA Act, including maintaining the required records and files.

B. REPORTING REQUIREMENTS (Added 3-18)

OSHA requires that Employers report work-related **fatalities within 8 hours** of finding out about them. For any **inpatient hospitalization, amputation, or eye loss** employers must report the incident **within 24 hours** of learning about it. Employers only have to report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work-related incident.

Employers have three options for reporting the event:

- By telephone to the nearest OSHA Area Office during normal business hours.
- By telephone to the 24-hour OSHA hotline at 1-800-321-OSHA (6742).
- Electronically to www.osha.gov

Employers reporting a fatality, inpatient hospitalization, amputation or loss of an eye to OSHA must report the following information:

- Establishment name
- Location of the work-related incident
- Time of the work-related incident

- Type of reportable event (i.e., fatality, inpatient hospitalization, amputation or loss of an eye)
- Number of employees who suffered the event
- Names of the employees who suffered the event
- Contact person and his or her phone number
- Brief description of the work-related incident

C. RECORD KEEPING (Added 3-18)

The Illinois Form 45, "Employers First Report of Injury and Illness," or OSHA Form 301, "Injuries and Illnesses Incident Report," must be completed for all OSHA recordable injuries or illnesses. A copy must be maintained at the municipal offices in the workers' compensation file, along with the OSHA 300 log. Retain all OSHA records for five (5) years. [Note: for exposures and hazmat related incidents, all related documents must be maintained for 30 years. IRMA keeps records for seven (7) years from date of closure only.]

The OSHA Form 300 Log of Work-Related Injuries and Illnesses (see Appendix C) will be maintained at the Village of Burr Ridge offices and kept accurate within seven (7) working days of receiving information. The log must be retained for five years following the year to which it relates. [Note: Departments that are not located on property contiguous to the administrative offices shall maintain an OSHA 300 log on their premises for their employees.]

OSHA Form 300, Log of Work-Related Injuries and Illnesses, will be maintained throughout the calendar year and the columns totaled at the end of each calendar year. The completed summary [OSHA Form 300A – See Appendix D] must be posted in a place accessible to employees from February 1 to April 30 of the year following the recorded year. Retain all OSHA Form 300s for five (5) years following the end of the calendar year to which they relate.

D. OSHA (IDOL) COMPLIANCE INSPECTIONS (Rev. 3-18)

Effective January 28, 1987, the Illinois Health and Safety Act requires all public sector employers to comply with OSHA safety standards and record keeping requirements. The OSHA regulations have been adopted and are enforced by the Illinois Department of Labor (IDOL).

The following procedure should be observed upon the arrival of an Illinois Department of Labor (IDOL) Inspector who performs an unannounced safety inspection.

1. The receptionist should notify the Village Administrator. It will be the Village Administrator's responsibility to alert department heads, to arrange for inspection of the targeted area(s), and to accompany the inspector throughout the inspection.

2. In the absence of the Village Administrator, the receptionist should attempt to contact the Public Works Director. If the PW Director is also not available, the receptionist should contact the Police Chief to coordinate the inspection.
3. The IDOL Inspector will outline the scope of the inspection and the records to be reviewed. Records are required to be made available for review within four (4) hours of request. This time frame may be modified by the Inspector and thus followed accordingly. A cooperative, not adversarial stance is required. Objections to the process or refusal to permit entry could result in the Inspector securing a warrant.
4. The Inspector must be provided personal protective equipment (PPE), if the situation calls for it. It is important to require the Inspector to wear all necessary PPE. Do not be intimidated or hesitate to do so. Otherwise, it may result in a citation(s) being issued unnecessarily. Record all PPE utilized and reason(s) for use.
5. The Inspector may request employee input in private during the inspection. The Inspector may take photographs or material samples. Please note all employees interviewed, but at no time are you to discuss or question them about what the Inspector discussed or responses that they had provided. Also, take pictures of everything the Inspector does and note all items taken/requested to review. If possible, keep copies of all given to the Inspector.
6. Observed minor violations should be corrected in the course of the inspection, if possible. Usually, the Inspector will allow time to correct citations at the time of inspection. It may be necessary to request permission or indicate that certain items could be corrected and verified at a later time during the inspection, since the Inspector may not volunteer this option.
7. During a closing conference, the Inspector will review any violations. Employee representation at this conference may be requested by the Inspector or the Village. At the conclusion of the closing conference, ask the Inspector when we could anticipate receipt of their official report; but, in no way should this prevent corrective action to begin immediately. Staff shall review the official report at both the next staff meeting and call for a special meeting of the Executive Safety Committee upon receipt.
8. The Village Administrator, through department heads, will be responsible to correct violations as determined in the closing conference. A written response is normally required within 30 days of receipt of the Inspector's official report of violations. Our letter shall indicate action(s) taken and or proposed to be taken. This will vary on type and number of violation(s), and copies of all relevant documents, i.e., receipts, invoices, training records including course curriculum, pictures, etc., should be attached, if possible, and, again, this will vary on type and number of violation(s). Counsel shall review this response and all materials prior to being mailed to the Inspector.

9. Department heads, particularly public works and police, should ensure that administrative personnel are aware of the preceding information and are prepared to assist in the event of an inspection. A copy of this policy shall be provided to all administrative personnel and included in the Village's Employee Personnel and/or Safety Manual.
10. A Report of Regulatory Visit form (see Attachment 12) should be completed within 48 hours by the Village Administrator and forwarded to our risk management agency, the Intergovernmental Risk Management Agency (IRMA), via mail or fax, no later than 5 working days.

~~The following procedure should be observed upon the arrival of an Illinois Department of Labor Inspector to perform an unannounced safety inspection:~~

1. ~~The receptionist should notify the Village Administrator. It will be the Village Administrator's responsibility to alert Department Heads to arrange for inspection of the targeted area(s) and to accompany the inspector throughout the inspection.~~
2. ~~In the absence of the Village Administrator, the receptionist should attempt to contact, in the following order, personnel to coordinate the inspection:~~
 - a. ~~Director of Public Works~~
 - b. ~~Police Chief~~

~~The inspector will outline the scope of the inspection and the records to be reviewed. A cooperative, instead of an adversarial, stance is expected. Objections to the process or refusal to permit entry will probably result in the inspector securing a warrant. The inspector must be provided protective equipment if the situation calls for it. The inspector may request employee input in private during the inspection. He/she may take photographs or material samples. **Observed minor violations should be corrected in the course of the inspection, if possible.**~~

~~A closing conference with the inspector will review any violations. Employee representation at this conference may be requested by the inspector or the Village.~~

~~The Village Administrator will be responsible for correcting violations as determined in the closing conference.~~

~~Department heads, particularly Public Works and Police, should ensure that administrative personnel are aware of the preceding information and are prepared to assist in the event of an inspection.~~

IX. REPORTING REGULATORY VISITS

(Added 8-97)

All regulatory visits by any governmental agency, such as Federal, State (IDOL, IDOT, IEPA), County or City inspectors, must be reported to IRMA's Loss Control Committee within 5 working days of the visit. IRMA's Loss Control staff has developed a form (Attachment #12) that is to be used in reporting this information. IRMA then utilizes this information to capture individual and collective regulatory visitation experience of the IRMA organization. By capturing and sharing the information, the IRMA organization will benefit by knowing which regulatory agencies are visiting, what they are focusing on, types of citations, etc., and therefore, assure that its programs, policies and procedures remain on target.

The IRMA Loss Control Department will provide both qualitative and quantitative analysis of the information. Alerts and advisories to the membership will be provided as the collected information indicates. A quarterly summary of this regulatory information will be provided via Lotus report and summarized in the Annual Risk Management Report.

Submission of this report after each regulatory visit is now required.

X. TOXIC SUBSTANCES RIGHT-TO-KNOW TRAINING
HAZARD COMMUNICATION POLICY (GHS Compliant)
(Rev. 8-97) (Rev. 3-18)

A. POLICY

As part of the overall safety and health program at the Village of Burr Ridge, this chemical hazard communication program has been established. The Hazard Communication Program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, title 29 code of federal Regulations 1910.1200.

This program applies to all work operations within the Village where an employee may be exposed to hazardous substances under normal working conditions or during an emergency.

B. SCOPE

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of the chemicals with which they work, and safe handling procedures and measures employees can take to protect themselves from these chemicals. Employees will also be informed of the chemical hazards associated with non-routine tasks.

The Village has established a list of all known hazardous chemicals within the organization, and will update the list as necessary. Corresponding Safety Data Sheets (SDS) are also maintained for each chemical.

A copy of this program is available to all employees.

C. HAZARDOUS CHEMICALS DEFINITION

The definition of "hazardous chemicals" as provided by OSHA is "any chemical which is a physical hazard or health hazard."

Chemical physical hazard characteristics include substances which are:

1. Explosive
2. Flammable
3. Oxidizers
4. Self-reactive
5. Pyrophoric
6. Self-heating
7. Organic peroxides
8. Corrosive to metal
9. Gas under pressure
10. Emits flammable gas

Chemical health hazards include substances which may cause:

1. Acute toxicity
2. Skin corrosion or irritation
3. Serious eye damage or eye irritation
4. Respiratory or skin sensitization
5. Germ cell mutagenicity
6. Carcinogenicity
7. Reproductive toxicity
8. Specific organ toxicity
9. Aspiration hazards

Further explanation can be found within the OSHA Hazard Communication Standard.

D. HAZARD COMMUNICATION PROGRAM

The Village's Hazard Communication Program includes the following information:

1. A list of hazardous chemicals known to be present in the workplace.
2. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
3. Safety Data Sheets (SDS's) for known hazardous chemicals in the workplace.
4. Methods used to provide employee information and training.
5. Methods used to inform employees of hazards of non-routine work.
6. Methods used to when contractors are on-site and/or when contractors bring chemicals on-site.

The Hazard Communication Program is available for review by all employees upon request.

E. LABELING

Department heads have the responsibility to identify all known hazardous chemicals present in their respective work areas and these chemicals must display, in English, a precautionary label stating:

1. Product identifier
2. Signal word(s)
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)
6. The name and address of the manufacturer, importer, or other responsible party

In the event of an improperly labeled hazardous chemical container, a proper label will be requested from the supplier. Failure of a supplier to correct labeling deficiencies within 60 days may result in suspension of use of the product.

No labels on incoming chemicals shall be defaced in any way. Any employee identifying defaced or illegible labels must immediately report the information to a supervisor so that appropriate labels can be applied.

F. PORTABLE CONTAINERS

All portable containers of hazardous chemicals require labeling. (A portable container is one that is used to hold a chemical that has been transferred from its original container). The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container and are intended only for the immediate use by and remain in the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the supervisor is responsible to see that labeling is completed.

G. LABELING UPDATES AND REVIEW

Department heads are responsible for reviewing the labeling system periodically and updating if necessary. Changes to the labeling system will be communicated to affected employees.

Employees who have questions about the precautionary labeling system should contact their supervisor.

H. SAFETY DATA SHEETS (SDS)

SDS's are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. SDS's are written in English and contain the following sections:

1. Product Identification;
2. Hazard(s) identification;
3. Composition/information on ingredients;
4. First-aid measures;
5. Fire-fighting measures;
6. Accidental release measures;
7. Handling and storage;
8. Exposure controls/personal protection;
9. Physical and chemical properties;
10. Stability and reactivity;
11. Toxicological information;

12. Ecological information;
13. Disposal considerations;
14. Transport information;
15. Regulatory information; and
16. Other information, including date of preparation or last revision.

Each Department Supervisor is responsible for obtaining SDS's for their department. A SDS should be available for every hazardous chemical listed on the inventory list. In the event a SDS is not available, the supervisor will use the following procedures to obtain SDS's:

1. The supplier will be contacted and all correspondence and communication documented as proof of effort to comply.
2. If a supplier does not satisfy the request within 30 days, a second request for a SDS should be sent to the supplier.
3. If the supplier does not satisfy the second request within 30 days, the supervisor will remove the chemical from use until the SDS is obtained.

Department heads are responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be communicated so appropriate measures can be taken to properly inform affected employees.

If deficiencies exist or additional information is needed concerning SDS's, the chemical manufacturer or supplier will be contacted to obtain necessary information.

Department heads are responsible for maintaining the SDS's.

The SDS's for chemicals and the chemical inventory list shall be maintained in a binder or file titled "Safety Data Sheets". These shall be accessible to employees during each work shift.

If SDS's are not available or new chemicals in use do not have SDS's, employees should immediately contact their supervisor.

Department heads will maintain a master copy of the SDS's and inventory list.

Where hazardous materials are generated as by-products of operations, such as carbon monoxide in excess of 50 PPM (TWA), an SDS will be provided in the appropriate SDS files.

Department heads must approve all new/trial chemicals before use by employees. SDS's must be reviewed before the chemical is used. All employees must inform their supervisor upon ordering or receiving new chemicals.

The Village relies upon the hazard determination and SDS supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.

Department heads will evaluate the hazards of consumer products. Employees who have questions about SDS's should contact their supervisor.

I. EMPLOYEE TRAINING

Effective employee training and education is the most critical component of a hazard communication program. A properly conducted training program will ensure that employees are aware of hazards in the workplace and the appropriate control measures to protect them. Department Supervisors will coordinate the employee training and education program for their department.

The training plan will emphasize these items:

1. A summary of the OSHA Hazard Communication Standard.
2. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as visual appearance, odor, or other monitoring.
3. A chemical's physical properties (i.e.: flash point, reactivity), methods that can be used to detect the presence or release of chemicals, and the potential for mishandling of chemicals (i.e.: potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (i.e.: personal protective equipment required, work practices and methods to ensure proper use in handling of chemicals and procedures for emergency response) and work procedures to follow to ensure protection when cleaning hazardous chemical spills and leaks.
6. The location of SDS's, how to read and interpret the information on both labels and SDS's and how employees may obtain additional hazard information.

Department Supervisors or their designee will periodically review the employee training program. Retraining is required when a hazard changes or when a new hazard is introduced into the workplace, but it will be the organization's policy to provide training as needed to ensure the effectiveness of the program.

Employees that are re-assigned or transferred to other work areas will undergo a review of specific hazard training in their new work area. Department heads are responsible for scheduling and ensuring that this retraining session is conducted and initiated in a new work area. New employees will be trained at the time of initial employment and prior to handling hazardous chemicals.

J. NON-ROUTINE WORK

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work may include but are not limited to:

1. Welding and cutting operations;
2. Tank/container cleaning;
3. Accident scene clean-up;
4. Intensive maintenance activities;
5. Using internal combustion engines in enclosed areas.

The following procedures will be used when employees perform non-routine work:

1. The supervisor will determine the need for non-routine work and the hazards associated with the work.
2. The supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures to follow.
3. Employees share in the responsibility by ensuring their supervisor knows that non-routine work will be performed.
4. Employees should contact their supervisor with questions concerning non-routine work.

K. CONTRACTORS

The Village on occasion may enlist the services of an outside contractor. In these instances, the Village shall communicate the potential chemical exposures to the contractor working at the Village-owned site and the contractor must communicate the chemical exposures they may expose the Village's employees to during contractor directed projects. Furthermore, the Village and the contractor shall provide each other with access to the SDS and labeling information for these chemicals.

The Village communicate to the contractor that the contractor must meet the requirements of 29 CFR 1910.1200 as a condition of the project.

L. PROGRAM REVIEW

The Village will periodically review the Hazard Communication Program and update the program as needed.

~~The purpose of this policy is to establish procedures for our municipality to comply with the O.S.H.A. Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDSs, by ensuring that containers are labeled and by providing our employees with training.~~

~~This program applies to all work operations where employees may be exposed to hazardous substances under normal working conditions or during emergency situations.~~

~~The safety coordinator is the program coordinator and has overall responsibility for the program. The safety coordinator will review and update the program as necessary. The written program will be kept at each location with the MSDS file and~~

~~may be reviewed or copied by any employee. The department head has direct responsibility for departmental implementation of this program.~~

~~Under this program employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to be taken to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.~~

~~B. SUPERVISORS ARE RESPONSIBLE FOR:~~

- ~~1. Insuring that all Hazardous Substance containers are labelled.~~
- ~~2. Requesting a MSDS every time a Hazardous Substance is purchased.~~
- ~~3. Maintaining a MSDS file for all such Hazardous Substances.~~
- ~~4. Training all new employees on the Right-To-Know and Hazardous Substances requirements.~~

~~C. DEPARTMENT HEADS ARE RESPONSIBLE FOR:~~

- ~~1. Requiring local supervisors to maintain all O.S.H.A. Injury and other compliance records.~~
- ~~2. Performing formal WALK-THRU safety inspections as part of monthly activities with particular emphasis on detecting hazardous material violations.~~
- ~~3. Training employees and documenting compliance with the Hazardous Substance/Right-To-Know regulations.~~

~~D. LIST OF HAZARDOUS CHEMICALS~~

~~Each department head will make a list of all hazardous chemicals and related work practices used in their facility, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in our work areas. A separate list is available for each location and is available there. Each list shall also identify the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by and is available from the Safety Coordinator.~~

~~E. MATERIAL SAFETY DATA SHEETS (MSDSS)~~

~~MSDSS provide the specific information concerning the chemicals used. The department head will maintain a binder in his office with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be a fully completed O.S.H.A. Form 174 or equivalent. The department head will ensure that each work site maintains an MSDS for hazardous materials at that location. MSDSS will be made readily available during all shifts.~~

~~The Safety Coordinator, through the purchasing department, is responsible for acquiring and updating MSDSs. Central purchasing will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurements for the municipality must include a demand for an MSDS. A master list of MSDSs is available from the Safety Coordinator.~~

~~The department head will use central purchasing to order any hazardous substances whenever the potential exists for an MSDS for the material would be required. Central purchasing will include a requirement on the purchase order that the manufacturer/supplier furnish an MSDS with delivery of the material.~~

~~F. LABELS AND OTHER FORMS OF WARNING~~

~~The department head will ensure that all hazardous chemicals at the location are properly labeled and updated, as necessary. Labels will list (at least) the chemical identity, appropriate hazardous warnings, and the name and address of the manufacturer, importer or other responsible party.~~

~~If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. Written materials (MSDS) that correspond with labeled containers will be made readily available to you during your work shift.~~

~~If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled, but their contents will be described in training sessions.~~

~~If an employee discovers an unlabeled container that he/she suspects might contain a hazardous substance, he/she should immediately advise the department head. The department head shall review the container's labels and the MSDS for that substance. If appropriate, he/she shall prepare a hazardous substance label for that container.~~

~~G. NON-ROUTINE TASKS~~

~~When employees are required to perform hazardous non-routine tasks (e.g. cleaning tanks, entering confined spaces, etc.), a special training session will be conducted regarding the hazardous chemicals to which the employee might be exposed and the proper precautions to take to reduce or avoid exposure.~~

~~H. TRAINING~~

~~Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals either by the Safety Coordinator or department head. A program that uses both audio visual materials and classroom type training shall be prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information~~

~~presented in the initial training. Foremen and other supervisors will be trained regarding hazards and appropriate protective measures so they will be able to answer questions from employees and provide daily monitoring of safe work practices.~~

~~The training plan will emphasize these items:~~

- ~~a. Summary of the standard and the written program.~~
- ~~b. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.~~
- ~~c. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).~~
- ~~d. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.~~
- ~~e. Procedures to protect against hazards (e.g., personal protective equipment required, proper use and maintenance, work practices or methods to assure proper use and handling of chemicals).~~
- ~~f. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.~~
- ~~g. Instruction on how to read and interpret the information on both labels and MSDSs and how employees may obtain additional information.~~

~~The Safety Coordinator and/or department head will review employee training programs and determine retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be municipal policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the Safety Coordinator will obtain input from employees regarding the training they have received and their suggestions for improving it.~~

~~I. CONTRACTOR EMPLOYERS~~

~~The Safety Coordinator and/or department head will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform these individuals of the location and availability of MSDSs. Each contractor bringing chemicals on-site must provide the Village with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.~~

J. ~~ADDITIONAL INFORMATION~~

~~All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from the Safety Coordinator's office or their supervisors.~~

K. ~~TRAINING SCHEDULE~~

- ~~1. All new employees shall be given the above mentioned training as a part of their "orientation."~~
- ~~2. All full-time employees shall be given "Right-To-Know" Act training annually thereafter.~~
- ~~3. Employees who complete the aforementioned training should sign the employee Training Completion form (Attachment #7).~~

~~NOTE: A video tape is available from the IRMA offices on toxic substance training to supplement training.~~

XI. SELF-INSPECTION PROGRAM
(Added 3-92)

A. PUBLIC WORKS DEPARTMENT INSPECTIONS

1. Purpose

The Self-Inspection Program seeks to prevent harm to persons and property by identifying through daily observation and monthly inspections existing or potential hazards, reporting them to the proper personnel and taking appropriate action to correct or prevent the hazards.

2. Procedure

a. General Self-Inspection

Safety inspections shall be formally conducted on a monthly basis in each department. The inspection shall be conducted by the person appointed to represent the department or area at the Employee Safety Committee. If the active member is absent, or otherwise unavailable to conduct the inspection, the Department Head shall appoint another employee who shall submit to the Safety Committee a completed inspection report as described below.

The inspection should be conducted with an emphasis on the condition of facilities, tools, equipment, machines and people acting in the work environment. It should include such areas as:

- Good housekeeping
- Use of protective equipment
- Adherence to published departmental safety rules
- Proper storage of flammable liquids
- Proper maintenance of electrical equipment, power tools, hand tools, electrical cords, etc.

(1) Inspection Report

The employee assigned the duty of conducting monthly inspections shall use the Safety Inspection Form (Attachment #10) designed for use in the area that will be inspected.

Each item on the form shall be inspected and shown on the form as being either "satisfactory" or "unsatisfactory." Unsatisfactory items, unless they are of a very minor nature, should be brought to the immediate attention of either the Department Head or the Safety Director.

In addition to identifying a particular item as being unsatisfactory, the inspector should whenever possible, recommend how the condition can be remedied and include a cost estimate for the remedy.

(2) Written and Oral Reports

The Safety Inspection Form shall be approved by the Public Works Superintendent and submitted monthly to the Safety Director. If any deficiencies exist, the inspection form shall be accompanied by an oral report made at the monthly Safety Committee Meeting.

(3) Corrective Action

Upon being notified that an unsatisfactory condition was identified during an inspection, the person so notified shall have the condition corrected within a reasonable time as is determined by the severity of the condition.

b. Fire Safety Inspection

The Safety Director shall designate two employees who shall conduct monthly **(Rev. 8-97)** fire safety inspections as set forth below:

- Condition of the general sprinkler system
- Visual check of all locked sprinkler control valves
- Condition and accessibility of portable fire extinguishers
- General order and neatness
- Flammable liquid storage and handling
- Compliance with welding procedures
- Proper storage arrangement including adequate clearance for sprinkler heads
- Sprinkler water flow alarm testing

Fire Safety Inspection forms must be approved by the Public Works Superintendent and submitted to the Safety Director after each inspection. The Safety Director shall review the results and take action within reasonable time to correct any deficiencies identified on the Fire Safety Inspection Form.

B. POLICE DEPARTMENT INSPECTIONS

1. Purpose

Safety inspections are an important element of any accident inspection program since unsafe conditions are continually being created. These conditions result from normal "wear and tear" processes and actions of employees; for example, materials stored hazardously, poor housekeeping, improper use of equipment, etc.

Unsafe conditions do not cause the vast majority of accidents. They are caused rather, by unsafe work practices. Each employee should, therefore, be constantly aware of and endeavor to prevent unsafe work practices.

2. Procedure

Accordingly, the following safety inspection procedures are established:

a. Supervisory Inspection

Supervisors will make a daily safety inspection of all operations under their supervision. This will primarily be a matter of inspecting for unsafe conditions and unsafe work practices during their normal supervisory routine.

b. Required Inspection

The Police Department Safety Committee member will conduct a safety inspection periodically, but no less than once a month, employing the inspection checklist (Attachment #11)

These safety inspections do not preclude the responsibility for observing and practicing safe procedures in all aspects of their tasks by each department member.

Corrective action must be taken immediately to rectify any unsafe condition. If it cannot be corrected immediately, the deficiency should be brought to the attention of the Administrative Sergeant in order to be corrected at the earliest practicable time.

XII. EMERGENCY EVACUATION PLANS

(Added 8-01)

A. PURPOSE

To familiarize municipal personnel with procedures to be utilized in the event that their building must be evacuated. To educate all employees on safety measures to be utilized during an evacuation, establish specific responsibilities and assign certain functions for the orderly and safe evacuation of municipal buildings.

B. POLICY

It shall be the policy of the Village of Burr Ridge to establish procedures which are designed to provide guidance during emergencies and, if necessary, for the safe and orderly evacuation of buildings. It shall be the responsibility of all departmental personnel to familiarize themselves with these procedures and to follow them in the event of an emergency. It shall be the responsibility of the Safety Coordinator to develop floor plans for each municipal building, showing evacuation routes, and to post them near all exits. (See pages 64, 65 and 66 for evacuation routes.)

C. PROCEDURES

I. Fire Prevention

Fire is one of the most damaging disasters that can occur. It can often be prevented by proper planning and use of common sense in situations where combustible materials are present. Sensible smoking habits also act to prevent fires.

Employees are required to familiarize themselves with the potential fire hazards present in each work area.

a. Fire classifications and extinguishers:

Fires are grouped into the following four classifications:

Class A fires:

Fires occur in ordinary combustible materials such as wood, cloth and paper. The most commonly used extinguishing agent is **water**, which cools and quenches. Fires in these materials are also extinguished by special **dry chemicals** for use in Class A, B, and C fires. These provide a rapid knock down of flames and form a fire retardant coating which prevents re-flash.

Class B fires:

Fires occur in the vapor-air mixture over the surface of flammable liquids such as grease, gasoline and lubricating oils. A smothering of combustion inhibiting effect is necessary to extinguish them. **Dry chemical, foal, vaporizing liquids, carbon dioxide and water fog** all

can be used as extinguishing agents, depending on the circumstances of the fire.

Class C fires:

Fires first occur in electrical equipment where non-conducting extinguishing agents must be used. **Dry chemical, carbon dioxide and vaporizing liquids** are suitable. Because foam, water and water-type extinguishing agents conduct electricity, their use kills or injures the person operating the extinguisher and severely damages electrical equipment.

Class D fires:

Fires occur in combustible metals such as magnesium, titanium, zirconium and sodium. Specialized techniques, extinguishing agents and extinguishing equipment have been developed to control and extinguish fires of this type. Normal extinguishing agents generally should not be used on metal fires, as there is danger in most cases of increasing the intensity of the fire because of a chemical reaction between some extinguishing agents and burning metal.

- b. All municipal fire extinguishers should now be multi-use, A-B-C designated extinguishers.
 - 1. Department heads shall ensure any single classification extinguishers are replaced with A-B-C designated extinguishers.
- c. If you think you can safely extinguish the fire,
 - 1. Carry the extinguisher to the fire,
 - 2. Pull the ring in on the side of the handle,
 - 3. Release horn and grasp by insulated handle,
 - 4. Get within close range of 6-8 feet,
 - 5. Squeeze handle grip and direct horn toward BASE of fire.

(Halon can cause breathing difficulties. If discharged, leave the room immediately.)
- d. KNOW THE LOCATIONS OF ALL FIRE EXITS, ALARM PULL-BOXES AND FIRE EXTINGUISHERS.

II. Reporting a fire

- a. FIRE ALARM SYSTEMS – if your building has a Fire Alarm, know the location of the PULL BOXES to quickly activate the alarm. If the alarm is already sounding, do not reactivate it. Immediately EVACUATE the building.

- b. If there is not Alarm System, promptly CALL THE FIRE DEPARTMENT. Dial 911.
- c. DO NOT attempt to extinguish a fire without first calling the Fire Department.

III. Evacuation: General Municipal Building

- a. Upon hearing the fire alarm or upon hearing verbal instructions to evacuate, ALL personnel are to leave their building. When members of the general public are present within the municipal offices, municipal personnel are to escort them out of the building.
- b. All personnel are to evacuate the building as directed by the red FIRE EXIT signs provided by the exit nearest their location within the departments or by following the appropriate Evacuation Plans posted throughout the municipal buildings.
- c. If time permits, washrooms and other closed areas shall be checked for persons who may be unaware of the emergency or unable to exit without assistance.
- d. **NO PERSONS SHALL USE AN ELEVATOR ONCE THE EMERGENCY HAS BEEN DECLARED.**
- e. All employees and other person who are in the building when the alarm sounds shall leave the building immediately through the nearest clear exit.
 - 1. Close all doors behind you as your exit. Do not lock them.
 - 2. Before opening any door, check the door for heat. If it is warm, DO NOT OPEN THE DOOR! Find another exit to safety.
 - 3. When smoke is present, cover your mouth with a cloth and stay low. Clean air is closest to the floor.
 - 4. Proceed quickly, but DO NOT RUN!
 - 5. DO NOT PANIC – Stay calm.
- f. Upon having exited the building, employees shall assemble near the southwest corner of the parking lot. Employees shall gather around the person in charge of evacuating their group for the easier accounting of evacuees.
 - 1. No person may leave the area until authorized to do so.

- g. The persons in charge of each department shall determine whether all persons are accounted for and notify the head of the emergency response team (Fire or Police Chief) of persons not accounted for and their last known whereabouts.
 - h. **IN NO EVENT SHALL ANYONE RE-ENTER THE BUILDING BEFORE BEING PERMITTED TO DO SO BY THE HEAD OF THE EMERGENCY RESPONSE TEAM.**
 - i. If possible, grab purses, wallets, valuables, etc., as soon as the order to evacuate is given. You will not be allowed back into the building until the Fire Department decides it is safe to re-enter.
- IV. When any employee discovers a fire in the Police Department area, he/she will do the following:
 - a. Immediately report the fire and location to the Police radio operator, either in person or by telephone.
 - 1. The Police dispatcher will then dispatch the fire department.
 - 2. Before exiting the building, the dispatcher shall, if time permits, route/forward all radio traffic to the neighboring community and notify them of the nature of the emergency and request that they immediately begin to answer emergency phone lines and radio messages.
 - 3. Officers who have prisoners in the building shall remove prisoners to the garage area and evacuate the garage area if the safety of either the officer or the prisoner so requires.
 - b. Proceed to the nearest fire alarm pull-box and activate the fire alarm.
 - c. Evacuate the building per the building evacuation plan.
 - d. The officer in charge or his/her representative shall be responsible for evacuating all persons from the department's premises. If time permits, washrooms and other closed rooms shall be checked for person unaware of the emergency or unable to exit without assistance.
- V. Evacuation: Police Facility
 - a. All employees and other persons who are in the Police building when the alarm sounds shall leave the building using the nearest clear exit.
 - 1. Close all doors behind you.
 - 2. Remain calm and move swiftly.
 - 3. Exit building using the exit closest to your location.

4. Know exit routes by heart, in case of low visibility due to smoke.
 5. In smoke or heat, stay low and take short breaths (through nose) until you have reached safety.
 6. **NO PERSONS SHALL USE AN ELEVATOR ONCE THE EMERGENCY HAS BEEN DECLARED.**
- b. Upon having exited the building, employees shall assemble near the Village sign located at the southwest corner of the parking lot.
 1. No person may leave the area until authorized to do so.
 - c. The officer in charge or his/her designee shall determine whether all employees are accounted for and notify the head of the emergency team (either the Fire Chief or the Police Chief) of the persons not accounted for and/or their last known whereabouts.
 - d. **IN NO EVENT SHALL AN EMPLOYEE RE-ENTER THE BUILDING BEFORE PERMITTED TO DO SO BY THE HEAD OF THE EMERGENCY RESPONSE TEAM.**
 - e. All evacuation protocols for the jail areas of the Police Department fall directly under Police Department procedures, rules and regulations. Non-command Police personnel in other areas of the building shall close all office doors as they proceed out of the building. Police command personnel shall ensure that the jail areas are properly evacuated and shall assist the Fire Protection District in evacuating the building in the event of a fire or bomb threat.
 1. Should a fire alarm sound in the Police building, designated personnel shall respond to the cell area and, if occupied, remain there. The shift commander will determine the cause of the alarm as quickly as possible. The personnel in the jail will stand by and await further instructions from the shift commander whether or not to evacuate. At no time during a fire alarm should a prisoner be left alone in the cell area.
 2. If the fire is in or around the cell area or any adjoining rooms, the prisoner(s) shall be moved to a place of safety as quickly as possible, following established procedures for safe movement of prisoners.
 3. Under no circumstances shall any prisoner be left unsupervised in the cell area during any such emergency.
 4. The shift commander shall be responsible for the decision to remove prisoners from the cell area. If the removal is to be for an extended period of time, the prisoners will be taken to the County Jail.

VI. Fire Wardens

- a. Each building shall designate two (2) Fire Wardens.
 1. Two people are designated in an attempt to assure there being at least one on duty in the event of absence of the other.
 2. The designated Fire Wardens should be persons whose duties primarily confine them to the building during business hours.
- b. In the event of a fire, bomb threat, hazardous chemical threat or other situation requiring evacuation of the facility, the Fire Wardens shall be responsible as follows:
 1. If there is a fire alarm system in the building, sound the alarm, if not already done. Otherwise, call the Fire Department – Dial 911.
 2. Remain calm and promote calmness. AVOID PANIC.
 3. Guide and direct employees and visitors to exits to evacuate the building.
 4. Quickly, make one last check to be sure all persons are out.
 5. Close, but do not lock, doors behind you.
 6. Assembly all persons at a SAFE AREA across from the FRONT of the building.
 7. If someone is missing, immediately notify the FIRE or POLICE at the scene.

THIS BUILDING IS:_____

This building's FIRE WARDENS are:

_____ Phone/Ext. #_____

_____ Phone/Ext. #_____

VII. Tornado Warning

The following describes the standard operating procedure for receiving and responding to a Tornado Warning during normal business hours. The plan includes information on how warnings are received, as well as what protocol is to be followed once the warning is received. This plan shall address ONLY the Tornado Warning.

a. Definition of a Tornado Warning

A Tornado Warning indicates that a funnel cloud or an actual tornado has been sighted in the area or is moving toward the area. (A Tornado Warning is not to be confused with a Tornado Watch, which means that

conditions are right for a funnel cloud or tornado to form.) The Tornado Warning might be received on a local radio or TV station, or it might be received via radio by the Police/Fire Communications Radio Room. Regardless of the manner in which the Tornado Warning is received, correct procedure as defined here must be implemented.

b. Safety Procedures

Upon reliable notification that a Tornado Warning is in effect for an area or an eyewitness report of a funnel cloud sighting has been received by the Village, the following procedures shall be instituted:

1. The first employee to become aware of a Tornado Warning shall immediately notify the Village Administrator or, in his/her absence, the Assistant to the Village Administrator. In the event neither can be located, the Department Head next in the chain of command should be notified.
2. Upon this notification, the Administrator's office shall immediately notify the various Department Heads that a Tornado Warning is in effect.
3. The Department Heads shall notify all their personnel that a Tornado Warning is in effect.
4. Upon receiving this notification, all occupants are to move clear of all outside glass areas. Inner offices and inner rooms and corridors may be used to continue any work in progress.
5. All doors or offices having outside glass should be kept closed during the warning period.
6. In the event of an ACTUAL TORNADO, all personnel are to rendezvous against the walls of the Public Center restrooms in the Village Hall or are to seek refuge against basement walls.

c. Monitoring Period

The municipal Police Department shall have primary responsibility for listening to weather reports to determine when the Tornado Warning has ended. At that time, the Administrator's office should also be notified so that they may pass that announcement on to all other departments.

SECONDARY RESPONSIBILITY for the monitoring period shall be the Personnel Manager's office. Upon receiving notification that the Tornado Warning has ended, all employees may return to their normal business areas.

XIII. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

(Rev. 5/06)

A. PURPOSE

Village employees must constantly be aware of the personal hazards presented by contagious diseases. This policy is developed for the express purpose of providing those employees whose duties fall within this category with the maximum protection and guidance possible in order to eliminate or minimize the employee risks of exposure.

B. POLICY

The Fire Department paramedics are designated as first-aid and emergency medical assistance providers for all situations in which a municipal employee in any department sustains an injury on the job and the injury requires first-aid.

The Police and Fire Departments shall each designate a medical officer to administer this program and maintain all related medical records.

C. PROCEDURES FOR PREVENTION OF CONTAGIOUS DISEASE

1. Each department shall evaluate all position descriptions and functional duties to determine and designate which employees are at risk of occupational exposure to bloodborne pathogens.
 - a. Police officers, paramedics and fire fighters are examples of employees that shall be designated as employees who are at risk. Others might be an employee on a street maintenance crew that has been assigned first-aid responsibilities for fellow workers, those responsible for cleaning/washing contaminated clothing and those assigned peripheral support duties that might come into contact with potentially contaminated material or other potentially infectious bodily fluids.
 - b. Occupational exposure means specific bodily contact with eye, mouth, other mucous membrane, non-intact skin, blood or other potentially infectious bodily fluids of another person that results from the performance of assigned employee duties.
 - c. Any employee involved in emergency first-aid procedures shall follow the guidelines for universal precautions and use all personal protective equipment as required.
2. Hepatitis B vaccination is available to all employees determined to be at risk or exposure.
 - a. Each new, at risk, employee shall be offered the HBV vaccination within the first 10 working days of initial assignment. Such vaccination shall be at no cost to the employee and shall be administered by the municipal designated medical facility.

- b. Employees desiring anti-body testing shall have that opportunity prior to vaccination and every four years thereafter. If testing reveals the employee is immune or that the vaccine is contradicted for medical reasons or the new employee has previously received the complete HBV vaccination series, then vaccination is not required.
- c. At-risk employees declining HBV vaccination must sign the DECLINATION portion of the participation form (Exhibit I) before they are permitted to work beyond the 10-day period.
- d. Any at-risk employee that initially declined the HBV vaccination may at a later date request and receive HBV vaccination at no cost to the employee.

3. Training for At-Risk Employees.

Prior to offering the HBV, each department shall train employees on biohazards. Such training shall include:

- a. Contents of the standard.
- b. Epidemiology of bloodborne diseases.
- c. This exposure control policy.
- d. Types of controls available and use of protective equipment.
- e. Use of protective equipment.
- f. The hepatitis B vaccination program.
- g. Emergency procedures.
- h. Post-exposure procedures.
- i. Contaminated materials/clothing control, laundering disposal procedures.

A record of all such training including dates, attends, program content and instructors shall be maintained.

4. Universal precautions shall be followed by all employees.

- a. All bodily fluids of another shall be considered contaminated or potentially infectious materials and protective procedures shall be followed when handling such materials or assisting any individual. Significant risk exposures, as defined by Illinois Public Health Guidelines, include the following:
 - 1. Needle puncture
 - 2. Blood serum exposure
 - 3. Blood or plasma in the mouth, nose, open skin
 - 4. Exposure to semen or vaginal excretions
 - 5. Human bite

6. Cut or puncture wound while handling a sharp object or searching areas out of view. This includes cuts and needle-sticks.
- b. In the event of exposure:
 1. Wash exposed area with soap and water.
 2. Wash exposed area with disinfectant (FoamaSeptic or Alcohol Gel).
 3. Employee should notify his/her Supervisor and/or Department Head for determination of exposure to risk. The Supervisor/Department Head should follow the response and notification procedures outlined in this policy.
 4. Advise other personnel (if on the scene) of potential exposure. This ensures that the employee will be named on the official ambulance report that becomes a State medical record.
 5. If required, the employee should obtain medical evaluation, consultation, and treatment. This is most easily accomplished by following the ambulance (if on the scene) to the medical facility where the source individual is going.

D. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. All Personal Protective Equipment (PPE) used by employees in the course of their duties shall be provided by the Village at no cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or the potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
2. All PPE is to be examined by the employees on a daily basis. If any quantities or items are found to be insufficient or missing, the employee shall notify his supervisor or obtain a replacement.

E. EXPOSURE REPORTING GUIDELINES

1. All employees are required to report any exposure incident as soon as feasible and no later than the end of the shift during which the exposure occurred. Upon being notified of a possible blood borne pathogen exposure, the employee's Department Head/Supervisor should report the occurrence to the Village Administrator.
2. The Safety and Claims Coordinator should secure from the employee's Department Head a completed Form 45 and Supervisor's Investigation Report, and submit them to IRMA using the blood borne pathogen exposure transmittal form and confidential envelope.

3. The claim should be reported to IRMA by the Claims Coordinator as soon as possible, but no later than 48 hours after the occurrence. All blood borne pathogen exposure claims must be sent to the attention of the IRMA blood borne pathogen claims handler.
4. The employee's name should only appear on the Form 45 and Supervisor's Investigation Report. All other correspondence will use the employee's social security number, not his/her name, to protect confidentiality. All subsequent material related to the claim must be submitted using the blood borne pathogen transmittal form and envelope. If the blood borne pathogen transmittal form and envelope are not used, confidentiality cannot be guaranteed.
5. Any phone calls to IRMA relating to the blood borne pathogen claim should be directed only to the blood borne pathogen Claims Handler, referencing only the employee's social security number or IRMA claim file number (if known). To preserve confidentiality, staff should refrain from faxing correspondence related to blood borne pathogen claims.
6. The employee's Department Head, Village Administrator and Safety/Claims Coordinator shall keep and maintain all such records in a strictly confidential manner.
7. The source individual's blood shall be tested for HBV and HIV as soon as feasible but only with the prior consent of the individual. If the source individual is already known to be infected with HBV or HIV, then testing is not necessary for the known infection.

Results of the source individual's testing shall be made available to the exposed employee along with regulations concerning disclosure of the identity and infectious status of the source individual.

8. The exposed employee's blood shall be collected as soon as feasible and then tested after consent is obtained. The employee should consent to an immediate baseline blood collection but may refuse to permit HIV serologic testing. In such case, the sample shall be preserved for at least 90 days to permit the employee to elect to have the baseline sample tested.
9. When submitting an employee to post-exposure evaluation and treatment by a health care professional, the department head shall provide the physician with a copy of the O.S.H.A. regulation and all information regarding the employee's duties, exposure and prior employment medical information on HIV and HBV procedures and medical records.
10. As required by OSHA regulation, medical records on all HBV and HIV immune evaluations and exposure records shall be maintained by the Village. These records are confidential and are to be kept for the duration of employment plus thirty (30) years. Exposure records shall include documentation of route of exposure, circumstances of exposure, identification and source individual,

if feasible, and medical monitoring of the exposed employee. The Village Administrator, or his/her designee, shall keep and maintain all such records in a strictly confidential manner.

F. CONTAMINATED CLOTHING

1. Employees whose clothing comes into contact with bodily fluids of an unknown nature as a result of work related activities shall be considered contaminated. This may include civilian clothing, uniforms, turn-out gear, or personal protective equipment.
2. If a garment is penetrated by blood or other potentially infectious materials, the employee shall immediately, or as soon as possible, and before responding to another call, report back to the station and remove the garment and place it in a red biohazard bag for laundering the employer.
 - a. Soiled/contaminated laundry as described above shall be washed following normal laundry cycles and the clothing manufacturers guidelines for laundering. The water temperature must be maintained at 180 degrees.
 - b. Personnel involved in the bagging, transport and laundering of contaminated clothing shall wear protective gloves.
 - c. Shoes, boots, etc. and leather goods may be brush-scrubbed with soap and hot water to remove contamination. Do not use CAVICIDE or bleaches as they are caustic. Follow manufacturer's recommendations for cleaning.
3. Disposable personal protective equipment, such as gloves, gowns and face shields or masks, shall be placed in special waste container marked **BIOHAZARD**.

G. CONTAMINATED EQUIPMENT

1. Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. If there is any conflict between this policy and the policies of the Police Department or Public Works Department, the policies of those departments shall take precedence.
2. All used medical supplies and other contaminated items shall be cleaned and disinfected prior to reuse. A Village approved germicide or ten parts water to one part bleach solution is to be used in compliance with the Center for Disease Control State standards and Federal guidelines.

H. WORK AREA RESTRICTIONS

1. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, counter tops or bench tops where blood or other potentially infectious materials are present.
2. All procedures will be conducted in a manner which will minimize splashing or spraying blood or other potentially infectious materials.
3. Restricted areas will be clearly marked as to their restricted use under this policy.

This exposure control policy shall be reviewed for procedural and regulatory compliance annually.

At-risk employees shall receive copies of this policy and a copy shall be maintained in the S.O.P. manual for each department. A copy of the regulation shall be available in each department for employee review.

Any Illinois Department of Labor or O.S.H.A. inspector requesting it shall receive a copy of this policy for review.

**VILLAGE OF BURR RIDGE
HEPATITIS B VACCINATION PROGRAM
PARTICIPATION FORM**

First responders must constantly be aware of the personal hazards presented by contagious diseases. The Village created a policy for the express purpose of providing those employees whose duties fall within this category with the maximum protection and guidance possible in order to eliminate or minimize the employee risks of exposure. In addition, the Village has established specific procedures for prevention of contagious disease contraction by employees who are "at risk" (see Loss Prevention Manual dated 3/2018). Police Officers and Public Works employees are examples of "at risk" employees. Hepatitis B vaccination is available to all employees determined to be at risk or exposure and is offered to each new at-risk employee, at no cost to the employee, within the first 10 working days of initial assignment. At-risk employees declining HBV vaccination **must** sign the Declination Statement below before they are permitted to work beyond the 10-day period.

ACCEPTANCE

I wish to participate in the Hepatitis B vaccination program offered by the Village.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

DECLINATION

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Signed: _____

Print Name: _____

Date: _____

PLEASE NOTE: Any at-risk employee that initially declines the HBV vaccination may, at a later date, request and receive HBV vaccination at no cost to the employee.

XIV. SIDEWALK INSPECTION PROGRAM

(Added 8-97)

The purpose of the Parkway Sidewalk Inspection Program shall be to insure the safe use of our pathway/sidewalk system. To accomplish this, an inspection of specific areas designated by the Pathway Commission shall be made on a monthly basis by the Public Works Department and other areas containing sidewalks/pathways shall be inspected on an annual basis.

Check lists of the pathway/sidewalk system have been prepared by the Pathway Commission and the Public Works Department and will be provided to the personnel making the monthly and annual inspections (Attachments #13 & #14). The complete list prepared by the Public Works Department currently contains 28 areas of sidewalks/pathways, beginning at the north end of the Village and proceeding south. This list will be updated as new pathways are completed.

There are two categories for inspections at each location, the condition of the pavement and the condition of the landscaping:

- The pavement will be inspected for cracks, pot holes, sink holes and any irregularities that may pose a hazard to pathway users. These will be noted and reported to the Public Works Foreman. Repairs will be made by the Public Works Department. Serious irregularities in the pavement will be reported to the Village Engineer and appropriate action taken. Any pavement irregularities which pose a hazard to users will be barricaded or cordoned off until repairs are made.
- The landscaping along the pathways will be inspected for weeds, grasses, overhanging or protruding tree branches or shrubbery, or any plant material which interferes with safe pathway use. Whenever possible, corrective action will be taken by Public Works personnel at the time of inspection. If this is not possible, the Public Works Foreman will be informed and corrective work will be scheduled as soon as possible. Plant material which interferes with the safe use of the pathway system which originates on private property shall be removed by the property owner. A letter of notification shall be mailed by certified mail to the property owner giving them 10 days to remove the plant material. If they do not comply, the plant material will be removed at Village expense and the property owner billed accordingly.

Resident requests and complaints concerning the sidewalk/pathway system will be addressed through the Village Service Request program.

The Village will not be responsible for snow and ice removal from the pathway system.

XV. POLICY/GENERAL PROCEDURES REGARDING WORKPLACE VIOLENCE

(Added 8-01)

The Village of Burr Ridge will not tolerate workplace violence, or the threat of violence, by any of its employees, residents, customers, general public, and/or anyone who conducts business with the Village. It is the intent of the Village of Burr Ridge to provide a workplace that is free from intimidation, threats or violent acts.

A. DEFINITIONS

Workplace violence includes, but is not limited to, harassment, intimidation, threats, physical attack or property damage, which are defined as follows:

1. A threat is the expression of intent to cause physical or mental harm, regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future.
2. Physical attack is unwanted or hostile physical contact with another person, such as hitting, fighting, pushing, shoving or throwing objects.
3. Property damage is intentional damage to property that includes property owned by the Village, employees or others.

B. PREVENTION OF WORKPLACE VIOLENCE

The Village subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to:

1. Informing employees of this policy and their responsibility for maintaining a safe work environment.
2. Instructing employees regarding the dangers of workplace violence.
3. Communicating the sanctions imposed for violating this policy.
4. Providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.
5. Supporting supervisors in responding to incidents of workplace violence.

C. REPORT THREATS – INTERNAL AND EXTERNAL

Each incident of violent behavior, whether the incident is committed by another employee or an external individual, i.e., a customer, vendor or citizen, must be reported to the Department Head. The Department Head will assess and investigate the incident and determine the appropriate action to be taken. The Department Head will inform the Village Administrator of all reported incidents of workplace violence. This reporting hierarchy overrides any departmental chain of command, i.e., reporting to supervisor first, and employees will not be reprimanded or disciplined for not following normal existing departmental chain of command when reporting workplace violence incidents.

In critical incidents in which serious threat or injury occurs, emergency responders, such as Police and/or Fire/Paramedic personnel, must be immediately notified. As necessitated by the seriousness of the incident, the Village Administrator may assemble a Threat Management Team. The Threat Management Team may be comprised of the Chief of Police, Department Heads, the Village Attorney and the Village Administrator. The Threat Management Team is responsible for establishing the protocol in the event of a threat or violent incident that may include, but is not limited to:

1. Evaluating potential violence problems.
2. Assessing an employee's fitness for duty (through mental health professionals).
3. Selecting intervention techniques.
4. Establishing a plan for the protection of co-workers and other potential targets.
5. Coordinating the affected parties, such as victims, families, employees, media or law enforcement personnel.
6. Referring victims to appropriate assistance and community service programs.
7. Assuring that immediate (within 24 hours) and on-going counseling is available to traumatized individuals.

Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action. Supervisors and Police personnel involved in responding to incidents will be supported by Management in their efforts to deal effectively with violent and potentially violent situations.

D. PROHIBITED ACTIONS AND SANCTIONS

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on Village property shall be removed from the premises as quickly as safety permits and shall remain off Village premises pending the outcome of an investigation. Any employee who has been determined to be in violation may be subject to disciplinary action up to and including termination of employment and, depending upon the violent act, may be subject to criminal sanctions. Any other person who has been determined to be in violation will be subject to suspension and/or termination of any business relationship and/or criminal prosecution.

E. SECURITY

On an annual basis or whenever the physical layout of the workspace is significantly altered, the Department Head will examine the escape routes of the work area and communicate any changes to all department employees. On an as-needed basis, the Department Head may request a security audit from the Police Department to determine whether any security measures, such as panic alarms, are necessary and effective. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of a violent incident.

F. EMPLOYEE TRAINING

The Village Administrator will orient all new employees to procedures regarding reporting incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and dealing with the after-effects of an act of violence. This training will be part of the New Hire Checklist. Department Heads will review these procedures with all department employees on a periodic basis to ensure compliance and to identify modifications as needed.

G. POLICE DEPARTMENT RESPONSE TO CALLS TO ADDRESS WORKPLACE VIOLENCE INCIDENT

It is recognized that, in the performance of their duties, Police Officers employed by the Village may legitimately need to employ force, or the immediate threat of force, to carry out their mission. In keeping with Department Policy and their General Orders on the use of force, sworn Officers shall use only the force reasonably necessary to effect lawful objectives and deadly force may be used only when an Officer reasonably believes its use is in defense of life or in defense of any person in immediate danger of great bodily harm.

XVI. JOB SAFETY ANALYSIS AND TRAINING

(Added 5/06)

The effectiveness of Injury and Illness Control is directly related to the degree that employees have a thorough understanding of the hazardous jobs that must be accomplished. It is essential that employees follow practices as specified in published work rules.

A. JOB SAFETY ANALYSIS FOR HAZARDOUS WORK

To eliminate accidents in high hazardous areas, it is mandatory that each Department Head fully inform his or her workers on the hazards that exist and insure that they understand the methods of job safety when such hazards cannot be eliminated. It is essential that the Department Head use published work rules which define the correct procedures for the safe accomplishment of tasks. This enables the Department Head to attain consistent quality of instruction and instills employee confidence in his or her own capabilities and those of management. A copy of the work rules should be provided to the employee following his or her instruction as a reference guide to review at any time. Procedures for job safety analysis are as follows:

1. The job must be broken down into basic steps. These steps describe the sequence in which the job should be done. Omit details which have no bearing on the objective.
2. After the steps are listed, each step is analyzed for hazards which could cause an accident. The purpose is to identify as many hazards as possible, whether produced by environment or connected with the mechanics of the job procedure, so that each stop of the entire job can be done safely and efficiently.
3. When hazards and potential accidents associated with each step are identified and the cause is understood, ways of eliminating them should be developed.
 - a. Eliminate the process of operating and provide a substitute action which can be done without hazard.
 - b. Isolate the process or operation so as to eliminate or minimize the hazard.
 - c. Provide guards or automatic devices to eliminate or minimize the hazard.
 - d. Provide personnel with protective equipment and enforce its use and eliminate the possibility of injury.
4. Using information gathered from the first three steps, Department work rules shall be written and disseminated among all employees and maintained on file for periodic review. This becomes a document to assist the supervisor in instructing his or her employees in the safe method of performing their jobs and in determining what protective equipment will be required. It also provides each employee with a source of information he or she can use for occasional review.

B. JOB SAFETY TRAINING

No supervisor shall assume that a newly hired and a newly assigned or a reassigned employee knows all safety job procedures. The employee must be trained. A four-point method of job instruction has been found best for all hazardous operations: preparation, presentation, performance and follow-up.

1. Preparation
 - a. Put the employee at ease.
 - b. Define the job and find out what the employee already knows about it.
 - c. Get the employee interested in learning the job.
 - d. Place the employee in the correct position to work.
2. Presentation
 - a. Tell, show, and illustrate one important step at a time.
 - b. Stress each key point.
 - c. Instruct clearly, completely and patiently, but cover no more than the employee can master each time.
3. Performance
 - a. Have the employee do the job. Coach him or her while he or she is working.
 - b. Have the employee explain each key point to you as he or she does the job again.
 - c. Make sure the employee understands.
 - d. Continue until you know that the employee knows.
4. Follow-up
 - a. Put the employee on his or her own.
 - b. Designate to whom the employee goes for help.
 - c. Check frequently and encourage questions.
 - d. Taper off extra coaching and close follow-up.

XVII. CONSTRUCTION SAFETY

(Added 5/06)

Village employees often perform tasks involving heavy construction machinery. Heavy machinery is employed in public projects to save time and labor, but potential hazards to inexperienced or untrained workers are multiplied in the process. The operators of construction machinery often do not have sufficient visibility to detect danger to nearby workmen, or the ability to avoid an accident by quick reversal of controls. The machinery is designed to handle extremely heavy work and usually does. Being struck by, or caught in or between such machinery and its lads usually inflicts severe injuries.

A. WORKING WITH UTILITIES

Other public utilities are often installed in or near the work site area projects to be completed by Village employees. Contact with, or damage to, the other utilities may affect the safety of the worker in the job, the safety of the general public, or interruption of essential utilities' services. Following is a list of most of the utilities a Village employee must consider at job sites in the Burr Ridge area.

Electric Company	Water Department
Traffic Signals	Gas Company
State Highway Dept.	Cable Television
Telephone Company	Storm Drains
Sewers	Street Lighting

1. JULIE – A.T.&T./SBC and other phone companies, Commonwealth Edison, and Northern Illinois Gas participate in "JULIE" – Joint Utility Locating Information for Excavation which expedite their process. The phone number for JULIE is available from the Building and Zoning Department.

The daily familiarity with these services may make even experienced employees treat them to lightly until there occurs a gas explosion, an electrocution, a cave-in or loss of vital communication service. Frequent work in a particular area may lead employees to believe they know what other services are there. The rapidly changing demands of today's society leaves no room for such assurance. Recent changes may have been made. This attitude must be consciously avoided at all times. Safety precautions must be a part of job planning. Overhead lines constitute a hazard that must be considered when operating machinery beneath them. Underground services constitute many hazards when damaged as part of an excavation.

The most immediate danger to the worker lies in contact with electric service or rupture of gas service. Such accidents can be prevented by advance planning. But, if they should occur, prompt reporting to the utility concerned is of prime importance. Escaping natural gas constitutes an explosion potential and the leak must be stopped by trained personnel as soon as possible. Contact with a primary electrical circuit constitutes a shock hazard. If an injured employee is still at the point of contact or rescuers are attempting to remove the employee, the reactivation of the circuit poses additional hazards. An immediate report to the utility affected will avoid compounding the hazard.

Construction accidents can be prevented by constantly including consideration of necessary safety precautions in planning every job, coordinating with other utilities to locate services near the job site, instruction of workers about hazards involved as each job is explained to them, use of approved protective clothing and equipment, and adherence to approved safe job procedures.

2. The following safety procedures are established. BEFORE WORK IS STARTED, a Supervisor shall:

- a. Check plans to see what public utility services are located on or near the job site area.
- b. Contact JULIE to secure assistance in locating and protecting all underground or overhead services that may be affected.
- c. Make a personal inspection of the job site area to identify what signs, post markers, overhead electrical lines, etc., may be seen and make this information known to his or her employees.
- d. Obtain the service and repair telephone number of all utilities having services in the job site area, so that an immediate report may be made to them if an accidental contact is made.

3. Natural Gas Service and Damage

- e. Inform all crew members of location of buried pipelines.
- f. Consult the local gas utility of closely paralleling or crossing buried pipelines.
- g. Specifically instruct equipment operators to avoid contacts with buried lines. Do hand digging when in close proximity to buried pipelines.
- h. Be aware of proper compaction procedures when using mechanical compaction equipment after back filling over buried pipelines.
- i. Do not use drop-weight type concrete or frost breakers over buried pipeline.
- j. The following should be done if a gas pipeline is damaged:
 - aa. Immediately call the Police Department at 911 Fire District dispatch and the gas utility service and repair office to report the damage.
 - bb. Shut off all motors in the area.
 - cc. Remove all flares or lanterns.
 - dd. Enforce NO SMOKING in the area.
 - ee. Do not cover up a damaged pipeline.
 - ff. Do not operate gas valves.
 - gg. Check buildings in the immediate area for gas odors.
 - hh. Request occupants to leave the area of gas odors are detected.
 - ii. Re-route traffic from the immediate area and notify the Police Department and Street Superintendent of the situation.
 - jj. Stay near the area until relieved by Police or Gas Company personnel.

4. Electrical Transmission Services

- a. Contact JULIE for locations on power utility lines if work is to be done near electric service and accurately locate any buried service.
- b. If excavating near poles or guide wires and the possibility of damage to cables or collapse of a pole line exists, consult the power company.
- c. If excavating beneath buried conduit or cables, arrangements shall be worked out in advance with the power company concerning maintenance of electrical services, proper support of exposed conduit, and suitable compacting of backfill.
- d. ALL wires and conduit shall be considered energized and dangerous.
- e. Booms and protruding parts of construction machinery shall not be operated closer than 10 feet from overhead electrical lines. When construction machinery is operating in close enough proximity to energized lines that a full traverse of the moving parts could result in contact, a signalperson shall be provided to direct the operator. Signalpersons in those circumstances shall be especially watchful to prevent movement of the machinery and closer than the minimum 10 feet clearance prescribed above.
- f. Employees on the ground handling suspended loads, slings, cables, or in contact with the machine, are in the most hazardous position if contact with energized electrical lines occurs. Ground crews shall be repeatedly warned of the hazard and especially watchful to prevent such contact.
- g. The following should be done if machines contact energized wires:
 - aa. Immediately contact the power company service and repair office.
 - bb. The operator should attempt to swing the boom clear.
 - cc. Persons on the rig are usually safe.
 - dd. Once clear of energized equipment, do not return to it and keep others away from it.
 - ee. If wires are down, post guards to prevent anyone from touching them.

6. Telephone Service

- a. While telephone circuits operate on low voltage and are not an electrical hazard in themselves, they may be energized with higher voltages when crossed with power lines by accident at points far removed from the job site. Consider ALL lines hazardous.
- b. Do not cut or disturb guide wires. Sudden release of tension may cause an entire pole line to collapse.
- c. Observe the precautions listed for electric power lines.
- d. Underground telephone cable is generally buried with a minimum cover of 24 inches. Subsequent grading may have reduced this minimum. Pipe pushers, trenchers, boring tools, air hammers, pins for paving and curb forms, etc. should not be used until determining the depth and location of buried telephone cables and conduit.

B. WORKING IN PUBLIC RIGHT-OF-WAY

1. Village employees are often required to work in or alongside right-of-ways normally used for vehicle and pedestrian traffic to repair utilities services, or perform tree trimming or landscaping tasks, and other maintenance activities. It is desirable that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns. There are two safety considerations involved:
 - a. Protecting employees from being struck by vehicular traffic.
 - b. Helping the using public to safely avoid hazardous obstructions, excavations, etc., that interrupt the flow of both vehicle and pedestrian traffic.

When road surfaces are being repaired, manholes opened, or excavations dug, it is necessary then that adequate warning of the hazard be posted, that a minimum amount of the right-of-way be blocked off consistent with safety requirements, and that traffic be efficiently re-routed.

If repair work obstructs a traffic lane in a street and thus compresses several lanes of traffic into fewer lanes, warning by signs and barricades must be given to motorists well in advance of the obstruction. If manhole openings and excavations constitute a hazard to pedestrians, then adequate barricades and re-routing of walkways must be provided.

Maintenance activities may include such minor interferences as tree trimming, curb site planting, street sweeper operation, trash pick-ups, light fixture cleaning, traffic signal repair, etc. They may interfere with normal traffic in the form of standing or slow-moving vehicles and equipment, or occasional movements into the normal right-of-way. The feature of simultaneous flashing of all turn signal lights should be used, augmented by oscillating or rotating lights, or flashing arrow signs mounted on the vehicle. For minor construction or maintenance operations requiring 15 minutes or less, the work vehicle itself with high visibility color or reflective markings mounted on the vehicle and warning lights described above, will usually be adequate.

When maintenance or construction activities exceed 15 minutes duration, adequate signs and barricades shall be set up.

2. The following safety procedures are established:
 - a. No Village street shall be completely closed for utilities repair work without prior approval of the Street Department and adequate notice of the Police Department.
 - b. When Village work crews must perform emergency repair work in a posted traffic lane during peak traffic periods (6:00 Am to 9:00 Am and 3:00 PM to 6:00 PM), the Street Department shall be notified as to location, time work started, and estimated time

of completion. The Street Department shall notify the Police Department and Fire Protection District.

- c. If an open cut is left in a posted traffic lane when work is stopped or suspended for any reason, a steel plate cover, or sufficient strength to sustain normal traffic loads should be placed over the cut and anchored. If a cut cannot be covered and must be left overnight, signs and barricades shall be left in place, adequate lighting shall be provided, and the Street Department shall be consulted.
 - d. Mobile equipment used for maintenance and repair work in Village streets shall be equipped with flashing or rotating lights.
 - e. When a portion of a street has been closed for maintenance and repair work and construction equipment must be intermittently operated in lanes left open to traffic, a flag person shall be provided to control traffic.
 - f. Any obstruction of a public right-of-way by Village work crews for maintenance and repair work exceeding 15 minutes duration shall be signed and barricaded according to basic traffic warning principles.
3. Additional information on working in right of way's can be obtained in the IDOT Uniform Traffic Manual.

C. DIGGING AND TRENCHING OPERATIONS

All excavation work will comply with Federal Rules and Regulations, Vol. 54, No. 209, Tuesday, October 31, 1989, Sub-part P.

- 1. Approved guards such as cribbing, barricades, warning signals, or flag persons shall be in place when workers are engaged in any street excavation or street repair work, or when removing or replacing manhole covers. Warning devices shall be placed a sufficient distance ahead of the work to permit vehicles a reasonable stopping distance with due regard for visibility, speed, and volume of traffic. Open manholes shall be properly guarded with approved warning devices.
- 2. A signalperson shall be posted on the surface to assist the machine operator. He or she shall station himself/herself where he or she can be seen by the operator, outside the range of movement or hazardous area from loads, and warn the operator of the presence of others who may enter that area.
- 3. Manhole covers not provided with lifting devices shall be raised slightly on one edge and slid off the hole. To replace the cover, reverse the procedure.
- 4. All tools, materials, and equipment shall be kept at a reasonable and safe distance from the edge of trenches, curbs and embankments.

5. Cribbing of trenches shall commence at a depth of 5 feet. Earth banks more than 5 feet in depth, when not shored or braced, shall be sloped to a safe angle. Excavation work shall be under the supervision of a certified, competent person or professional engineer with the necessary experience and authority to modify the shoring and method of excavating as necessary to insure safety. Excavations less than 4 feet shall also be guarded when hazardous ground movement may be expected.
6. Work crews in an excavation that is properly sloped or shored should not be in danger of being buried by a cave-in. However, accidents have occurred where work crews standing on the surface at the edge of an excavation were carried into the excavation and buried by a cave-in at the point where they were standing. If such an accident should occur, pull the hard hat over your face to trap a pocket of air.
7. Prevention is the best insurance. To avoid the situation described in f, watch the texture of the earth being removed. If it is unstable (sand, loose fill, etc.), warn all work crews against working too close to the excavation before shoring is installed.
8. Hard hats shall be worn at all times by workers in or around excavations, trenches, tunnels, sewers, or other sub-surface operations.
9. When chains, ropes, cables, slings, etc. are placed under tension, warn work crews and observers to stay beyond the range of whipping strands if they should part from the tension
10. The public shall be directed away from hazardous areas and material piles.

D. MATERIALS HANDLING MACHINERY

1. When moving heavy objects with a crane, use the proper slings and grips to secure the load to be suspended.
2. When guiding a suspended load into position, always use non-conductive rope or nylon tag lines to permit maintenance of a safe distance from the drop zone in case a suspended load should fall, or contact with an electrical service should occur.
3. Never crawl under mobile construction machinery during rest or lunch breaks.
4. Avoid moving a suspended load over persons on the ground, or above persons working in an excavation.

E. AERIAL PLATFORMS AND BASKETS

1. Village employees use several kinds of mobile equipment that provide platforms or baskets on which they are mechanically lifted to work on things

too high to reach from the ground. This equipment is used by the Forestry Division, Electrical Division and various public service maintenance tasks.

- a. The hazards involved are:
 - aa. Contact with electrically charged overhead wires.
 - bb. Falls.
 - cc. Dropping tools and other objects upon workers below.
 - dd. Being caught in, on, or between equipment parts.
- b. Extreme care must be exercised when operating this equipment near overhead lines. With certain exceptions, aerial platforms or baskets should not be positioned closer than 10 feet to overhead lines. The exceptions are:
 - aa. Employees who must work on overhead lines.
 - bb. Employees who must service traffic signal installation.
 - cc. Forestry employees who are certified to perform the work.
- c. Falls can be prevented by use of adequate and appropriate safety equipment. A raised platform or basket becomes a highly unstable support if jarred by a collision with the base vehicle, or jerky operation, or failure of mechanical controls. Prevention of falls is achieved using a safety line, strong enough to support the weight of the employee using it, is secured to the employee and to the boom or platform.

The equipment used by Village crews has controls located in the various parts of the basic machine to operate the out-riggers, booms, power talk-off, etc. There is little standardization, even on equipment of such general type. The operator who activates such controls should make sure that all persons in the vicinity of this equipment are clear of any moving part before power is applied. The supervisor or lead person in charge of the crew is responsible for insuring that this precaution is taken and that appropriate warning is given. The following safety procedures are established:

- aa. Always lower out-riggers before raising the basket. (Most equipment now in use is equipped with an interlock which prevents raising the basket until out-riggers are down.)
- bb. Give verbal warning to persons near the vehicle when lowering out-riggers if an automatic, audible signal is not operative.
- cc. When working aloft in aerial baskets or platforms, a safety line shall be connected to a fitting or harness secured to the platform, basket or boom, and to a safety belt or harness worn by the employees.

F. TRAFFIC WARNINGS

1. Protection of hazards such as large holes, soft patches, wind rows, etc.:

- a. Place signs plus flashing light at night in advance of hazard.
 - b. Protect holes and patches with wooden horses or snow fence barricade at the hazard and add flashing light at night
 - c. Where flags are used to mark a hazard, they shall be replaced by signs as soon as possible.
2. The person in charge of work requiring the lighting of a barricade shall:
 - a. Make sure the flashing lights are in proper working order.
 - b. See that the lights are properly placed and adequate for the job. At least two lights will be required when a road is barricaded.
3. Removal of temporary signs:
 - a. Signs placed solely for the protection of work crews ("Men Working," etc.) shall be removed at the end of the day's work.
 - b. Signs placed to warn of temporary hazards ("Bump," "One Way Traffic," etc.) shall be removed as soon as the hazard has been eliminated.
4. Protection of persons working on roadway:
 - a. "Men Working" signs shall be placed in advance of the work in both direction during roadway operations.
 - b. Flag persons shall be used where the amount or speed of traffic warrants.
5. Flag persons should:
 - a. Stand near enough to the employee being protected so there is no doubt as to his or her purpose.
 - b. Stay not less than 100 feet from the work crew unless conditions make this impossible.
 - c. Stand on the shoulder, to the right of approaching traffic.
 - d. To stop traffic: Hold flag stationary, extended into the traffic lane, until the car has stopped. Then lower flag and give signal to proceed with free hand.
6. Flagging traffic at night:
 - a. Use a bright red battery lantern or fuses.
 - b. To stop traffic, wave the light back and forth until the vehicle has stopped.
 - c. Give the signal to proceed with your free hand or by speaking to the driver.

G. LADDERS AND SCAFFOLDING

Electrocution and free falls are the two most critical types of injuries on ladders and scaffolding. Other hazards include: splinters, slivers, and slips resulting in sprains and strains, bruises and abrasions. The following safety procedures will prevent accidents and possible injury:

1. Ladders

- a. Metal ladders shall not be used in the vicinity of electrical circuits.
- b. Periodically inspect wooden ladders. Wooden ladders shrink over time. In a stepladder, this may cause steps or back bar members to become loose. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and steadiness.
- c. Wooden ladders or scaffold planks should not be painted as defects may be covered by paint. Use a good grade of varnish or a mixture of linseed oil and turpentine to preserve the wood.
- d. Non-skid feet shall be used on all straight and extension ladders.
- e. Straight ladders form a triangle when placed against the wall or objects for climbing. When properly placed, the bottom side of the triangle should be about one fourth ($1/4$) as long as the vertical. (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two (2) feet from the wall.) Ladders shall never be placed against a window sash.
- f. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Step ladders must not be used as straight ladders; they are not designed for this purpose.
- g. If the bottom of a ladder is placed on an unsecured surface, secure the ladder in a position by the use of hooks, ropes, spikes, cleats or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.
- h. Never stand on the top step of a step ladder to work.
- i. Only one person shall be on a ladder at a time.
- j. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials, or suspend them suitably in a tool belt.
- k. Always face a ladder when ascending or descending it and have free use of both hands.
- l. Clean muddy or slippery shoes before climbing.
- m. Keep rungs clean and free of grease and oil.
- n. If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.

2. Scaffolding

- a. Proper supervision is required to erect scaffolding
- b. Planks and other material used in building scaffolding must be sound and free from knots. Keep planks in good condition with a varnish and never paint the planks.
- c. Planking shall be adequately cleated; the scaffolding over ten (10) feet should have toe boards, mid-rails, and handrails.
- d. Tools on top of the scaffolding are liable to fall and injure someone. Keep tools in a bucket or box lashed on the scaffolding.

XVIII. SAFE OPERATION OF HAND AND POWER TOOLS

(Added 5/06)

A. HAND TOOLS

Disabling injuries, such as metal chips from mushroomed chisel heads flying in an eye, do happen. Injuries to fingers and hands are a common occurrence. The following safety rules are established for the operation of hand tools:

1. Select the right tool for the job.
2. Sharpen the cutting edges of the tool and carry the tool with the sharp edge down.
3. Sand the wooden handles of a shovel, rake, mall, etc. thus preventing splinters and burns.
4. Check the handle of each tool for tightness.
5. Check the head of each tool, such as hammers, chisel, punches, malls, and have the tool dresses if it is mushroomed (includes burrs and chipped edges).
6. Wear shatter-proof clear goggles when using chisels, punches, and wedges. Be sure no one is in the area before using such a tool.
7. Use only properly insulated tools (screwdrivers, wire cutters, etc.) when working around energized electrical circuits or equipment.
8. Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
9. Return tools to their proper place so that they do not fall from a ledge or are tripped on.

B. POWER TOOLS

Power tools substantially increase the number and types of hazards to an employee. Hazards range from electrical shock of a short circuit to being struck by chips, shavings, and other debris during operation.

1. Electrical Equipment
 - a. All electrical tools used in Village operations must be grounded by connecting a three-wire cord with polarized, three-prong plug, to a properly grounded, three-hole receptacle (a three prong plug and extension cord should be used with equipment that requires a three prong plug).

- b. If extension cords are used, they must be of the three-conductor type with matching plug and receptacle) a three prong plug and extension cord should be used with equipment that requires a three prong plug).
- c. Each electrical tool or machine shall be visually inspected each time they are used for damage to cords and ground connections. The most common defects occur at the points where the cord is attached to the tool or where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.
- d. Where electrical equipment is used in a wet location, use only low voltage equipment and wear rubber boots and rubber gloves.
- e. Never operate power tools without the guards provided.
- f. Always remove electrical plug from outlet when servicing electrical tools.

2. Grinders

- a. Only those employees who are familiar with the mounting of grinding wheels are permitted to do so. A ring test on each of the new grinding wheels should be completed before installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hole and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks).
- b. Wheel must fit easily on to the spindle. Too loose or too tight is dangerous.
- c. When wheel is mounted, stand out of danger at one side while you allow it to develop full operating speed for at least one minute.
- d. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.
- e. Never store a grinding wheel on damp or cement surfaces, or put oily rags on the wheel.
- f. Every grinding tool must be securely fastened to the shaft before commencing work.
- g. The maximum operating speed as given by the wheel manufacturer is on the wheel label; and grinding wheels are not to be operated in excess of these speeds.
- h. The work-rest must be securely adjusted on all stationary grinders to about 1/8 inch of the wheel. Never attempt this adjustment while machine is in motion.
- i. Avoid using the side of an emery wheel for grinding unless it is especially designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.
- j. Use the cutting surface of a grinding wheel uniformly, as a grooved wheel has been dangerously weakened.

- k. Grinder bearings must be kept properly oiled and adjusted. This will help to prevent hot bearings and spindles, which are sometimes responsible for melting bushings.
- l. Do not abuse the wheel by applying excess pressure.
- m. Be particularly careful when grinding narrow tools or other objects as they are apt to catch between the rest and the wheel.
- n. The operator's eyes must be protected with full face shields at all times when the machine is in use.

3. Drill Press

- a. Adjust the table so that you have plenty of room for the jig and keep your hands away from the revolving drill. Never run the point of the drill into the table.
- b. Be sure that both the chuck and the drill are tight on the spindle, and that any circular tables are tightened before beginning to drill.
- c. A sluggish drill is probably the result of incorrect grinding. Be sure the drills are sharpened properly for the particular material, so that the cut may be the right size.
- d. Materials shall be clamped or otherwise fastened to the drill press bed, not held in the hand.
- e. Never run a drill faster than the rated speed as this may result in broken drills, damaged material and serious injury.
- f. It is dangerous to attempt the removal of broken drill pieces with a center punch and hammer. For further details, see your supervisor.
- g. Never leave key in chuck after tightening the drill. If set screws protrude, report it to your supervisor and/or department head.
- h. Lower the spindle close to the table before removing the chuck, so that it may not cause any injury or damage to the material as it falls.
- i. Reduce the pressure of there is any backlash in the spindle. Listen carefully for the distinctive noise made when the drill comes through work so that you can ease off the pressure.
- j. Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause an injury.
- k. The wearing of gloves and loose clothing while operating drill presses is prohibited.

4. Lathe Operations

- a. Lathe tools should be ground so that the chips will break off instead of curl. Only lathe dogs equipped with safety set screws are to be used.
- b. Make sure that all gear and belt guards are in place. This includes backgears and ingears, especially.

- c. Wherever chucks or face plates are changed, they must be started on the spindle by hand power. Keep hands off chuck rims when lathe is in motion.
- d. After adjusting a chuck be sure to remove the chuck wrench immediately. See that tailstock tool-holder and material are properly clamped before turning on the power.
- e. For external work, never set the lathe tools below the center of the work being turned.
- f. Use a brush to remove chips. Do not use compressed air.
- g. Wear only short sleeves when filing on a lathe. When near the chuck and/or head stock, file with the right hand over the lathe stock instead of the left hand, holding the file in such a position that in case it is forced back, the hand will not be forced against the body.
- h. The operator's eyes must be protected with full face shields at all times when the machine is in use.

5. Use of Compressed Air Machinery

- a. Cleaning with compressed air – The use of compressed air for cleaning purposes to blow debris from skin and clothes is prohibited. If possible, brushes should be used for cleaning machinery.
- b. Use of Air hammers
 - aa. Remove the piston or tool of an air hammer whenever it is not in use to avoid the danger of it flying out and striking someone.
 - bb. Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air powered unit.
 - cc. Maintain your hold securely on the handle on an air motor to prevent it from flying around and sticking you.
 - dd. Be sure to show that the discharge end is made secure before turning compressed air into a hose so that it will not swing around and cause injury.
 - ee. Hearing protection in the form of an ear muff is required; the use of safety goggles is required; and the wearing of steel-toes shoes is required.
 - ff. Tie sections of air hose together with iron wire where slip fitters are not supplied.

6. Use of Woodworking Machinery

- a. Machine guards are to be permanently attached.
- b. If you are running short or narrow stock, protect your fingers by using a block.

- c. Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight-edge guide of the table saw.
- d. If the saw binds in a cut, the saw must be shut off before attempting to dislodge the lumber.
- e. A rip saw shall not be used for cross-cutting; nor shall a cross cut saw be used for ripping. A spreader and kickback fingers shall be required when using a rip saw. A spreader will be required when using a crosscut saw.
- f. Learn to stand out of the line of possible “kick-back” and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.
- g. Never reach over any machine to get finished materials from the opposite side, to remove dust or wood particles from the saw table, or to oil the machine while it is in operation.
- h. In using a joiner, never allow either hand to pass over the knife. Use both hands – one on each side of the material – using particular care at the start & finish.

7. Use of Gas Welding Equipment

- a. All gas welding equipment and connections should be kept free from grease and oil. (High purity oxygen gas will accelerate and increase the probability of explosion when in contact with oil or grease and may be a source of heat). Oily and greasy gloves may bring about the same effect, besides making it difficult to handle the cylinders.
- b. Never roll tanks on the floor, nor attempt to carry them by hand or hoist from the truck. After unloading the tank the cylinder must be securely chained.
- c. Securely fastened with a chain the acetylene and oxygen tanks in an upright position where there is no danger of their falling or being bumped.
- d. Use only standard oxygen hose with right-hand couplings, together with red acetylene hose with left-hand thread.
- e. Blow out the tank valve before attaching the regulator. Never use compressed air for blowing out the equipment as air may contain some oil and moisture. Use Oxygen to blow out the Oxygen hose and acetylene to blow out the acetylene hose.
- f. When changing empty tanks for full ones:
 - aa. Shut of valve on empty tanks.
 - bb. Release thumb screw on regulator.
 - cc. Disconnect regulator, blow out tank valve, and connect on full tank.
 - dd. Stand on opposite side of tank, point the acetylene valve outlet away from oxygen tank and face away from the gauge while opening the tank valve.

- ee. Adjust thumb screw on regulator to proper pressure, making sure that you do not have excess Oxygen, which only causes unnecessary sparks in operation.
 - g. Be sure that the end of your torch is cleaned before attempting to light. Use only friction lighters.
 - h. Do not put the materials in such a position as to permit sparks, hot metal, or the severed section of metal to fall on the gas supply hose or the feet of any employee.
 - i. At the completion of work, the welder may make a careful inspection of the job site to insure that hot articles have not been left smoldering which might later develop into a serious fire.
 - j. Proper safety goggles and safety gloves are required. The employee is required to wear steel-toed shoes.
 - k. Acetylene and oxygen tanks should not be stored together.
- 8. Use of Electric Arc Welding Equipment
 - a. Whenever possible, welding operations should be carried on inside a regular welding booth. If work must be performed outside a booth, the Arc shall be effectively screened to prevent injury to eyes and others.
 - b. Before entering the welding area, an effective warning, such as shouting, shall be given, so that the operator may be aware of your presence and help you to avoid a sudden flash or other injury.
 - c. Like the welding operator, the person entering the welding area is to also wear required eye protection.
 - d. The welding of galvanized material requires the operator to protect himself with a specially designed airline respirator which fits under his helmet.
 - e. Deposit short ends of welding rods in the containers provided for that purpose, to prevent burning holes in your shoes or starting fires.
 - f. When not in use, place the electric holder where it cannot cause an arc.
 - g. Prevent injury to yourself and others from short circuits by only using welding cables that are in good condition.
 - h. Only properly authorized operator shall use welding equipment. Never attempt to repair welding equipment yourself.
 - i. Helmets and shields will be used with all electrical welding. Do not remove your helmet while bending over a hot weld.
- 9. Tree Trimming and Chain-Saw Safety
 - a. No person shall be assigned to work in a tree unless they have been trained as a climber and are: Able to use a climbing rope and saddle; able to tie all necessary knots; and able to use necessary hand tools.

- b. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.
- c. Except in cases of emergency, tree work should be avoided when trees are wet, during high winds, or during extreme low temperatures.
- d. Only physically fit persons should be allowed to climb.
- e. Tree trimmers should ask for assistance only from persons on the crew, never from bystanders.
- f. Danger signs and barriers will be placed around areas where tree work is to be done.
- g. The Supervisor is responsible for: instruction to his or her crew; inspection of tools; enforcement of all safety rules; suitable clothing should be worn as determined by the Supervisor.
- h. Ropes of a suitable strength should be used for lowering of large limbs.
- i. Ropes shall be used for raising and lowering of tools.
- j. Safety or climbing ropes should not be used for lowering of limbs.
- k. Ladders should not be used unless they can be set on a firm foundation.
- l. Ladders should be frequently inspected for damage. All additional safety rules of LADDERS AND SCAFFOLDING, regarding ladders, are to be adhered to.
- m. Climbers should always call a warning before dropping limbs.
- n. Never leave hangers or tools in a tree over non-hour or overnight.
- o. Special precautions should be taken when it is necessary to work around live wires. Work should not be done within 10 feet of a live wire unless the employee is certified to do the work.
- p. All wires broken during tree work should be reported to the proper utility company.
- q. Fallen wires should be guarded until service persons arrive.
- r. In case of contact with live wires, do not touch the victim. They must be separated from wires by use of nonconductive materials. Call 9-1-1 for an ambulance at once and contact the utility involved.
- s. For removal operations: Pull ropes all used to guide the fall of large trees. Once the notching has started, the tree must not be left unguarded.
- t. Only one-person saws should be used in a tree. All chain saws should be roped with their own rope using either a taut-line hitch or a ground person to hold the rope.
- u. Walk with the saw stopped and the guide bar pointed to the rear.
- v. Never walk with the power saw running.
- w. Always stand at the end of the saw when cutting, never at the side.

- x. Avoid using the top of the saw for cutting.
- y. Never replace chain in guide rail groove while motor is running.
- z. Clean and check saw thoroughly and lubricate daily as required. Maintain proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer, and easier cutting.
- aa. Refuel the saw before it runs out of gasoline to avoid a “bound saw” which is difficult to refuel and start; and to avoid the danger of fire when starting a saw at the refueling site.
- bb. Hard hats and safety goggles are mandatory, steel-toed shoes are required to be worn.
- cc. Bolistic chaps will be worn while operating a chain saw on the ground.

10. Lawn Mowers

- a. Power mowers will not be left unattended with the motor running.
- b. Area to be mowed must be inspected for foreign objects before mowing. Wire, stones, bottle caps, sticks, etc., should be removed before mowing.
- c. Bystanders should be warned by the operator of the danger of flying objects. Extreme precaution must be taken when there are children in the immediate area.
- d. Operators must keep hands and feet away from the undercarriage of the mower.
- e. During maintenance repairs or when refueling, the spark plug ire must be disconnected from the spark plug.
- f. After mowing is completed, disconnect spark plug wire from the spark plug; remove dirt, grass, etc., from the top of the mower; place mower in dry location under cover.
- g. Operators of power mowers should wear steel-toed shoes or steel-toed caps.
- h. Operators of rotary mowers shall wear safety glasses or goggles.

XIX. PROTECTIVE CLOTHING AND EQUIPMENT

(Added 5/06)

Village employees are involved in a variety of work some of which involved hazards. The tasks performed range from custodial services to heavy construction activities. In all tasks, however, there are counter parts in private industry where much research has been done to develop measures to protect employees from accidental injury. Where possible, this is done by providing guards for various types of machinery. All machine guards shall be kept in place while machinery is in operation. Tampering with machine guards is prohibited and any removal requires the prior approval of a supervisor. All guards are to be properly replaced after the repair work that necessitated their removal has been completed. When necessary for work on electrically driven machinery, the disconnect switch for controlling the machine shall be secured in the open or off position by the worker or workers performing the job. The securing device should not be removed until the work has been completed and the area has been cleared.

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved, personal protective apparel such as hard hats, safety belts, safety goggles, traffic vests, face shields, gloves, aprons, toe guards, respirators, etc. Supervisors shall insure that all their employees are properly protected. Local dress codes may be established within a particular department, division, or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made by supervisory personnel to select protective clothing and equipment that is acceptable for comfort, appearance and utility, and still afford the desired protection. It is sometimes less comfortable to wear than ordinary dress, however, and this creates a temptation for some individuals to lay it aside when the "boss" isn't around. That employee becomes a gambler who is betting on his or her life, or eyesight, or other physical wellbeing, that "it won't happen to me." Losing that bet becomes more uncomfortable for a lifetime than wearing the equipment for the duration of the job. Safety, in this instance, is a knowledge of the hazards, knowledge of the protection available, and a frame of mind that makes use of available protection a safe work habit.

A. GENERAL CLOTHING

1. For your safety and comfort, invest in work clothes that are sturdy, that fit well, and are washable.
2. The wearing of loose, flowing or ragged clothing on or near moving machinery or equipment is prohibited.
3. Short-sleeve shirts or tee shirts should be worn for operating machinery. Long sleeves as long as they are secured at the cuff are permissible. Rolled up sleeves are dangerous because they have flapping ends, and because the added thickness of the cloth can pull your arm into a machine before the cloth tears.
4. Pant legs should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall. At the discretion of the Department Head, when the head index is above 90 degrees shorts will

be permitted provided that the tasks assigned to the employee do no warrant long pants or other protective clothing.

5. Work clothes should be washed frequently as a safeguard against skin infections and irritations.
6. For outdoor work in winter weather, it is best to wear loose, warm, fairly lightweight clothing. Wear layers of clothing, so you can peel it off for inside work and put it back on when you have to do outdoors.
7. Oil soaked clothes are a serious fire hazard. Keep your clothes free from oil.

B. HEAD PROTECTION

Many activities performed by Village employees involve working above or below ground levels, movement of material overhead or working near construction machinery. In such operations, the hazards of being struck by falling objects, machinery or loads being moved by machinery constantly exist. Hard hats are provided to prevent head injuries, from being struck by falling objects and bumps against objects when working in confined spaces. The only permissible hard hats are those that have been approved by OSHA. Hard hats shall fit properly.

1. Hard hats of the type approved by the department head shall be worn:
 - a. When working around front end loaders, backhoes and lifts.
 - b. When working in any manhole, excavation or hole below 3 feet in depth.
 - c. When there is any work being done above the head, whether on your job site or someone else's.
 - d. Department supervisors will designate all other areas where hard hat usage is required for their department.
 - e. When employees in one department are performing work with another department the safety procedures of the lead department will be followed by all (e.g. Street Department crew working for the Water and Sanitation Department.)

C. FACE AND EYE PROTECTION

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes and with considerable force by power tools and machinery, or splashes of corrosive dust and liquid chemicals.

Face and eye protection shall be provided for any task where there is any probability that an injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. The Village shall provide appropriate face and eye protection device at no expense to the employee and shall make their use mandatory in specific tasks.

Safety glasses, goggles and other eye protective equipment offer a vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility.

1. Safety glasses or goggles shall be worn:
 - a. When using designated motor, air or hydraulic driven grinding, sanding, sawing, chiseling, hammering or mowing equipment.
 - b. When working with hazardous chemicals.
 - c. In any respective area where safety glasses or goggles are designated.
 - d. Division supervisors will designate all other areas where safety glasses or goggles usage is required in their division.
2. Electric Arc Welding:
 - a. Welder's helmet with proper filter lenses shall be worn.
 - b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.
 - c. Helpers and observers shall wear safety glasses, goggles, or hand held shields with the proper filter lenses.
3. Gas Welding and Cutting:
 - a. Welders goggle with proper filter lenses shall be worn.
 - b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.

D. HEARING PROTECTION

In the variety of activities conducted by Village employees, there are some machines or equipment (i.e. well house auxiliary power unit) that may produce sound levels in the frequencies which cause hearing loss. When employees are subjected to excessive sound levels, attempts should be made to use engineering controls. If the sound level cannot be reduced within tolerable range, then personal protective equipment shall be provided and shall be worn by employees so exposed.

Ear protection may consist of ear muffs, ear plugs, or some of the newer disposable materials. The type most acceptable to employees shall be provided whenever possible, so long as it achieves sufficient reduction of noise exposure. Cotton will not be used as ear plugs.

E. FOOT PROTECTION

Many tasks involve manual lifting or handling of heavy tools and materials. Foot injuries frequently occur when heavy objects are dropped, resulting in bruises, dislocations, fractures or crushes. Shoes, rubber boots, etc., reinforced with steel toes or soles will prevent foot injuries from impacts of falling objects, stepping on sharp objects, or exposures to blades of power tools. These items of foot wear are available

in a variety of attractive styles as comfortable as any pair of properly fitted shoes can be. Foot protection is a sound investment for any employee, not only for work activities, but for any off-the-job tasks as well.

1. Approved safety shoes shall be worn:
 - a. When any employee is engaged in work on outside job sites. Supervisory personnel should also wear safety shoes when exposed to hazardous conditions. When they are not worn, supervisory personnel must keep clear of the area of equipment.
 - b. When any employee is doing work around heavy equipment or machinery, inside or outside.
 - c. When any employee is lifting and/or transporting heavy objects.
 - d. Department Heads will designate all other areas where safety shoe usage is required for their divisions.
2. Excessively high-heeled shoes may create a tripping hazard. Shoes with run down heels or torn soles are hard on the feet and can cause falls. Keep your shoes in good repair.

F. HAND PROTECTION

One of the most dangerous human ornamentations to wear in occupational or industrial work is a ring. Rings should be removed or not worn to work if there is the slightest chance of getting the ring caught in any hook, tool or piece of machinery. Rings can cause serious loss of fingers or painful lacerations and frequently have to be cut off fingers if bend in such a manner as to shut off circulation. Other jewelry such as watches, metals, chains and identification bracelets should not be worn when handling rough edges or abrasive material or when the work subjects hands to possible lacerations, puncturing or burns. Other hand protection may be designated by authorized persons. Skin irritation should be prevented by washing with soap and water – not gasoline. Learn to recognize poison ivy and poison oak and avoid it. Rubberized gloves should be worn when handling irritating materials.

G. RESPIRATORY PROTECTION

There are many tasks in municipal employment involving exposure to fumes, gases, mists, chemical dusts, etc., that can be harmful to the human respiratory system. These hazards can be avoided by use of the appropriate filter action breathing masks, self-contained breathing apparatus (SCBA), etc. Safe performance is achieved through adequate knowledge of noxious or toxic effects of substances being handled, the circumstance under which harmful atmosphere may exist in the work environment, adequate testing to determine the nature of the environment before entering it, the type of equipment that will provide adequate protection, and training in the proper way to use the protective equipment.

1. The following safety procedures are established:

- a. Department Heads and/or Supervisors shall learn, and then thoroughly instruct all employees whose work assignments may involve exposure to atmospheres containing noxious or toxic substances or oxygen deficiency, about the properties of such atmospheres, the potential hazards, the circumstances under which these hazards may exist, the proper method of testing for hazardous atmosphere, the proper type of protective breathing apparatus to use, and how to use it.
 - b. Suitable breathing apparatus shall be conspicuously placed near work environments involving the possibility of exposure to harmful atmosphere. The apparatus shall be kept clean and used only for the protective function intended.
2. Each time the respiratory equipment is used, a report will be made to the Department Head and/or Supervisor of the reason for its use and the amount of time it was in use.
3. Approved respirators shall be worn in the following instances:
 - a. When welding on brass, bronze, or galvanized iron in confined areas where ventilation is limited.
 - b. When entering manholes, sewers, vaults, boilers, or other confined spaces where tests indicate presence of noxious atmosphere after attempts to purge and ventilate them.
 - c. When determined by the supervisor to be advisable due to the known or suspected presence of hazardous substances or lack of oxygen in the environment concerned.
4. Before selecting an appropriate respirator, an employee must know exactly what contaminant needs to be protected against. The following questions should be asked:
 - a. What form is the contaminant in?
 - b. What is the estimated concentration of the contaminant?
 - c. Is there an oxygen deficiency?
 - d. Is the concentration Immediately Dangerous to Life and Health (IDLH)?
 - e. Does the contaminant have good warning properties?
 - f. For gases/vapors, can it be picked up by absorbent material?
 - g. Is the contaminant a skin hazard or eye irritant?
 - h. What kind of working conditions are present? Is mobility a factor?
5. Once the properties, toxicity, and concentration of the contaminant are known, the correct respirator can be chosen. **Three types of respirators are commonly used in municipal operations.**
 - a. Air-Supplied includes respirators which use a supplied air line and Self Contained Breathing Apparatus (SCBA) in order to supply breathable

- air independent of ambient air. These are always to be used in area that may be IDLH. Examples include when changing chlorine containers and when entrance into manholes or wetwalls.
 - b. Cartridge type uses chemical cartridges or canisters for removal of air contaminants such as gases, vapors or particles. These cannot be used in IDLH environments because they do not supply breathing air. Examples of when these should be used include:
 - aa. Use with polymers containing formaldehyde.
 - bb. Use while using muriatic acid.
 - cc. Use while Chem Cleaning in sand filter building
 - dd. During spray painting operations.
 - c. Filter type used in areas of dusts or mists which do not contain chemical hazards. During sand blasting and other functions.
 - aa. Choice varies with the form and concentration of the particle or mist.
 - bb. Hazard classes:
 - Dusts – large sized solid particles
 - Fumes – small sized solid particles formed by condensation of volatilized substances.
 - Mists – large sized particles formed by dispersions of liquid particles.
 - cc. Choice of filter type respirators is very dependent on the particle size. Certain standards require specific respirators. Consult the Material Safety Data Sheet.
 - dd. Filter type respirators are usually disposable.
6. Inspection, Maintenance and Cleaning
- a. Carefully inspect equipment for worn or damaged components.
 - b. Wash face piece with mild, soapy water and rinse.
 - c. Disinfect with prepared disinfectant solution or use a solution of 70% alcohol.
 - d. Allow to completely air dry. NEVER dry lens with paper towel as it will cause scratches on lens.
 - e. When dry, store face piece in sterile plastic bag.
 - f. Wipe dirt from the rest of the equipment with damp cloth.
 - g. Let air dry and replace in case.
 - h. Replacement or repairs is to be done only by experienced personnel with parts designed for the specific respirator.
 - i. Emergency use respirators should be inspected monthly, and records of the inspection are to be kept in a file by the Department Head.
7. Psychological and Physical Limitations – employees who may suffer from any

of the medical conditions listed below should not use a SCBA without written approval from their physician.

- a. Respiratory ailments including asthma, bronchitis and emphysema.
 - b. Cardiovascular problems.
 - c. Claustrophobia.
 - d. Excessive nervous conditions.
 - e. Back, shoulder or knee injuries.
 - f. Pregnancy.
 - g. Absence of dentures.
 - h. Beards or long hair.
 - i. Wearing of glasses or contact lenses.
8. The following is a list of regulations and requirements for the use of maintenance of the SCBA masks:
- a. The masks shall be used whenever and wherever chlorine ammonia or other hazardous gas leaks are suspected or detected.
 - b. Before entering a potentially hazardous area, notify at least one other employee to stand by in case of emergency.
 - c. Before entering a potentially hazardous area, be sure the mask is functioning properly and the face seal is secure.
 - d. If the anticipated total amount of time required to correct the hazardous condition exceed the capacity of one SCBA tank (30 minutes), notify the Burr Ridge Fire Protection District prior to beginning work to have additional equipment on hand.
 - e. The masks shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, or cap that projects under the face base, or temple pieces on glasses. It is essential that all employees be prepared to obtain a good face seal with the mask on short notice should the occasion require it. Check the mask frequently to insure no interference from beards or sideburns).
 - f. Wearing of contact lenses in contaminated atmospheres with the masks shall not be allowed.
 - g. The warning bell on the respirators signals a five minutes air supply remains. This is an approximate time, as type of activity and respiration of each individual differ. Leave the contaminated atmosphere as soon as the warning bell sounds.
 - h. The masks shall be cleaned and disinfected after each use. Disinfection is accomplished by wiping the mask inside and outside with a cloth moistened with denatured alcohol. The denatured alcohol is then removed by wiping the surfaces with a cloth moistened with mild detergent and water. Be sure the eye pieces are cleaned also.

9. The masks shall be checked against defects and low air supply periodically. Air supply shall be recorded on the appropriate chart in the carrying case. Low air supply, or defects shall be reported immediately.
10. Face masks connected with respirators must not be bent in such a manner that air will pass around the mask instead of through the filter.

H. OTHER PROTECTIVE EQUIPMENT

1. High visibility clothing shall be worn by employees in and around any area where there is a danger from street traffic such as patching and maintenance of streets, in and around street excavations, a construction or maintenance area where there is moving machinery or equipment, while surveying on Village streets where there is moving traffic, or in any other area designated as "safety vest or tee shirt" area by the supervisor.
2. Safety seat belts will be properly fastened whenever the motor vehicle is so equipped and is in motion, except the Police Department personnel covered under State Law.
3. Headlights will be turned on anytime windshield wipers are being used.

I. LOCKOUT PROCEDURES

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

XX. CONFINED SPACE

(Added 5/06)

A. WORKING IN CONFINED SPACES

1. What is a Confined Space – A confined space is a tank, vessel, silo, vault, pit, open-topped space, pipeline, duct, sewer, tunnel, and has the following:
 - a. Limited means of ingress and/or egress;
 - b. Not designed for continuous employee occupancy; and/or
 - c. Has one or more of the following characteristics.
 - aa. Less than 19.5% oxygen or more than 25% oxygen.
 - bb. Flammable / combustible / explosive atmospheres present or able to be generated or enter into an area.
 - cc. Toxic atmospheres present or able to be generated or enter into.
 - dd. Areas not protected against entry of water, gas, sand, gravel, ore, grain, coal, biological, radiation, corrosive chemicals, or any other substance which could possible trap, suffocate, or harm a person.
 - ee. Poor ventilation.
 - ff. Restricted entry for rescue purposes. Any confined space shall be considered to be immediately dangerous to life and health until tested and proven otherwise.
2. Safety Procedures
 - a. Before entry into a confined space, a “Confined Space Entry Permit” shall be filled out and approved by the employees Supervisor and/or Department Head.
 - b. Before entering confined spaces, a test shall be made to determine whether explosive or toxic gases or vapors are present and also if there is sufficient oxygen present.
 - aa. A properly calibrated metering/sensing device shall be used to detect the presence of flammable and toxic gases. The device used will be one capable of detecting such gases.
 - bb. The oxygen content of the space shall be checked with a properly calibrated oxygen meter. The oxygen meter must register between 19.5% and 25.0% before entry is permitted.
 - cc. Gas concentrations shall be checked at all levels within a confined space, top to bottom, before entry is permitted.
 - dd. When an employee is working in a confined space, gas concentration shall be monitored continuously.
 - ee. Confined spaces shall be ventilated when an oxygen deficiency is detected (less than 19.5%) when there is an excess of oxygen (greater than 25%), or when the presence of toxic or flammable gases are present. The ventilation will be maintained until the

hazardous gases are brought to acceptable levels, or until the oxygen reading is between 19.5% and 25%. Ventilation shall be maintained while any employee is in the space and monitoring will continue.

- ff. If ventilation is not possible, a self-contained breathing apparatus, with a full tank of air, may be used for work in confined spaces that are deficient in oxygen or contain toxic gases. However, flammable gases must be purged by ventilation before entry or work is performed to eliminate any potential sources of explosion.
 - gg. All potential users of self-contained breathing apparatus shall be instructed in the proper use and care of the equipment. This instruction must be documented by the Department Head and given to the Safety & Claims Coordinator.
- c. Before entering any confined space, the following equipment must be assembled and ready for use at the work site:
- aa. A properly calibrated oxygen meter and metering/ sensing device for the potential toxic and flammable gases. The sensing element of the meter must be able to reach the bottom of the confined space.
 - bb. Two intrinsically safe communications devices.
 - cc. A self-contained breathing apparatus with a full tank for each member of the crew. Spare tanks shall be available on site.
 - dd. Safety harness, ropes, rescue lines.
 - ee. A mechanical lifting device certified to lift a person's weight.
 - ff. Protective clothing which may include hard hats, safety shoes, rain gear, goggles, etc.
- d. No employee shall enter a manhole, sewer, tank, or other underground confined space without a safety belt or harness and attached lifeline tended by another employee at the point of entry, as per OSHA guidelines and regulations.
- e. Smoking or open flames shall be prohibited in any underground operations or in other confined spaces.
- f. When opening manholes in the streets, use barricades and warning signs to protect pedestrian traffic and to alert vehicle traffic to the hazard.
- g. Areas around the openings of confined spaces shall be kept clear of all debris, tools, etc. which may fall into the confined space and injure an employee.
- h. Never allow exits to be blocked.
- i. Ladders will be used when entering manholes without steps/rungs, sewers, tanks, or other under-ground confined spaces when there is any question about the safety of the steps. Also, the top of the ladder should be secured when possible to prevent from slipping.

- j. Only lights approved and provided by the department shall be used in confined spaces.
- k. No gasoline or diesel motor shall be operated in the confined space unless the exhaust is connected to the proper outlet.
- l. The following shall apply to sanitary plant or sewer system lift stations:
 - aa. A lifeline shall not be required for entry into dry wells when the well is equipped with an automatic ventilation system and access is provided by stairs or ladders not exceeding a 10 foot descent.
 - bb. The safety procedures outlined in the proceeding rules shall be followed in all cases involving entry into wet wells.
- m. When personnel inspect storm sewers and sanitary sewers by walking through them, the following procedures shall apply:
 - aa. Two manholes ahead of the inspection area shall be opened for ventilation. Forced air ventilation shall be added at the descending manhole.
 - bb. At least two employees shall remain on the surface.
 - cc. Employees walking the sewer shall report continuously to the person on the surface.
 - dd. All persons in the sewer shall be equipped with self-contained breathing apparatus complete with full face piece, combustible gas indicator and hydrogen sulfide detector.

3. Training

- a. All personnel involved shall be trained to recognize areas that may be considered a confined space, the position and function of fixed detecting/sensing devices, if any, and what gases may accumulate within that space. This training shall be documented by the Department Head.
- b. All personnel involved shall be trained in the effects of the gases that may accumulate within each confined space and their effects on the body and/or their flammability characteristics. This training shall be documented by the department heads.
- c. All personnel involved must be trained in the correct use of detecting/sensing equipment necessary to determine the levels of gases accumulated within a confined space and the proper functioning of that equipment. This training shall be documented by the Department Head.
- d. All personnel involved must be trained in the proper handling and use of the safety equipment to be available and used; such as self-contained breathing apparatus, portable communication devices, tripod with pulley block and rope, safety harness and oxygen meter. This training shall be documented by the Department Head.
- e. All personnel shall be made aware that confined space entry is NEVER attempted alone.

- f. The attending employee shall be trained that if the person within the confined space is rendered helpless, the first thing to do is communicate, with the provided portable communication device, the fact to the local department or rescue unit and with other personnel in the facility. A rescue shall never be attempted without the use of a self-contained breathing apparatus that has been tested on site.
 - g. The documented confined space entry procedure shall be reviewed step-by-step and each involved participant shall perform the procedure properly, providing all necessary equipment. The training procedure shall be performed every twelve (12) months and records of each session maintained by the Department Head. Adherence to the confined space entry procedure is a matter of LIFE AND DEATH and this fact shall be related to all involved.
 - h. Each new employee shall also be given a tour with emphasis placed on the confined spaces and monitoring devices.
 - i. Each new employee shall also be trained in this confined space entry procedure and have successfully performed it at a training session before he or she is permitted to participate as a member of a confined space entry team. This shall be documented by the Department Head.
- 4. Emergency service personnel (Police Department) should follow confined space entry procedures as outlined herein only for scheduled confined space entry operations.

XXI. MOTOR VEHICLES AND MOBILE EQUIPMENT

(Added 5/06)

Village vehicles are easily identified and thus constitute a traveling advertisement seen by many citizens. By being courteous, considerate and by utilizing defensive driving techniques, especially in the presence of other motorists and pedestrians, we can build good public relations while, at the same time, avoiding accidents.

- A. All employees shall be responsible for a safety check EACH DAY of any vehicle or mobile equipment they are assigned to drive.
 - 1. Items to be checked on vehicles driven by **administrative employees** include lights, power steering, horns, windshield wipers, tires, directional signals, breaks and motor oil (to be checked when filling the gas tank).
 - 2. Items to be checked **on all other vehicles, excluding police vehicles**, include the items listed in "1" above plus brake fluid, windshield solvent, clutch play and the power steering fluid reservoir. Also, breaks shall be tested by putting the vehicle in gear and applying the brakes to bring the vehicle to a stop.
 - 3. Items to be checked in **police vehicles** include the items listed in "1" above plus checking the vehicle for dents and damage, tire bulges, items in trunk, emergency lights, spot light, siren, horn and directional signals.
- B. Position all adjustments for safe driving, before putting the vehicle into gear, such as seat, inside and outside mirrors, and sitting positions.
- C. Drivers of Village vehicles must possess a valid Drivers' License. (If you are a new employee that has moved to Illinois from another state, you must get your Illinois Driver's License within your first month of employment). Driver's Licenses may be checked annually.
- D. Employees must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve him/her from civil or criminal liability for the consequences of wantonly reckless driving. Even though emergency equipment has warning devices, the drivers are expected to PROCEED WITH CAUTION.
- E. All slow-moving equipment shall be equipped with a triangular shaped reflecting sign, an amber rotating beacon, and a backup alarm in accordance with the Illinois Motor Vehicle Code.
- F. Load Security
 - 1. Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
 - 2. Drawers in moveable trucks shall always be secured before the truck is driven.
 - 3. All tower equipment (ladder trucks, aerial buckets, etc.) will be checked and secured prior to the movement of the vehicle.
 - 4. Only materials and equipment necessary to carry on Village work will be transported in or on Village vehicles.

- G. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions.
- H. All persons who drive or ride in a Village vehicle will wear the seat belts.
- I. not more than three (3) persons shall be permitted to ride in the front driver's seat of any vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each person. Riding on the back of trucks is expressly prohibited.
- J. Village vehicles shall not be used to transport hitchhikers.
- K. When trucks or vehicles must be stopped on streets or highways, adequate warning signals must be used, and a flag person if traffic warrants.
- L. When backing up a vehicle, be sure the way is clear. Get out of the vehicle when necessary, and inspect the area to be back into. Back up slowly. Sound horn while backing when necessary. If there is another employee along, he/she should get out and direct the backing.
- M. Never leave the vehicle with the engine running needlessly. It is illegal as well as an unsafe practice to leave any vehicle unattended with the motor running. Remove keys from the ignition.
- N. Do not assume the right-of-way. The driver who has the last chance to avoid an accident may be the driver with the legal right. **"DON'T BE PUSHY; STOP."**
- O. When filling gas tanks shut off the motor of the equipment, do not smoke near gasoline pumps, keep the hose nozzle against the edge of the filler pipe and do not fill the tank too fast or too full.

XXII. MOTOR VEHICLE COLLISION CONTROL

(Added 5/06)

The operation of Village vehicles is indispensable in conducting Village business, and the manner in which each vehicle is handled directly affects the performance of each Village Department. Vehicular collisions are potentially the most costly losses the Village can incur.

A. VILLAGE AND EMPLOYEE RESPONSIBILITIES

1. Each employee is expected to maintain a good driving record.
2. Establish firm internal requirements for personnel to fully adhere to policies established and frequently check on their compliance.
3. Insist that all assigned vehicles are maintained adequately for safe operation.
4. Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness.
5. Fully support the Village's driver training effort to promote defensive driving.
6. Review each preventable vehicle collision and unsafe driving report with the employee and the employee's supervisor.
7. Enforce the wearing of seat belts on all trips, except police department personnel, as directed.

B. DEPARTMENT HEADS RESPONSIBILITIES

1. Be sure that their departments employees do not drive any Village vehicle unless they have a valid Driver's License and are familiar with the State and Village driving rules and regulations.
2. Insure that only authorized personnel are allowed to operate Village vehicles, special purpose vehicles and trucks.
 - a. An employee shall not be certified or authorized to operate a special purpose vehicle unless he or she has satisfactorily demonstrated his or her complete familiarity with its functions. An employee shall thoroughly understand the manufacturer's operating instructions, vehicle limitations, emergency procedures and be able to successfully pass an operator's check-out test to the satisfaction of the supervisor.
 - b. These procedures shall be followed for each type of special purpose vehicle and truck the operator is required to operate.
3. Be alert in observing unsafe driving practices of Village employees and insure that action is taken immediately to correct the driver.

4. Review all preventable vehicle collisions with their departments employees and discuss each unsafe act so that something can be gained from the accident.
5. Insure that unsafe vehicles are not driven until safety discrepancies have been corrected.
6. Insure that employees are briefed and understand that the use of the seat belts when driving or riding in a Village vehicle is mandatory.

C. EMPLOYEES ARE REQUIRED TO FOLLOW DEFENSIVE DRIVING PRACTICES which are established for the protection of themselves and the residents of Burr Ridge. Each employee driving a Village vehicle shall:

1. Inspect the vehicle which the employee is about to drive in accordance with the established rules.
 - a. If there is evidence of accident or damage, the employee shall report it to the supervisor or otherwise the employee could be charged for an accident that the employee did not have.
 - b. If the vehicle is found to be unsafe, the employee shall report it and request another vehicle.
 - c. Vehicles having steering or braking defects shall not be driven; they shall be towed to the garage for repair before being returned to service.
2. Report to the Department head in writing all defects noted during the trip.
3. Wear a seat belt at all times while driving.

D. THE SAFETY AD CLAIMS COORDINATOR SHALL:

1. Maintain and administer an aggressive program for Village employees that will effectively reduce Village vehicle collisions.
2. Work with the Executive Safety Committee to coordinate a defensive driving course with appropriate employees and maintain records on their attendance and need for retraining.
3. Recommend safety equipment requirements and specifications for purchasing new vehicles.
4. Periodically review follow-up Department corrective actions and verify appropriate applications of collision and accident prevention policies.

E. GENERAL POLICIES

1. Driver Selection – Selection of employees who will be required to drive, full or part time, should be done with care. Lives of people and the professionalism

of the Village employees are under public evaluation every time a Village vehicle is operated. It is of paramount importance that Village employees have a healthy attitude toward their driving. Drivers of Village vehicles shall be considered qualified when capable of meeting the following criteria:

- a. Possess a valid Driver's License with the appropriate classification.
 - b. Capable of passing a Village physical examination when a question of fitness to drive arises because of serious illness.
 - c. Capable of successfully passing periodic driver check rides administered by his or her Department Head, or their designee.
 - d. Capable of demonstrating familiarity with the type of vehicles assigned.
2. Defensive Driving Courses – Full time and designated part time employees driving Village vehicles may be required to attend defensive driving courses, and periodical refresher courses.
 - a. Frequency of employee defensive driving courses shall be determined by the Department Head in cooperation with the Safety & Claims Coordinator.
 - b. New employees required to drive Village vehicles may be required to complete defensive driving courses satisfactorily.
 - c. Any driver involved in a preventable collision or who demonstrates questionable driving practices shall be required to be retrained in defensive driving or reassigned to non-driving duties if not improvement is noted.
3. Vehicle Accidents Reviewed by Safety Committee – The responsibility of the Executive Safety Committee in reviewing vehicular collisions is as follows:
 - a. Review final investigation report at monthly meetings.
 - b. Make recommendations to the Village Administrator if the Committee does not agree with the department's ruling.
4. Disciplinary Action – Disciplinary action taken against employees who irresponsibly cause vehicular collisions may be administered in the manner described by the Village.

XXIII. PROPERTY DAMAGE LIABILITY CONTROL

(Added 5/06)

Liability claims, resulting either directly from an action by a Village employee or, indirectly because of unsafe Village facilities, can result in a significant financial burden upon the Village. While some liability potential is beyond our control, a percentage can be kept within the reasonable limits when efforts are directed toward eliminating the causes.

A. VILLAGE FACILITY INSPECTIONS

Department Heads responsible for maintenance of various facilities shall insure that thorough inspections are conducted at a frequency determine adequate for controlling defects. The following examples are provided as a sample of inspections that should be conducted by the appropriate Department.

1. Condition of all Village streets, gutters, sidewalks with respect to holes, roughness, drainage, cracks, breaks, or irregular areas and excessive amounts of gravel or dirt on pavement.
2. Condition of main and branch sewer lines including freedom from restrictions.
3. Condition of public easement with respect to accumulated trash, illegal fencing, or conditions which endanger Village personnel.
4. Condition of trees and shrubs along streets and sidewalks that might affect the control or vision of vehicle traffic.
5. Condition of drainage ditches to insure good flow of water.
6. Proper guarding of street drains.
7. Proper placement of speed limit and traffic control signs.
8. Condition of pavement stripes and marked crosswalks.

B. VILLAGE BUILDING INSPECTIONS

Department Heads, in cooperation with the Safety & Claims Coordinator and a representative from the Building & Zoning Department, shall make periodic inspections of Village buildings to keep hazards at a minimum in work areas and public facilities including the following criteria:

1. Good housekeeping;
2. Condition of the stair treads, floor tiles, and carpeting for tripping hazards;
3. Exposed floor, electrical, or telephone outlets for tripping hazards;
4. Loose stairway railings;

5. Windows for cracked glass;
6. Walls or door frames for protrusions;
8. Office furniture in need of repair;
9. Proper storage of materials;
10. Adequate lighting and ventilation;
11. Exit signs and emergency lights; and
12. Updated fire extinguishers, eye wash and first aid kits.

C. WRITTEN INSPECTION REPORTS

The Safety & Claims Coordinator shall file a report which indicates the location and description of all discrepancies. A copy of the report shall be sent to every Department affected. A date for correcting the hazards shall be noted in a copy retained by the Safety & Claims Coordinator with a record of the action taken. The need for corrective discrepancies beyond the capabilities of the Department shall be reported to the Safety & Claims Coordinator for resolution.

D. STREET AND EXCAVATION BARRIERS

1. All barriers, markers, and lights shall be maintained in good repair and shall be cleaned to a bright finish to insure high visibility.
2. Placement of traffic warning flags, barriers, and lights for street work shall be in accordance with generally accepted safety standards.
3. Work hours in heavy traffic areas shall be controlled carefully to minimize personnel exposure to injury and disruption of traffic flow.

XXIV. CONTRACTUAL RISK TRANSFER

(Added 4/15)

IRMA's Model Policy for Contractual Insurance is hereby adopted by the Village and is included herewith as **Attachment #15**. For any and all construction work performed within and for the Village by an outside contractor, contractual certificates of insurance from each and every contractor will be required and must be in compliance with IRMA's model policy for Contractual Insurance. Each Department Head will be responsible to provide a list of all contracts they oversee to the Finance Department and shall be responsible to ensure that each contract they oversee includes the appropriate insurance and certificates. This responsibility shall be evaluated on an annual basis by the Village Administrator and will be memorialized in each Department Head's evaluation form.

**VILLAGE OF BURR RIDGE
EMPLOYEE SAFETY GUIDE**

I. **PURPOSE**

The purpose of this manual is to provide general safety rules and guidance to all personnel in implementing the Village of Burr Ridge Loss Prevention Plan. This Safety Guide and the safety procedures outlined within it are intended for Village employees, and all employees are required to comply with the safety procedures outlined. This guide has been prepared to help you avoid accidents and to help you develop safe work habits and a good safety attitude. Use it wisely.

II. **GENERAL SAFETY RULES**

As an employee, you should learn the safe and proper way to perform your tasks. Ask your supervisor if you have any doubts about how to do any job. Learn the right way to do your work. If for some reason you do not fully understand the job, ask your supervisor about it. That person is there to help you. Be sure you understand what must be done before you begin a job. Think clearly and plan your actions to avoid hazards on the job. The safety rules in this guide will help you carry out your responsibility of performing your job correctly and safely.

- A. Work at a safe speed.
- B. Obey all warning tags and signs. They are posted to point out hazards and are for your protection.
- C. Use the personal protective equipment required on the job being done such as goggles, safety shoes, gloves, reflective safety vests, etc.
- D. Maintain clean and orderly work areas so that other employees will not be distracted. Keep file cabinet drawers closed when not in use and chairs pushed in so as not to clutter walkways.
- E. Make sure that children and other persons remain at a safe distance from work area.
- F. Provide guards or barricades when required. If they are removed for any reason, replace them as soon as possible.
- G. Be considerate at all times of the safety of your fellow workers and the general public.
- H. Avoid "horse play". Your worker's compensation coverage benefits will not cover you for "horse play" injuries received.
- I. Use or possession of any intoxicating beverages or narcotics on the job is strictly forbidden, except prescribed medication.
- J. Obey all safety rules and practices and take an active part in the safety program of the Village. Encourage fellow workers to follow safe work procedures.

- K. Don't try to make electrical repairs. Only authorized personnel are allowed to work on electrical equipment or energized lines. Treat every electric wire as a live one. If you come across any dangling wires, don't touch them. Report them to your supervisor.
- L. All injuries, regardless of how minor, must be reported to your supervisor. First aid should be obtained immediately.
- M. Walk, never run.
- N. Do not try to lift heavy objects while leaning over a desk, chair or other object that forces you to use poor lifting methods.
- O. Always get help for objects that are too heavy or too bulky.
- P. Keep aisles and workroom areas clear at all times. Avoid leaving umbrellas open in entranceways. Break down empty boxes and stack away from aisles, doorways and stairs.
- Q. Use caution where floor mats are used. Floor mats can easily shift and create a potential tripping hazard.
- R. Always use handles on drawers, doors and safes or vaults when opening or closing them. Using the handles is easy, and it saves a crushed hand or fingers.
- S. Attic access door should be kept closed at all times, and the path to the attic ladder should be kept clear.
- T. Report any unsafe conditions to your supervisor or safety committee representative.

III. **SAFETY STEPS FOR CERTAIN COMMON TASKS/OCCURRENCES**

Certain tasks are performed by almost all Village employees. General safety guidelines for performing these tasks are outlined below:

A. **Lifting and Carrying**

Before any lifting or carrying is to take place, the employees should inspect what he/she is going to lift. The employee should observe the item for nails, splinters, rough edges or other things that might cause injury. When lifting, follow these procedures:

1. Place one foot alongside the object and one foot behind it.
2. Keep your back straight and tuck in your chin.

3. Grip the object firmly with your arms and keep elbows close to your body.
4. Draw the object close to you. Your body should be centered over your feet.
5. Lift vertically by straightening your legs.

If you're lifting to a position above your waist, don't try to do it in one motion. First, get the load waist high, using the procedures just described then rest it on a support while you change your grip. Bend your knees again to get your leg muscles into the final lift.

When you carry something, don't try to change its position or adjust your grip while you are in motion. Stop and rest your load on a support and make the change.

To set a load down, follow the lifting procedure in reverse. Bend your legs, not your back. Always set one corner down first, then slide your hands out so they won't get pinched.

Get help to handle a large or heavy object. When two or more employees will be carrying a load, decide beforehand how to handle it. Check the route and clearances. Have one person act as leader and watch and coach the others.

B. What to Do When an Accident Occurs

1. If you get sick at work, don't try to stay on the job. Your supervisor should be informed of your illness and see that medical aid is provided, if necessary.
2. In the event of injury requiring medical treatment, the following procedures should be followed:
 - a. Administer first aid, if necessary, to the injured person if you are qualified;
 - b. Call your supervisor for an ambulance, if necessary;
 - c. Your supervisor will inform the family of the injured person if the accident is serious.
3. If an accident involves a vehicle, call your supervisor to the scene before moving the vehicle, if at all possible.
4. Follow specified procedures for reporting each type of accident or situation by informing your supervisor.

C. **Reporting Hazards**

1. It is your responsibility as an employee of the Village of Burr Ridge to report any on-the-job safety violations or hazards immediately to your supervisor and the Safety Director.
2. Deep holes in streets, damaged ditches, malfunction of traffic signal lights or street lights, missing or damaged traffic control signs, line of sight obstructions at intersections (trees, brush, etc.) hazards noted in buildings, vandalism to Village property which may cause accidents to the public should be reported to the Public Works Superintendent immediately.

D. **Standard Operating Procedures During Tornadoes**

1. Tornado Watch - a tornado watch alert indicates that conditions are favorable for tornado formation. While no specific steps should be taken at this time, Village employees should be aware of the situation and be prepared to take cover should weather conditions deteriorate. Public Works and other non-Police personnel who are "in the field" should be especially sensitive to weather conditions and be prepared to return to base at a moment's notice. Police personnel should carry on with their patrols with the same sensitivity.
2. Tornado Warnings - A tornado warning indicates that a tornado has actually been sighted. When the threat of a tornado is imminent, Village employees inside the Village Hall should perform the following duties:
 - a. Close all drapes;
 - b. Close doors to offices with windows. Do not remain in these offices.
 - c. Take cover in the following areas;
 - 1) The basement, using the nearest basement entrance. Basement entrances are located just inside the west entrances of the Village Hall. **(Rev. 8-97)**;
 - 2) The lockup area.

All visitors in the Village Hall should follow the same procedures.

Maps showing the above evacuation routes and outlining the evacuation plan are located throughout the Village Hall **(Rev. 8-97)** and are included herewith on pages 53, 54 and 55. (Added 10-98)

E. **Standard Operating Procedures - Fires/Fire Alarms**

The following procedures should be followed in case of a fire/fire alarm:

1. If you observe a fire, notify the fire department immediately and inform your co-workers.
2. Close all windows and doors. Exit the building immediately.
3. Know the location of the nearest emergency exit and how to get to it. Also know the alternate emergency exit if the primary exit is blocked. Emergency exit locations in the Village Hall are (1) exit on the south side (front of Village Hall), (1) exit on the east side and (2) exits on the west side of the Village Hall. **IMPORTANT: West side of Police Department has (1) exit that is locked at all times and may be utilized by key use only. (Rev. 8-97)**
4. Know where fire extinguishers are located and how to use them.

Maps showing the above evacuation routes and outlining the evacuation plan are located throughout the Village Hall **(Rev. 8-97)** and are included herewith on pages 53, 54 and 55. **(Added 10-98)**

F. **Fire Prevention Measures**

1. Observe all posted NO SMOKING signs at all times.
2. Smoke only in authorized areas and extinguish smoking materials completely.
3. Do not place or throw cigarettes and other smoking materials near combustibles. Never discard in wastebaskets or on the floor. In appropriately designated areas, have ashtrays available at all times for use by visitors and/or yourself.
4. Do not block access to fire extinguishers at any time.
5. Report fire hazards and expelled extinguishers to your supervisor or safety committee representative.
6. Maintain a neat and clean workroom and prevent rubbish, empty boxes and any other combustible materials from accumulating.

G. **Directing Traffic**

Traffic vests are required to be worn by all officers when they are directing traffic. They are to be worn at all times of day.

H. **Preventing Falls**

1. Keep file and desk drawers closed when not in use.
2. Keep floors clean. Even something as small as a pencil or paper clip could cause someone to trip and fall.
3. Report out-of-order lights promptly.
4. Be alert for wet spots or spills, especially in the lunchroom near the sink and refrigerator. Wipe up wet spots promptly.
5. Use chairs properly and safely. Avoid using a chair as a substitute for a step ladder. Whenever it is necessary to reach a height, a step ladder should be used.
6. Report defective chairs to your supervisor or safety committee representative.

I. **Preventing Office Equipment and Machine Accidents**

1. Do not use any machine which you have not been trained, instructed or authorized to use.
2. Watch your clothes when around machinery. Keep hands, hair jewelry and clothing away from moving parts or office machines. Loose sleeves, scarves, hair, belts, dangling jewelry, ties and key chains are dangerous around machines with moving parts.

J. **Preventing Cuts and Punctures**

1. Secure safety latch of paper cutter when not in use.
2. If you have to clean up broken glass, sweep up pieces instead of picking them up by hand. If possible, wrap glass in paper and mark before disposing. Glass splinters can be picked up with a damp towel.

K. **Preventing File and Storage Accidents**

1. Avoid overloading top file drawers; it can bring the cabinet down on you. Too much weight near the front of a drawer can also cause overbalancing.
2. Pull out only one file drawer at a time to prevent the cabinet from toppling over. It also prevents bangs on the head or unexpected trips.
3. If unfamiliar with the file cabinet, test the drawers and don't pull them out too far if there is no locking device on them.

4. Close a file drawer immediately if not using it. Close drawers gently and use handles. Fingers can get pinched if you use top or sides of drawers.
5. If any drawers or doors are stuck, do not struggle to open. That is an easy way to cause back injury or bring everything down on you. If stuck, call Public Works.
6. Use caution in removing material that is stored on top of cabinets.
7. Keep combustible material at least eighteen inches away from appliances like coffee makers, hot plates, space heaters, etc.
8. Do not store combustible materials in furnace or electrical rooms.

L. **Additional Safety Tips**

1. Certain work situations require the presence of two employees either together or in the same facility. The situations include: working on vehicles, working on jacked-up equipment and other situations determined by the supervisor.
2. Work on or near streets requires certain special rules:
 - a. Safety reflector vests to be worn at all times;
 - b. If stationary work will last more than one-half hour, then traffic directional equipment, consisting of cones and warning signs will be set up;
 - c. Street patching crews shall have at least two workers at all times;
 - d. After dusk, the directional signs should have warning lights.
3. Safety glasses with side shields should be worn any time the following equipment is being used: hand tools, weed whips and power tools.
4. Hard hats should be worn in the following situations:
 - a. When working with heavy machinery (loaders and backhoes);
 - b. When working in and around trees; and
 - c. When involved in or around trenches.
5. The operator of a chain saw should wear shin protectors and gloves. The same requirements apply to the operation of the weed eater when it is fitted with a cutting blade.

6. Steel-toed safety shoes should be worn at all times.
7. Any time a work site contains standing water, the workers shall wear steel-toed hip boots.
8. Lifting of bound steel or pipe stock shall be performed with a forklift and not with a chain and loader arrangement.
9. Combustible liquids shall be properly stored in cabinets and in safety containers.
10. Welding should be performed with proper equipment which includes a fireproof curtain, gloves, apron and helmet.
11. When working on vehicles in the garage, an exhaust fan should be operated and/or an individual exhaust tube connected to the exhaust pipe.
12. An individual working on a tractor by himself should have a radio.
13. When entering a confined space, the following rules shall apply:
 - a. Two employees must work together; and when one is in the confined space, the other shall remain near the opening.
 - b. The confined space shall be tested for poisonous gases before an employee enters.
 - c. The employee entering the confined space shall wear an emergency harness.
 - d. At least two emergency air supplies or air mask and tank systems shall be at the site before anyone enters the confined space.
 - e. The person in the confined space shall remain in radio contact with the one stationed near the opening.
14. Persons conducting water meter readings should wear a Village uniform and should carry a can of spray dog repellent.
15. Workers should protect their ears when operating loud equipment, power tools or working in one of the pump rooms for a prolonged period of time.
16. When working at dusk or after dark, workers should light the work site and use a lighted wand type light to direct traffic.
17. Vehicular "mars" or flashing safety lights should periodically be checked before being used.

18. No one should enter the chlorine room without first checking the alarm system.
19. The entry into and exit from a trench shall be done via a ladder.
20. Tree trimming shall be limited to what can be reached by an employee while standing on the ground.
21. All drums and other heavy loads shall be moved with two-wheel carts.
22. Before starting to work on a truck which has its dump raised, an employee shall brace the dump in its "up" position.
23. When backing up large equipment, one employee should walk behind and give directions. This does not apply to snow plows.
24. Jack stands should be used under all jacked vehicles.
25. Plowing shall be reduced whenever pedestrians are present.

IV. **YOUR SAFETY ATTITUDE**

Employees with good safety attitudes will:

- A. Check their work area for potentially hazardous conditions;
- B. Avoid dangerous shortcuts in doing their job because they know there is only one way to do the job, and that is the right way;
- C. Make sure they listen carefully, think and ask questions when they are given job instructions;
- D. Make sure they work at a steady, careful pace instead of rushing through a job, especially on a "down day" when they may not be as alert as usual;
- E. Exhibit patience with themselves and others to help them keep a level head.

A good safety attitude comes from your sense of responsibility and safe work habits.

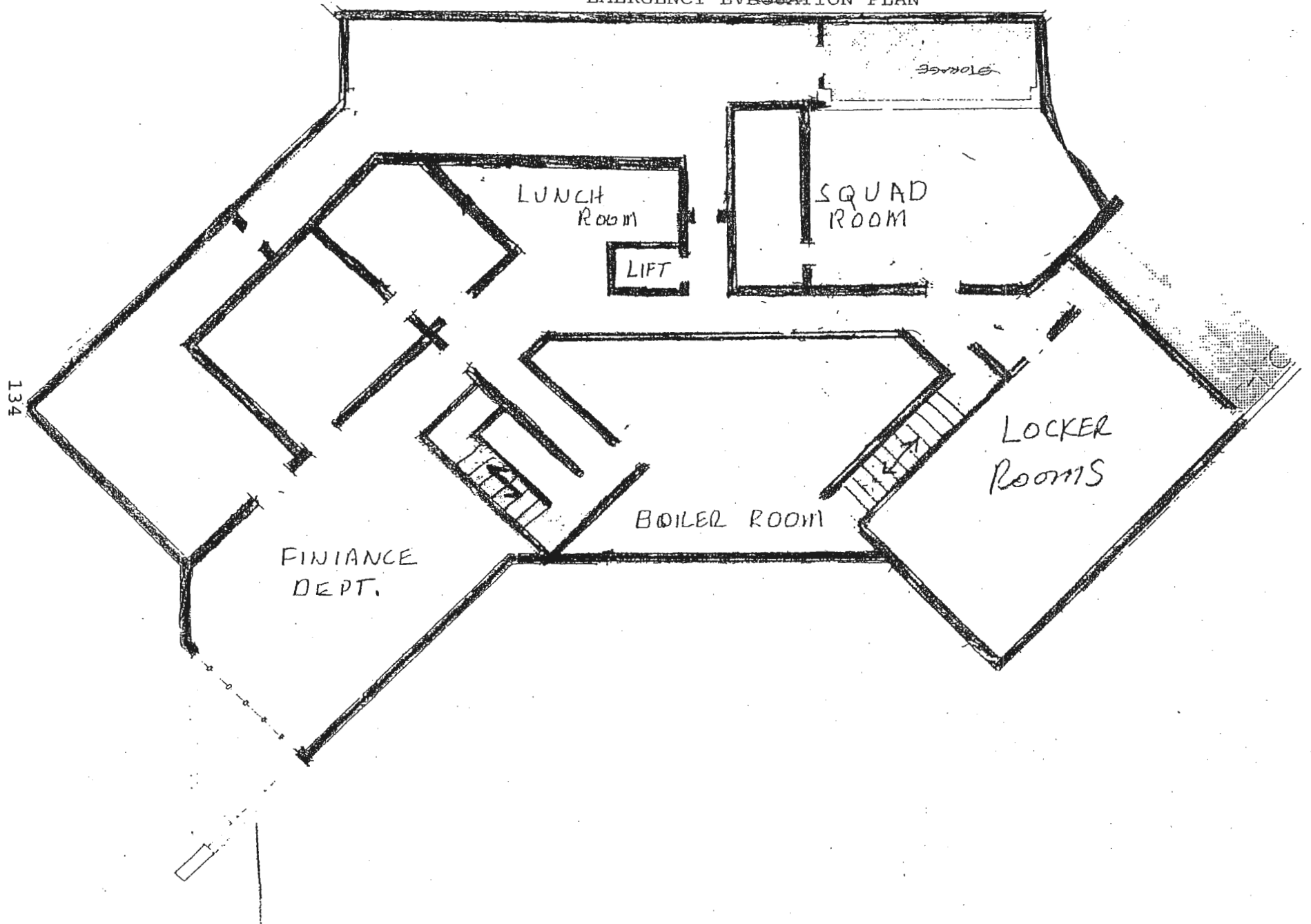


FIRE EVACUATION PLAN In the event of a
or activated fire alarm system, all pers-
& visitors will immediately exit the bui-
using the nearest emergency exit
schematics at left). Upon exiting the bui-
you are to group at the south of the bui-
and report to your department head.

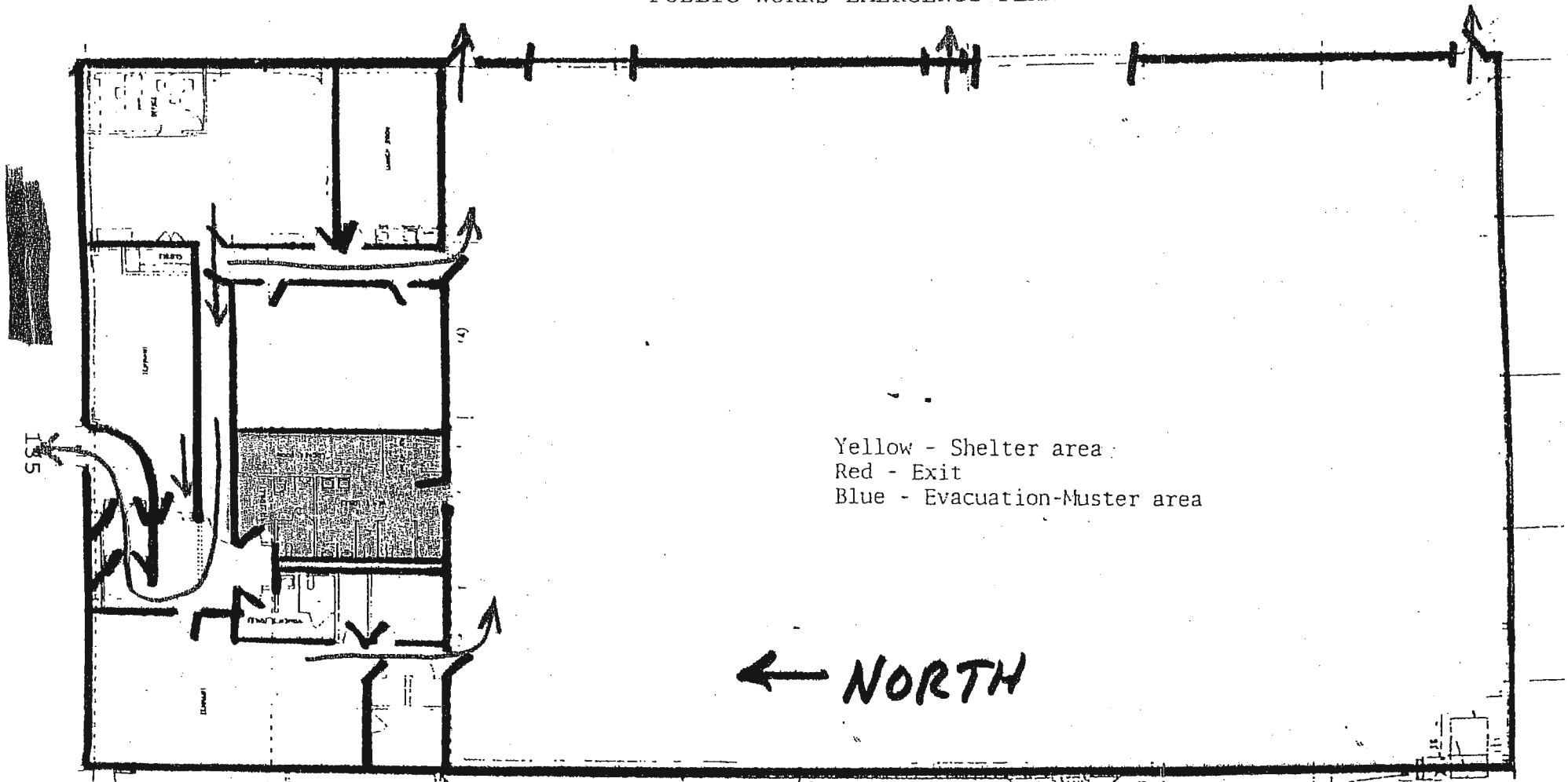
EMERGENCY EXIT LOCATIONS
 South side (front of Village Hall) - 1
 East side - 1 exit
 West side of Village Hall - two exits
 IMPORTANT West side of Police Dept - 1
 (locked at all times, key use only)

NOTE: Red arrow denotes nearest emergency
to be used in various locations of the Vi
Hall

LOWER LEVEL
VILLAGE HALL
EMERGENCY EVACUATION PLAN



PUBLIC WORKS EMERGENCY PLAN



BURR RIDGE POLICE DEPARTMENT



**VILLAGE OF BURR RIDGE
SAFETY SUGGESTION PROGRAM
Submittal Form**

Name _____ Date _____
Dept. _____

Safety Topic:

Safety Suggestion Description:

How Can This Suggestion Be Implemented?

How Will This Suggestion Improve Safety?

(Add additional sheet if necessary)

This Space for Safety Committee Use

PLEASE RETURN COMPLETED FORM TO BARBARA POPP.

SR #1/ER #1; Page 1 of 2

**SAFETY COMMITTEE ACCIDENT/INJURY
EMPLOYEE AND SUPERVISOR REPORT
VILLAGE OF BURR RIDGE**

This report is designed to assist the Safety Committee in its review and evaluation of all accidents/injuries of all Village employees. All questions should be answered as completely as possible so we can attempt to prevent future accidents/injuries of the same nature.

Please type or print.

Circle one: Employee Supervisor

Name _____ Department _____

Date and Time of Accident _____

Type of Accident - Vehicle _____ Personal Injury _____ Other _____

Location of Accident _____

Weather Conditions - Cold_ Cool_ Warm_ Hot_ Dry_ Wet_ Snow

Employee was doing emergency ____ non-emergency ____ work.

Extent of Injury and/or Property Damage

What Caused Accident?

How Could Accident Have Been Prevented?

Was Safety Equipment Used? YES ____ NO

Was the Employee Trained with Equipment or Procedure? YES_ NO

If no, explain:

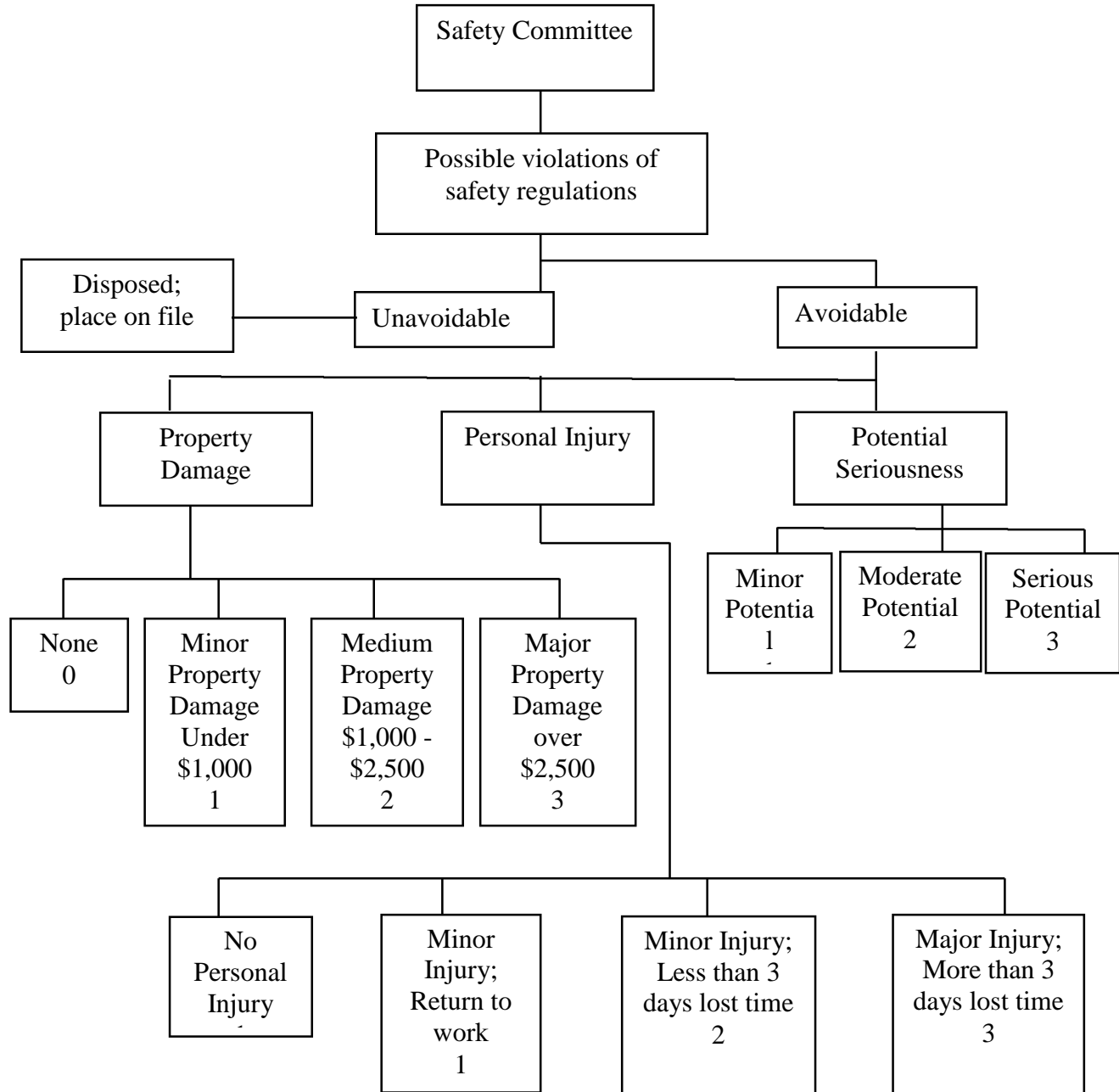
How long was the Employee working when accident occurred? _____

Give a complete narrative of the accident as to what the employee was doing before, during and after the accident and include any witnesses. **BE SPECIFIC.**

[illegible]

Will time be lost from work? YES ___ NO ___ EXTENT _____

Signed _____ Date _____

SAFETY DIRECTOR GUIDELINES

Property Damage: _____ # Accidents in last 12 months: _____

Personal Injury: _____ # Avoidable Accidents in last 12 months: _____

Potential Seriousness: _____

TOTAL POINTS: _____

Employee Name: _____

Safety Director: _____ **Date:** _____

DEPARTMENT HEAD GUIDELINES

Category	First Offense	Second Offense*	Third Offense	Fourth Offense
Minor 1 – 3	Verbal reprimand	Written reprimand; assigned training (M)	Written reprimand; assigned training; suspension (M)	Termination
Moderate 4 – 6	Verbal reprimand; written reprimand; suspension	Written reprimand; assigned training; suspension; termination (M)	Written reprimand; assigned training; suspension; termination (M)	Termination
Serious 7 – 9	Verbal reprimand; written reprimand; assigned training; termination	Written reprimand; assigned training; suspension; termination (M)	Written reprimand; assigned training; suspension; termination (M)	Termination

* In a 12-month period, any offense beyond the first offense constitutes a mandatory (M) written reprimand.

**VILLAGE OF BURR RIDGE
SAFETY COMMITTEE
REQUEST FOR APPEAL**

TO: Safety Committee

FROM:

DATE:

SUBJECT: **Request for Appeal**

Please be informed that I wish to appeal the decision made by the Safety Committee on _____, 20__, concerning my accident on _____.

I understand that I will be notified by my Safety Committee representative regarding the date when my appeal will be heard.

Employee Signature

Date

**VILLAGE OF BURR RIDGE
SAFETY TRAINING
COMPLETION FORM**

TO: Steven Stricker, Village Administrator

FROM:

DATE:

SUBJECT: **Safety Training**

On _____, 20____, the following members of the
_____ Department participated in _____ safety
training program which was held at _____

or

program which was held at _____.

Employees Participating in Safety Training:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**VILLAGE OF BURR RIDGE PUBLIC WORKS DEPARTMENT
CHECK RIDGE EVALUATION FORM**

DRIVER'S NAME	DATE	EVALUATOR				
LOCATION		LICENSE NUMBER				
<u>AIMS HIGH IN STEERING</u>		<u>NEVER</u>				
		<u>ALWAYS</u>				
Drives in center of lane		1	2	3	4	5
Selects proper speed		1	2	3	4	5
Avoids tailgating		1	2	3	4	5
Reduces speed if necessary		1	2	3	4	5
Steers smoothly		1	2	3	4	5
 <u>GETS THE BIG PICTURE</u>						
Looks right & left at intersections		1	2	3	4	5
Looks behind before pulling from curb		1	2	3	4	5
Checks sides and rear		1	2	3	4	5
Anticipates others' actions		1	2	3	4	5
 <u>KEEPS HIS EYES MOVING</u>						
Checks mirror regularly		1	2	3	4	5
Yields to pedestrians		1	2	3	4	5
Avoids being boxed in		1	2	3	4	5
Avoids hard stops or turns		1	2	3	4	5
 <u>MAKES SURE THEY SEE HIM</u>						
Signals and takes proper lane for turning		1	2	3	4	5
Taps horn to alert others		1	2	3	4	5
Makes eye contact		1	2	3	4	5
Signals before pulling from curb		1	2	3	4	5
 <u>LEAVES HIMSELF AN OUT</u>						
Maintains safe following distance		1	2	3	4	5
Avoids blind spots		1	2	3	4	5
Is alert to parked cars		1	2	3	4	5
Allows adequate room to pass		1	2	3	4	5
 <u>PRE-TRIP</u>						
Visual inspection		1	2	3	4	5
Fastens seat belts		1	2	3	4	5
Starts engine, checks instruments		1	2	3	4	5
Adjusts mirrors		1	2	3	4	5

USE OF SNOW PLOW

Raises & lowers plow while moving	1	2	3	4	5
Raises & lowers plow while stopped	1	2	3	4	5
Moves plow left & right while moving	1	2	3	4	5
Moves plow left & right while stopped	1	2	3	4	5

USE OF SPREADER

	<u>NEVER</u>			<u>ALWAYS</u>	
Uses proper amount of salt	1	2	3	4	5
Adjust controls without looking	1	2	3	4	5
Checks pattern visually	1	2	3	4	5

USE OF DUMP BOX

Raises & lowers box while moving	1	2	3	4	5
Raises & lowers box while stopped	1	2	3	4	5
Checks for overhead lines (wires)	1	2	3	4	5

COMMENTS AND SUGGESTIONS FOR TRAINING:

Foreman Signature _____ Date _____

Employee Signature _____ Date _____

**VILLAGE OF BURR RIDGE POLICE DEPARTMENT
CHECK RIDGE EVALUATION FORM**

DRIVER'S NAME _____ DATE _____ EVALUATOR _____

LOCATION _____ LICENSE NUMBER _____

AIMS HIGH IN STEERING

	<u>NEVER</u>			<u>ALWAYS</u>	
Drives in center of lane	1	2	3	4	5
Selects proper speed	1	2	3	4	5
Avoids tailgating	1	2	3	4	5
Reduces speed if necessary	1	2	3	4	5
Steers smoothly	1	2	3	4	5

GETS THE BIG PICTURE

Looks right & left at intersections	1	2	3	4	5
Looks behind before pulling from curb	1	2	3	4	5
Checks sides and rear	1	2	3	4	5
Anticipates others' actions	1	2	3	4	5

KEEPS HIS EYES MOVING

Checks mirror regularly	1	2	3	4	5
Yields to pedestrians	1	2	3	4	5
Avoids being boxed in	1	2	3	4	5
Avoids hard stops or turns	1	2	3	4	5

MAKES SURE THEY SEE HIM

Signals and takes proper lane for turning	1	2	3	4	5
Taps horn to alert others	1	2	3	4	5
Makes eye contact	1	2	3	4	5
Signals before pulling from curb	1	2	3	4	5

LEAVES HIMSELF AN OUT

Maintains safe following distance	1	2	3	4	5
Avoids blind spots	1	2	3	4	5
Is alert to parked cars	1	2	3	4	5
Allows adequate room to pass	1	2	3	4	5

PRE-TRIP

Visual inspection	1	2	3	4	5
Fastens seat belts	1	2	3	4	5
Starts engine, checks instruments	1	2	3	4	5
Adjusts mirrors	1	2	3	4	5

COMMENTS AND SUGGESTIONS FOR TRAINING:

Foreman Signature_____ Date_____

Employee Signature_____ Date_____

DRIVER'S VEHICLE INSPECTION REPORT
As required by the DOT Federal Motor Carrier Safety Regulations

Operator:	Location:	Date:
------------------	------------------	--------------

Check-off any Defective Item and Give Details under "Remarks"

Tractor/Truck No: _____ Odometer Reading: _____

- | | | |
|--|---|---|
| <input type="checkbox"/> Air Compressor
<input type="checkbox"/> Air lines
<input type="checkbox"/> Battery
<input type="checkbox"/> Body
<input type="checkbox"/> Brake accessories
<input type="checkbox"/> Brakes, Parking
<input type="checkbox"/> Brakes, Service
<input type="checkbox"/> Clutch
<input type="checkbox"/> Coupling Devices
<input type="checkbox"/> Defroster/Heater
<input type="checkbox"/> Drive Line
<input type="checkbox"/> Engine
<input type="checkbox"/> Exhaust
<input type="checkbox"/> Fifth Wheel
<input type="checkbox"/> Frame and Assembly
<input type="checkbox"/> Front Axle
<input type="checkbox"/> Fuel Tanks
<input type="checkbox"/> Generator | <input type="checkbox"/> Horn
<input type="checkbox"/> Lights
Head – Stop
Tail – Dash
Turn indicators
<input type="checkbox"/> Mirrors
<input type="checkbox"/> Muffler
<input type="checkbox"/> Oil Pressure
<input type="checkbox"/> Radiator
<input type="checkbox"/> Rear End
<input type="checkbox"/> Reflectors
<input type="checkbox"/> Safety Equipment
Fire Extinguisher
Reflective Triangles
Flags – Fuses – Flares
Spare Bulbs & Fuses
Spare Seal Beam | <input type="checkbox"/> Suspension System
<input type="checkbox"/> Starter
<input type="checkbox"/> Steering
<input type="checkbox"/> Tachograph
<input type="checkbox"/> Tires
<input type="checkbox"/> Tire Chains
<input type="checkbox"/> Transmission
<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Windows
<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Other |
|--|---|---|

Trailer(s) No(s): _____

- | | | |
|--|---|--|
| <input type="checkbox"/> Brake Connections
<input type="checkbox"/> Brakes
<input type="checkbox"/> Coupling Devices
<input type="checkbox"/> Coupling (King) Pin
<input type="checkbox"/> Doors | <input type="checkbox"/> Hitch
<input type="checkbox"/> Landing Gear
<input type="checkbox"/> Lights – all
<input type="checkbox"/> Roof
<input type="checkbox"/> Suspension System | <input type="checkbox"/> Tarpaulin
<input type="checkbox"/> Tires
<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Other |
|--|---|--|

REMARKS:

<input type="checkbox"/> CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY Driver's Signature: _____ Date: _____

<input type="checkbox"/> Defects Noted above Corrected. Defects Noted above need not be corrected for safe operation of vehicle. <div style="display: flex; justify-content: space-between;"> Driver's Signature: _____ Date: _____ </div> <div style="display: flex; justify-content: space-between;"> Mechanic's Signature: _____ Date: _____ </div>
--

VILLAGE OF BURR RIDGE
SAFETY INSPECTION FORM

LOCATION:_____

DATE:_____

INSPECTED BY:_____

		<u>(S)atisfactory/ (U)nsatisfactory</u>			<u>Remarks</u>
		S	U	N/A	
1	GROUNDS				
	a. Parking areas, walkways and driveways free of conditions that may cause slipping and falling.	_____	_____	_____	_____
	b. Exterior lighting adequate in all areas	_____	_____	_____	_____
2	ENTRANCES				
	a. Lighting adequate with no glare or shadows	_____	_____	_____	_____
	b. Inclement weather protection provided	_____	_____	_____	_____
	c. Tripping hazards eliminated	_____	_____	_____	_____
	d. All exit doors easily opened and closed	_____	_____	_____	_____
	e. All doorways and adjacent areas free from obstruction	_____	_____	_____	_____
	f. Exit doors kept closed at all times	_____	_____	_____	_____
3	STAIRWAYS AND HALLWAYS				
	a. Interior stairways kept free of storage and obstruction	_____	_____	_____	_____
	b. Lighting adequate-no glare of shadows	_____	_____	_____	_____
	c. Treads in good condition and of non-skid material	_____	_____	_____	_____
	e. Landings free of obstructions	_____	_____	_____	_____

		<u>(S)atisfactory/ (U)nsatisfactory</u>			<u>Remarks</u>
		S	U	N/A	
	f. Elevation differences between floor/ceilings clearly defined and properly lit	___	___	___	_____
4	ELECTRICAL EQUIPMENT AND CONTROLS				
	a. Electrical panels always kept closed	___	___	___	_____
	b. Electrical panels always kept clear of storage and obstruction	___	___	___	_____
	c. All power cords in good repair	___	___	___	_____
	d. Combustible material stored near heating/air conditioning equipment	___	___	___	_____
	e. All electrical equipment grounded	___	___	___	_____
	f. Proper fuses in place	___	___	___	_____
5	HOUSEKEEPING				
	a. Warning signs available for use when floors are wet	___	___	___	_____
	b. Shower stalls provided with non-slip rubber pads	___	___	___	_____
	c. Tools, equipment and supplies kept in proper storage	___	___	___	_____
	d. Storage containers for flammable liquids in good condition and clearly marked for identification	___	___	___	_____
6	EQUIPMENT AND TOOLS				
	a. All hand tools provided by the Village in good condition	___	___	___	_____
	b. "Out of Service" tags available	___	___	___	_____
	c. Eye protection available in the shop	___	___	___	_____

		<u>(S)atisfactory/ (U)nsatisfactory</u>			<u>Remarks</u>
		S	U	N/A	
	d. Compressed gas cylinders stored with their caps on and in a secured area	___	___	___	_____
	e. All first aid kits supplied with items on the inventory list	___	___	___	_____
7	MISCELLANEOUS CHECKLIST				
	a. Emergency information such as emergency phone #s, instruction posters, etc., posted	___	___	___	_____

**VILLAGE OF BURR RIDGE
FIRE SAFETY INSPECTION FORM**

LOCATION: _____

DATE: _____

INSPECTED

BY: _____

		<u>(S)atisfactory/ (U)nsatisfactory</u>			<u>Remarks</u>
		S	U	N/A	
1	SPRINKLERS				
	a. Valves accessible and locked open	___	___	___	_____
	b. No leaks, corrosion, or other defects noted	___	___	___	_____
	c. All sprinkler heads unobstructed (storage 18 inches below sprinkler head deflectors)	___	___	___	_____
	d. Caps in place on the fire department pumper connection	___	___	___	_____
	e. Sprinkler water flow alarm tested	___	___	___	_____
2	FIRE ALARMS				
	a. Fire alarm boxes accessible	___	___	___	_____
	b. All alarm boxes tested monthly	___	___	___	_____
	c. Alarm horns or bells audible in all areas of the building	___	___	___	_____
	d. Alarms connected to fire department or answering service	___	___	___	_____
	e. Automatic heat or smoke detectors properly placed and free of covers, etc.	___	___	___	_____
3	FIRE EXTINGUISHERS				
	a. All employees familiar with location and operation of extinguishers	___	___	___	_____

		<u>(S)atisfactory/ (U)nsatisfactory</u>		N/A	<u>Remarks</u>
		S	U		
	b. All extinguishers unobstructed	___	___	___	_____
	c. Proper ext. located adjacent to hazard	___	___	___	_____
	d.Unapproved/obsolete extinguishers removed	___	___	___	_____
	e.Extinguishers charged/accounted for	___	___	___	_____
	f.Annual servicing and hydrostatic testing where necessary	___	___	___	_____
4	SMOKING				
	a. Safety type ashtrays available for extinguishing smoking materials in non-smoking areas	___	___	___	_____
	b. Smoking regulations enforced	___	___	___	_____
	c. "No Smoking" signs posted where necessary	___	___	___	_____
	d. Safety type metal waste baskets used in smoking areas	___	___	___	_____
5	HEATING EQUIPMENT				
	a. Annual inspection of equipment by a certified repair person	___	___	___	_____
	b. All repairs made by a certified repair person	___	___	___	_____
	c. Combustion safeguards in accordance with state and local codes	___	___	___	_____
	d. Combustible storage kept out of boiler or furnace room	___	___	___	_____

				<u>Remarks</u>
<u>(S)atisfactory/ (U)nsatisfactory</u>				
		S	U	N/A
6	COOKING EQUIPMENT			
	a. Annual inspection of equipment, controls and ventilation	___	___	___
	b. Ducts over cooking equipment cleaned (annually)	___	___	___
	c. Filters over cooking equipment cleaned	___	___	___
7	FLAMMABLE LIQUIDS & COMPRESSED GASSES			
	a. Flammable liquids in quantities of one gallon or more in "UL" listed safety cans and properly stored in metal cabinets	___	___	___
	b. Proper disposal of solvent soaked rags	___	___	___
	c. Compressed gas cylinders stored in designated areas away from heat producing devices	___	___	___
	d. Cylinders properly secured and capped when not in use	___	___	___
	e. Compressed gas cylinders and flammable liquid containers stored away from oxidizing agents	___	___	___
9	OTHER HAZARDS			
	a. Battery powered emergency lights tested	___	___	___
	b. Emergency generator tested	___	___	___
	c. Cutting and welding precautions list posted	___	___	___

**BURR RIDGE POLICE DEPARTMENT
SAFETY CHECKLIST**

INSPECTOR_____

DATE_____

FIRE SAFETY	SAT.	UNSAT.	N/A
Fire Extinguishers			
Seals & Inspections			
Accessibility			
Sprinkler Heads			
Exits, Stairs & Signs			
Electrical Outlets			
HOUSEKEEPING	SAT.	UNSAT.	N/A
Stairs, Floors Clear			
Material Storage			
Locker Room Clear			
Waste Disposal			
Booking Room Clear			
Cells Clear			
Light Fixtures Working			

**IRMA -- INTERGOVERNMENTAL RISK MANAGEMENT AGENCY
REPORTING REGULATOR VISITATION**

DATE:_____ 20____

TO:_____ FROM (LOCATION):_____

INSTRUCTIONS: THIS REPORT MUST BE COMPLETED WHEN ANY GOVERNMENTAL AGENCIES SUCH AS FEDERAL, STATE (IDOL, IDOT, IEPA), COUNTY, OR CITY INSPECTORS VISIT AN IRMA LOCATIN. USE INK OR TYPEWRITER TO FILL IN FORM: SUBMIT THE REPORT TO IRMA WITHIN 5 WORKING DAYS.

COPIES: MAINTAIN ONE COPY ON FILE AT LOCATIN, SEND COPIES TO THE APPROPRIATE PERSON(S) INDICATED BY YOUR MANAGEMENT GROUP OR POLICY; LIST BY NAME ON BOTTOM OF THIS PAGE.

1. IRMA LOCATION (Village, City, Entity)	INSPECTION DATE:
2. NAME OF INSPECTOR(S) (Credential Verified)	REPRESENTING:
3. WHAT WAS THE PURPOSE OF THE PURPOSE OF THE VISIT?	
4. LIST AREAS INSPECTED:	
5. LIST RECORDS REQUESTED:	LIST RECORDS SHOWN:
6 LIST RECORDS COPIED:	
7. WERE PHOTOGRAPHS TAKEN? (Attached duplicate or a Xerox copy)	
8. WERE SAMPLES TAKEN? (List) (Include their sample numbers, if possible)	
9. VILLAGE RETAINED DUPLICATE SAMPLE?	LOCATION OF SAMPLE:
10. FOR WHAT TESTS WERE THE SAMPLES TAKEN? (Request this of the inspector, and ask that the results be forwarded when available)	
11. ESTIMATED DATE RESULTS WILL BE AVAILABLE:	CONTACT PERSON AND TELEPHONE #:
12. WERE YOU GIVEN A WRITTEN CITATION BY THE INSPECTOR? (Attach copy)	
13. GIVE ADDITIONAL INFORMATION IN REGARD TO QUESTIONS THEY ASKED, YOUR ANSWERS, OBSERVATIONS MAKE, ETC., ON SEPARATE SHEET, IF NECESSARY. INCLUDE CORRECTIVE ACTION TO BE TAKEN, TARGET DATES, OR EXCEPTIONS TO WRITTEN CRITICISMS. ALSO INCLUDE COPIES OF ALL DOCUMENTS <u>RECEIVED FROM</u> OR <u>GIVEN TO</u> THE INSPECTOR.	
SIGNED (Person accompanying inspector)	TITLE:

CC: IRMA OFFICE

ANNUAL SIDEWALK INSPECTION

LOCATION	PAVEMENT	LANDSCAPING
59th Street east to Grant Street		
Grant Street south to Woodcreek		
Wildwood Subdivision		
Woodcreek Subdivision		
Ridge Farm Subdivision		
Garfield Street, 59th to 62nd Street		
60th Street, Garfield to Elm		
Elm Street, 60th to Plainfield		
Erin Lane and Plainfield Road		
Heatherfields by the Tollway		
Fieldstone and County Line Road		
West on Plainfield from County Line to Madison		
Plainfield and Madison, south to 71st Street		
79th Street, east to Wolf Road		
County Line Square and Burr Ridge Pkwy		
79th and Madison, north to Frontage		

Frontage and Madison, east to Brush Hill		
Brush Hill Road		
Arrowhead Farm		
79th and Madison, south to Kraml Drive		
Kraml Estates		
Wolf Road, 73rd Place south to 79th Street		
75th Street, Wolf Road to Forest Hill		
72nd Street, Wolf Road to Commonwealth		
Royal Drive, Devon to Tori Court		
91st Street, Drew to Turnberry		
Turnberry Drive		
Devon Ridge Subdivision		

SIDEWALK MAINTENANCE**MONTHLY CHECKLIST**

Month: _____

Date Completed: _____

Completed by: _____

AREA OF CONCERN	COMMENTS/ACTION
Mud and debris on pathway under Madison Street/I-55 viaduct	
Gravel on pathway along North Frontage Road from Madison Street to Brush Hill Road	
Gravel and other debris kicked onto the pathway on Wolf Road near 79th St.	
Shrubs around the sidewalk at the corner of Madison and 83rd Streets need to be trimmed back	
Shrubs and tree limbs along sidewalk on Garfield Avenue north of 63rd Street need to be trimmed back	
Heatherfields	
Heatherfields right-of-way between Carriage Way and Heatherfields Subdivisions.	

**IRMA
RECOMMENDED CONTRACTUAL INSURANCE GUIDELINES**

I. INSURANCE REQUIREMENTS

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the **(insert Member name)** named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: ISO Additional Insured Endorsement CG 20 10 (Exhibit A) or CG 20 26 (Exhibit B) and CG 20 01 04 13 (Exhibit C). **CG 20 37 - Completed Operations – (Exhibit D) Required if box is checked ☐ ;** and

- A. Owners and Contractors Protective Liability (OCP) policy with the **(insert Member name)** as insured
Required if box is checked ☐ ; and
- B. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
- C. Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.
Coverage required for employee exposure to lead, if box is checked ☐.
- D. Builder Risk Property Coverage with **(insert Member name)** as loss payee
Required if box is checked ☐.
- E. Environmental Impairment/Pollution Liability Coverage for pollution incidents as a result of a claim for bodily injury, property damage or remediation costs from an incident at, on or migrating beyond the contracted work site. Coverage shall be extended to Non-Owned Disposal sites resulting from a pollution incident at, on or mitigating beyond the site; and also provide coverage for incidents occurring during transportation of pollutants.
Required if box is checked ☐.

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than the following: **(if required under above Scope of Insurance)**

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
- E. Builder's Risk: Shall insure against "All Risk" of physical damage, including water damage (flood and hydrostatic pressure not excluded), on a completed replacement cost basis.
- F. Environmental Impairment/Pollution Liability: \$1,000,000 combined single limit per occurrence for bodily injury, property damage and remediation costs.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the **(insert Member name)**. At the option of the **(insert Member name)**, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the **(insert Member name)**, its officials, employees, agents and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

A. General Liability and Automobile Liability Coverages

1. The **(insert Member name)**, its officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of the Contractor's work, including activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the **(insert Member name)**, its officials, agents, employees and volunteers.
2. The Contractor's insurance coverage shall be primary and non-contributory as respects the **(insert Member name)**, its officials, employees, agents and

volunteers. Any insurance or self-insurance maintained by the **(insert Member name)**, its officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the **(insert Member name)**, its officials, employees, agents and volunteers.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the **(insert Member name)**, its officials, employees, agents and volunteers as additional insureds.
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by **(insert Member name)**. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as Kotecki v. Cyclops Welding.

B. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the **(insert Member name)**, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

1. NCCI Alternate Employer Endorsement (WC 000301) in place to insure that workers' compensation coverage applies under contractor's coverage rather than **(insert Member name)**'s, if the **(insert Member name)** is borrowing, leasing or in day to day control of contractor's employee.

Required if box is checked ☐.

C. Professional Liability (Required if box is checked ☐)

1. Professional liability insurance with limits not less than \$1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior written approval.
2. If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the contract. In the event the policy

is cancelled, non-renewed or switched to an occurrence form, the Contractor shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.

3. Provide a certified copy of actual policy for review.
4. Recommended Required Coverage (architect, engineer, surveyor, consultant): Professional liability insurance that provides indemnification and defense for injury or damage arising out of acts, errors, or omissions in providing the following professional services, but not limited to the following:
 - a. Preparing, approving or failure to prepare or approve maps, drawings, opinions, report, surveys, change orders, designs or specifications;
 - b. Providing direction, instruction, supervision, inspection, engineering services or failing to provide them, if that is the primary cause of injury or damage.

D. All Coverages

1. No Waiver. Under no circumstances shall the **(insert Member name)** be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
 - a. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - b. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
2. Each insurance policy required shall have the **(insert Member name)** expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

VERIFICATION OF COVERAGE

Contractor shall furnish the **(insert Member name)** with certificates of insurance naming the **(insert Member name)**, its officials, employees, agents and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by

a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the **(insert Member name)** before any work commences. The following additional insured endorsements may be utilized: ISO Additional Insured Endorsements CG 20 10 (Exhibit A) or CG 2026 (Exhibit B) and CG 20 01 (Exhibit C) – Primary and Non-Contributory, and CG 20 37 (Exhibit D) – Completed Operations, where required. The **(insert Member name)** reserves the right to request full certified copies of the insurance policies and endorsements.

SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

ASSUMPTION OF LIABILITY

The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

II. INDEMNITY/HOLD HARMLESS PROVISION: *(include as separate section of the contract.)*

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the **(insert Member name)**, its officials, employees and agents against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the **(insert Member name)**, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the **(insert Member name)**, its employees or agents, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the **(insert Member name)**, its officials, employees and agents, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the **(insert Member name)**, its officials, employees and agents as herein provided.

Optional Paragraph: The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the **(insert Member name)**, may be retained by the **(insert Member name)** to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the **(insert Member name)**.

II. SAFETY/LOSS PREVENTION

It is recommended that the following requirements be included in some form in all **(insert Member name)** bid packets and that compliance be confirmed prior to initiation of contract work:

Safety/Loss Prevention Program Requirements

- Successful bidder will provide written confirmation that a safety/loss prevention program was in place at least 90 days prior to submitting the bid proposal.
- Evidence of completed employee safety training can be provided.

Regulatory Requirements

- Successful bidder must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.
- Evidence of specific regulatory compliance will be provided by bidder, if required by owner.

G:\IRMA Organization\WEBSITE\WORD DOCUMENTS\BEST PRACTICES-MODEL POLICIES\Model Risk Management Handbook\RecommendedContractualInsuranceGuidelines-2013.doc

Adopted 1/2002

Revised 2/2005

Revised 1/2011

Revised 6/2011

Revised 5/2013

Revised 2/2015

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-45deg);">SAMPLE</p>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY –
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

SAMPLE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured, the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

(Example)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name of Insurance Broker	CONTACT NAME: Producer/Ins. Broker Contact Info.	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Name of Contractor	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Name of Insurance Company	NAIC # Completed
	INSURER B: Name of Insurance Company	Completed
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	Y	Policy Number Inserted	Policy Start Date	Policy Start Date	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/OP AGG \$ 1,000,000
							\$
A	AUTOMOBILE LIABILITY			Policy Number Inserted	Policy Start Date	Policy Start Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
							\$
A	UMBRELLA LIAB	Y	Y	Policy Number Inserted	Policy Start Date	Policy Start Date	EACH OCCURRENCE \$ Per Request
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ Per Request
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/> RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		Policy Number Inserted	Policy Start Date	Policy Start Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
	Professional Liability (other specialty coverages as requested)			Policy Number Inserted	Policy Start Date	Policy Start Date	\$1,000,000 per occurrence or as requested.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

List project number, location and description.
 No additional endorsements limit coverage to additional insured beyond terms of actual additional insured endorsement (CG 2010 or CG 2026).
 Coverage to additional insured is primary and non-contributory. Additional Insured: Member, its officials, employees, agents and volunteers.
 Member named as cancellation notice recipient.

CERTIFICATE HOLDER

CANCELLATION

Name of Member	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature of authorized insurance company representative

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ACORD 25 (2010/05)

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VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

M E M O

TO: Mayor and Board of Trustees
FROM: Doug Pollock, Village Administrator
DATE: March 12, 2018
SUBJECT: **Revised Substance Abuse Manual**

Listed below are the proposed revisions to the Village of Burr Ridge Substance Abuse Manual:

Village Attorney Revisions

1. Page 3, add to end of the Statement of Policy, "The Village shall adhere to the DOT drug and alcohol testing procedures set forth in 49 CFR Part 40."
2. Page 4. If intended to be covered, may want to add "Public Works Division Supervisors".
3. Page 6, item b., delete the citation "382.204".
4. Page 7, add at the end of the first paragraph under item 3, "Note: medical marijuana is not a valid explanation for a positive test result."
5. Page 9, item 1, change "opiates" to "opioids". We also may want to clarify the positions covered by "Supervisor" at subparagraph 6 to include operations supervisors, public works division supervisors. Not sure if the term "Department Foreman" is used in the Department.
6. Page 45, at the end of the third paragraph delete "follows" and replace it with "set forth below. Nothing in this section shall limit the authority of the Village to terminate an employee for misconduct when termination is deemed to be in the best interests of the Village."
7. Page 46, add "possible termination" under the list of first offenses.
8. Replace Appendix H (previous pp. 62-64, entitled "U.S. Department of Transportation Alcohol Testing Form") from 1997 with updated four-page form (pp 63-66) entitled "U.S. Department of Transportation Alcohol Testing Form" dated April 2008.
9. Replace Appendix K (current pp. 71-73, entitled "FHWA Drug and Alcohol Testing MIS Data Collection Form") from 1994 with updated one-page form (page 73) entitled "U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form" dated April 2008.

Additional Staff/IRMA/DOT Revisions

1. Page 20, revised address of Concentra in Darien.
2. Page 28, replaced listing of Initial Screen and Confirmatory Tests cut-off concentrations with chart and notes from DOT Rule 49 CFR Part 40 Section 40.87.
3. Page 33, revised address of Concentra in Darien.
4. Page 37, revised address and phone number of First Advantage – MRO location.

DP:bp

SECTION I

SUBSTANCE ABUSE POLICY STATEMENT

The Village of Burr Ridge is committed to providing employees with a workplace that is safe, productive, and conducive to the welfare of all. The intent of this policy is to help those who abuse drugs and alcohol, not simply to dismiss or otherwise discipline those who have become victims of such habits. It is for this reason that the Village has made the decision, with the cooperation of its employees, to announce a clear, comprehensive, and fair policy for dealing with the use and abuse of drugs and alcohol. The following is the Village's policy:

1. The illegal use, sale, dispensation, distribution, or possession of or being under the influence of controlled drugs or controlled substances while on the job or on Village property is proper cause for administrative action ranging from required counseling up to and including termination of employment. Any suspected illegal substance found will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. Off the job licit or illicit drug use, which may adversely affect an employee's job performance, or which could jeopardize the safety of other employees, the public or Village equipment, is proper cause for administrative action ranging from required counseling up to and including termination of employment.
3. The use of medication, whether prescribed or not, and whether on or off the job which may adversely affect an employee's job performance, or which could jeopardize the safety of other employees, the public or Village equipment, is proper cause for administrative action ranging from relief of normal duties up to and including termination of employment.
4. The use, possession, or sale of alcohol on Village premises is strictly prohibited. Employees who are "under the influence" of alcohol or who possess or consume alcohol on the job have a potential for interfering with their own as well as their co-workers' safe and efficient job performance. Consistent with existing Village practices, such conditions will be proper cause for administrative action ranging from required counseling up to and including termination of employment. On appropriate occasions, exceptions to this policy may be made by the Village President, Village Administrator and/or Police Chief (for undercover activities).
5. Use of alcohol off Village premises that adversely affects the individual's work performance or which could jeopardize the safety of other employees, the public or Village equipment is proper cause for administrative action ranging from required counseling up to and including termination of employment.

To insure adherence to these policies, under certain circumstances the Village will require employees to submit to drug and alcohol testing. For employees subject to the Omnibus Transportation Employee Testing Act of 1991 and Federal Motor Carrier Safety Regulations, required drug and alcohol testing and certain disciplinary procedures will differ from those of the other employees of the Village.

Results of urinalysis and participation in a rehabilitation program will be held confidential to every extent practical.

The Village's policy on this matter is intended to be supportive and rehabilitative in nature, rather than strictly punitive. Accordingly, the Village offers an Employee Assistance Program (EAP) for all Village employees who are in need of help. Those employees who voluntarily request help from the EAP may do so without jeopardizing their employment. Such contacts with the EAP, as in all matters, will be handled with confidentiality to every extent practical. However, volunteering to participate in treatment programs after a violation of this policy has been noted will not of itself prevent disciplinary action.

SECTION II

SPECIAL RULES AND REGULATIONS PERTAINING TO EMPLOYEES COVERED UNDER THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991 AND THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS

A. STATEMENT OF POLICY

The Village, the Federal Highway Administration and the U.S. Congress have determined that alcohol abuse and illegal drug use pose specific dangers to the safety and welfare of the Nation. In fact, Congress specifically noted that the use of alcohol and illegal drugs has been demonstrated to significantly affect the performance of individuals involved in the operation of trucks and has been proven to have been a critical factor in transportation accidents. It is therefore the policy of the Village and the Federal Highway Administration that drivers on the highways of the Nation be free from the influence of drugs and alcohol.

In order to achieve this goal of ensuring a drug and alcohol-free transportation system, as well as to comply with requirements of the Omnibus Transportation Employee Testing Act of 1991 and the Federal Motor Carrier Safety Regulations, the Village has developed and is implementing an alcohol and controlled substance testing program designed specifically for employees covered by these regulations to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by drivers of commercial motor vehicles. While it is difficult to estimate the precise cost to society from alcohol misuse, there is no doubt that the cost is enormous. The potential effects of alcohol misuse are substantial in terms of lives lost, personal injuries, property damage, business losses (lost productivity, absenteeism, increased health care costs, etc.) and environmental damage. Implementation of this program will also help discourage substance abuse, reduce absenteeism, accidents, health care costs and other drug-related problems, and operate as a deterrent to those individuals who might be tempted to try drugs for the first time or who currently use drugs. Finally, we believe that this program will enhance the safety and health of our employees and the users of the highways by fostering the early identification and referral for treatment of workers with drug or alcohol abuse problems.

The Village's drug and alcohol testing program for employees under the Federal Motor Carrier Safety Regulations is designed to create a drug and alcohol-free transportation system and to provide help to those employees who may be suffering from problems with chemical dependency. The program has therefore been developed in compliance with federal regulations in a manner which ensures accurate and reliable test results, thereby eliminating the possibility of any "false positives." It also contains procedures designed to recognize and respect the dignity and privacy of all of our employees. We have also established an appropriate referral, evaluation and treatment program designed to help those individuals desirous of treating problems with alcohol and drug abuse.

The Village shall adhere to the DOT drug and alcohol testing procedures set forth in 49 CFR Part 40. (Added 3-18)

B. SCOPE

1. Employees Subject To Random and Post Accident Testing

In addition to other testing mentioned elsewhere in this policy, random and post accident drug and alcohol testing will apply to any individual who operates a commercial motor vehicle in interstate or intrastate commerce and is required to possess a commercial driver's license.

For purposes of this policy a "commercial motor vehicle" is defined as a motor vehicle or combination of motor vehicles used to transport passengers or property which:

- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross motor vehicle weight rating of more than 10,000 lbs.; or
- b. Has a gross vehicle rating of 26,001 or more pounds; or
- c. Is designed to transport 16 or more passengers, including the driver; or
- d. Is of any size and is used in the transportation of hazardous materials required to be placarded under the Hazardous Materials Transportation Act.

A driver subject to this policy will include any person who operates a commercial motor vehicle, including but not limited to the following:

- a. Full-time, regularly employed drivers;
- b. Casual, intermittent or occasional drivers; and
- c. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease with the Village or who operate a commercial motor vehicle at the direction of or with the consent of the Village.

The requirements of this policy will therefore specifically apply to employees who work in the following positions **(Revised 3-18)**:

General Utility Worker
~~Lead General Utility Worker~~
Part-Time Snow Plow Drivers

Public Works Superintendent
Public Works Division Supervisors

2. Sworn Police Officers

With the exception of the Police Chief, all sworn Police Officers shall be subject to the same drug testing terms, conditions, requirements, policies and procedures that are applicable to other employees in "safety sensitive" positions and subject to Federal Motor Carrier Safety Regulations. **(Added 6-03)**

3. Independent Contractors and Owner-Operators

Because these drug and alcohol tests are required by the Federal Motor Carrier Safety Regulations, its provisions will apply to any individual who operates a motor vehicle on behalf of the Village pursuant to any contract, lease or other agreement with the Village, even though such individual may not be an employee of the Village. However, mere compliance with the provisions of this policy or the application of this policy to any person shall not operate to convert any independent contractor or other person into an employee of the Village unless such other circumstances indicate the existence of an employer-employee relationship.

4. Safety-Sensitive Functions

The requirements of this policy are often dependent upon an individual's performance of a "safety-sensitive" function, which will include any of the "on-duty" functions listed below:

- a. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- b. All time inspecting equipment as required by 49 CFR §§392.7, .8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- c. All "driving time" as that term is defined by 49 CFR §395.2;
- d. All time, other than driving time, in or upon any commercial motor vehicle except, time spent resting in a sleeper berth as defined by 49 CFR §395.21;
- e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- f. All time spent performing the post-accident duties required of drivers under 49 CFR §§392.40 and 392.41;
- g. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

A driver will be considered to be performing any of the safety-sensitive functions listed above during any period in which the driver is actually performing, ready to perform or immediately available to perform any such function.

C. **QUALIFICATIONS FOR EMPLOYMENT**

1. Prohibited Conduct

Village policy and the Federal Motor Carrier Safety Regulations prohibit the following conduct as it relates to the use of alcohol and drugs with respect to the operation of a commercial motor vehicle:

- a. No person will be "physically qualified" to drive a motor vehicle if he or she uses a Schedule I drug, amphetamine, narcotic or any other habit forming drug, or if he or she has a current clinical diagnosis of alcoholism. (§391.41(b)(12), (13)).
- b. No driver may be on duty and possess, be under the influence of or use any Schedule I drug, amphetamine, narcotic or other impairing substance. (§392.4).
- c. No driver may use or be under the influence of alcohol within four (4) hours before going on duty, operating or having physical control of a motor vehicle. (§392.5(a)(1)).
- d. No driver may use alcohol or be under the influence of alcohol or have any measured alcohol concentration or detected presence of alcohol while on duty, operating or having physical control of a commercial motor vehicle. (§392.5(a)(2)).
- e. No driver may be on duty or operate a commercial motor vehicle while the driver possesses an alcoholic beverage, except that which is manifested and transported as part of a shipment. (§392.5(a)(3)).
- f. No driver will be permitted to be on duty or operate a commercial motor vehicle if his general appearance, conduct or other substantiating evidence indicates that he appears to have used alcohol within the preceding four (4) hours. (§392.5(b)).
- g. A person will be disqualified from driving a motor vehicle for a minimum of one year if he is convicted of operating a commercial motor vehicle while under the influence of a drug or alcohol (including any incident in which the driver's blood alcohol concentration is 0.04% or more); refusing to undergo a test required to check for any of the above; or using a commercial motor vehicle to manufacture, distribute or dispense a controlled substance. (§383.51).

Village policy and the Federal Motor Carrier Safety Regulations also prohibit the following conduct as it specifically relates to drug and alcohol testing under this policy:

- a. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. (§382.201).
- b. No driver may be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. ~~(§382.204).~~ **(Revised 3-18)**
- c. No driver may use alcohol while performing safety-sensitive functions. (§382.205).
- d. No driver may perform safety-sensitive functions within four hours after having used alcohol. (§382.207).
- e. No driver required to take a post-accident alcohol test under this policy may use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. (§382.209).

- f. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance. (§382.213).
- g. No driver may report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances. (§382.215).
- h. No driver may refuse to submit to any alcohol or controlled substance test required under this policy. (§382.211).

In the event the Village has actual knowledge that a driver has violated any of the above prohibitions, it will prohibit him/her from performing any safety-sensitive functions.

2. Removal from Service

A driver who has engaged in any prohibited conduct will be immediately removed from service and disqualified from the performance of any safety-sensitive functions, including driving a commercial motor vehicle, unless and until that driver has been certified as fit to return to work in accordance with the requirements of Section XI of this policy. The employee will also be subject to any discipline required by the Village in accordance with Section XII of this policy.

Any driver requested to submit to an alcohol test required under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be disqualified from performing or continuing to perform any safety-sensitive functions, including driving a commercial motor vehicle, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

3. Prescribed Medications

The prohibitions outlined above do not apply to the use of a controlled substance pursuant to the instructions of a licensed physician who is familiar with the driver's medical history and assigned duties and has advised him/her that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle. All employees subject to this policy will therefore be required to notify the Village of his/her use of any medication prescribed by a physician. Note: medical marijuana is not a valid explanation for a positive test result. (Added 3-18)

Any driver requested to submit to a drug test under this policy will also be given the opportunity to list any prescribed medication that he/she may be taking or may have recently taken on the back of the employee's copy of the Urine Custody and Control form provided at the collection site. The driver will then have the opportunity to discuss the use of this medication with the medical review officer and may be required to identify the physician prescribing the medication and authorize the MRO to discuss the use of the medication with that physician, including its possible side effects and its relationship to the driver's ability to safely operate a commercial motor vehicle.

In the event it is determined that a driver is taking or is under the influence of a prescribed medication that will adversely affect his/her ability to safely operate a commercial motor vehicle and/or pose a significant risk of substantial harm to the driver or the general public,

the driver will be removed from the performance of any safety-sensitive functions and/or placed on a medical leave of absence until that threat is acceptably reduced or eliminated. The Village further reserves the right to place any employee taking a prescribed medication on a temporary medical leave of absence until the information described above is provided.

4. Drug and Alcohol Background Check

Any driver the Village intends to hire or use to perform a safety-sensitive function will be required to undergo a background check to determine his/her compliance with the drug and alcohol prohibitions of the Federal Motor Carrier Safety Regulations during the previous two years. All drivers will therefore be required to sign an appropriate consent form authorizing their previous employers to release this information to the Village. Appendix A. The Village will then obtain information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive drug test results and refusals to be tested, within the preceding two years from all of the driver's previous employers during that time period. This information may be provided through a personal interview, telephone interview, letter or other confidential method and will be maintained in a confidential reference log. Appendix B.

The Village will make a good faith effort to obtain and review the above information prior to allowing a driver to perform a safety-sensitive function. If this is not feasible, the Village will attempt to obtain the required information within 14 days after the first time the driver performs a safety-sensitive function, regardless of that individual's subsequent performance of those duties. No driver will be allowed to perform a safety-sensitive function if this information has not been obtained within 14 days, unless the Village is unable to do so through no fault of its own. In the event of such a circumstance, the Village will document its efforts to obtain the requested information in the reference log.

No driver will be allowed to perform a safety-sensitive function if the Village discovers that he/she has had an alcohol test with a concentration of 0.04 or greater, a verified positive drug test result or has refused to be tested, unless and until the Village confirms that the driver has undergone an assessment by a substance abuse professional (SAP), has complied with any recommendations the SAP may have made with respect to rehabilitation, and has passed return-to-duty drug and/or alcohol tests.

SECTION III

DEFINITIONS

1. Drugs/Controlled Substances

Any drug or "controlled substance" as defined by state or federal law except when possessed or taken by the person tested pursuant to a valid predated prescription issued by a licensed physician. In addition, it includes "designer drugs" or chemical substances which may have adverse effects on perception, judgment, memory or coordination.

Although this policy prohibits the use of any controlled substance not lawfully prescribed by a physician, any drug test required under this policy will analyze an individual's urine to test for the presence of the following substances:

- a. Marijuana
- b. Cocaine
- c. ~~Opiates~~ Opioids (Revised 3-18)
- d. Amphetamines
- e. Phencyclidine

2. Alcohol

For purposes of this policy, "alcohol" means the intoxicating agent in beverage alcohol, ethylalcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. "Alcohol use" means the consumption of any beverage, mixture, or preparation, including any medication, which contains alcohol. "Alcohol concentration" (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

3. Employee Assistance Program (EAP)

The program offered by a firm designated by the Village to provide employees counseling and other assistance.

4. Employee

Any person employed by the Village of Burr Ridge.

5. Reasonable Suspicion

That level of information that will lead a normal, reasonable person to reach a certain conclusion (proof beyond a reasonable doubt need not be present). However, any such suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

6. Supervisor

For the purposes of this Policy, the term "Supervisor" shall include the Village Administrator, Department Heads, Public Works ~~Department Foreman~~ Operations Supervisor, Public Works Division Supervisors, and Police Department Sergeants and Corporals. (Revised 3-18)

7. Under the Influence/Impairment

A physical or mental condition in which reaction, coordination and/or judgment are impaired due to alcohol or drugs.

8. Work Place Dysfunction

Impaired performance that may affect the safety of the employee, fellow employees, others or Village equipment or property.

9. Urinalysis to Detect Drug Use

A combination of the following testing techniques used to detect the presence of drugs/controlled substances:

- a. Screening test - a series of initial tests designed to distinguish "negatives" from "presumptive positives."
- b. Confirmation tests - a test used to identify and confirm "positives" by using testing techniques different than the original screening tests and with a greater than or equal sensitivity to the original screening test.

The screening test shall be by an immunoassay test which meets the requirements of the United States Food and Drug Administration for commercial distribution. The initial cut-off level to be used when screening specimens to determine whether they are negative or positive shall comport with federal and state law and shall be established by the toxicology reference lab selected by the Village.

All specimens identified as positive on the initial screening test shall be confirmed using gas chromatography/mass spectrometry (GCMS), or any scientifically more reliable techniques.

10. Negative Test Result

A test result indicating the non-presence of drugs/controlled substances in the body.

11. Presumptive Positive Test Result

A positive test result found after the initial screening test that must be confirmed using a second confirmation test.

12. Positive Test Result

A test result which has indicated the presence of drugs/controlled substances in the body through the use of both a screening test and a confirmation test.

13. Village Premises

All Village-owned property or any place where the employee is assigned to perform normal work duties.

SECTION IV

TESTING CIRCUMSTANCES

A. Notice of Testing Circumstances

Before performing any alcohol or controlled substances test under this policy, the Village will notify an employee that the test is being required pursuant to this policy and where applicable to the Federal Motor Carrier Safety Regulations. (Appendix C) The Village will not, however, represent that any requested test is required by federal regulations if, in fact, the individual to be tested is not subject to those regulations.

B. Pre-Employment/Pre-Duty

1. It is the policy of the Village of Burr Ridge to require all successful candidates for employment, all employees transferring into a position requiring the operation of a commercial motor vehicle and all employees off work due to a leave of absence of six months or more to submit to a urinalysis to detect drug use as a part of the overall pre-employment/re-employment physical. Applicants will be required to sign a consent form (see Appendix D), authorizing the Village to conduct urinalysis to detect drug use. Results of the test will remain confidential and will be reported from the cooperating physician directly to the Village Administrator, who will inform the candidate of the results.
2. Refusal to submit to a urinalysis to detect drug use or to sign the aforementioned consent form will result in an incomplete pre-employment/re-employment physical and, therefore, the applicant will no longer be considered for employment.
3. The taking of the urine sample shall be witnessed by appropriate medical personnel, but shall not be directly observed unless there is reason to believe a specimen has been adulterated, and a second specimen is required.
4. Candidates for employment who test positive on both the screening test and confirmation test will be determined to have failed the pre-employment physical and will, therefore, no longer be considered for employment.

C. Post-Accident - Employees Covered Under Federal Motor Carrier Safety Regulations ONLY

Any employee involved in an accident while driving an authorized Police vehicle or (Rev. 6-03) a commercial motor vehicle will be required to submit to tests for alcohol and controlled substances as soon as practicable following the accident, if the employee:

1. Was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or
2. Received a citation under State or local law for a moving traffic violation arising from the accident.

For purposes of this policy, an "accident" is defined as an occurrence involving an authorized Police vehicle or (Rev. 6-30) a commercial motor vehicle operating on a public road which results in:

1. A fatality;
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Employees are prohibited from using alcohol for eight hours following any accident or until the required post-accident alcohol test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two hours following an accident. Any employee involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if he fails to do so. This requirement will not, however, require an employee to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the event an alcohol test is not administered within two hours following an accident, the Village will prepare and maintain a record stating the reasons why the test was not promptly administered. If an alcohol test is not administered within eight hours following an accident, the Village will make no further effort to administer an alcohol test and will document the reasons why the test was not administered within eight hours. Appendix E. In the event a drug test is not administered within 32 hours following an accident, the Village will cease its attempts to administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures which must be followed by the individual and the collection site personnel. Appendix I.

The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, will be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and the results of the tests are obtained by the Village.

D. Random - Employees Covered Under Federal Motor Carrier Safety Regulations ONLY

Both the Village and Department of Transportation believe that random drug and alcohol testing is an essential part of any program seeking to ensure a drug and alcohol-free transportation system. All employees subject to this policy will therefore be required to submit to random drug and alcohol testing.

The Village will conduct random alcohol tests at a minimum annual percentage rate of 25 percent of the average number of employee positions. The minimum annual percentage rate for random

controlled substances testing will be 50 percent of the average number of employee positions. (If these rates are subsequently increased or decreased by the FHWA, we will provide all employees with written notice of the change.)

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer-based random number generator matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The tests will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All employees will have an equal chance of being tested at any time, regardless of the number of his/her previous selections.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures which must be followed by the individual and the collection site personnel. Appendix I.

Any employee notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If an employee is performing a safety-sensitive function at the time of his/her notification of a random test requirement, he/she will be required to cease performing the safety-sensitive function and proceed to the testing site as soon as possible. However, an employee will only be required to submit to a random alcohol test if the employee is performing a safety-sensitive function, is about to perform a safety-sensitive function, or has just ceased performing a safety-sensitive function.

E. Reasonable Suspicion

A urinalysis to detect alcohol and/or drug use will be required for those employees who:

1. When reporting to work or at any time during the work day exhibit a workplace dysfunction, causing a supervisor to believe there is reasonable suspicion that the employee is impaired due to, or under the influence of, alcohol and/or drugs.
2. In order to require an employee to submit to an alcohol test and/or urinalysis to detect alcohol and/or drug use, a minimum of two (2) "supervisors" as defined in Section III of this policy must concur that a reasonable suspicion exists to warrant such action. During normal office hours (8:00 a.m. to 5:00 p.m., Monday through Friday), every attempt should be made to ensure that at least one of the supervisors is the employee's Department Head and/or the Village Administrator. During times other than normal office hours, where there may only be one supervisor on duty, a Police Department Sergeant or Corporal should be notified to act as a second supervisor to observe and interview the allegedly impaired employee to either concur or disagree with the initial supervisor's suspicions.

In the case where agreement is not reached by the two supervisors as mentioned above, a third and final supervisor shall be contacted to either concur or disagree with the initial supervisor's suspicions. Unless already involved, the third supervisor to be contacted shall be one of the following, listed in order of priority:

- a. The Department Head
- b. The Village Administrator
- c. An unaffected Department Head as chosen by the initiating supervisor.

Supervisors who have reasonable suspicion to believe that an employee is impaired or who have been asked to give a formal opinion must complete a "Supervisor's Report: Observation of Impairment" form (see Appendix F).

Every effort will be made to conduct any required reasonable suspicion testing within two (2) hours of the reasonable suspicion determination. If a reasonable suspicion alcohol test is not administered within two hours following the reasonable suspicion determination, the Village will document the reasons why the test was not promptly administered, and continue its effort to administer an alcohol test for up to eight (8) hours following the reasonable suspicion determination. If the test is not administered within eight hours following the reasonable suspicion determination, the Village will no longer attempt to administer an alcohol test and will document the reasons for its inability to do so. Appendix E.

If not notified prior to any required testing, the Department Head and Village Administrator shall be notified as soon as possible thereafter by the supervisor who initiated the action.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures which must be followed by the individual and the collection site personnel (Appendix I).

Employees reasonably suspected of impairment will be required to sign an Employee Consent Form, authorizing the Village to submit a required urine sample to its designated medical laboratory for testing (Appendix G). Results of the test shall be released directly from the laboratory to the Village Administrator, who will notify the employee and the cooperating Department Head for proper administrative action. Refusal to sign the aforementioned consent form and/or refusal to submit to a urinalysis to detect alcohol and/or drug use will result in suspension without pay and, subject to a review of the facts by the Department Head and Village Administrator, shall be considered grounds for termination.

A supervisor shall escort the allegedly impaired employee to the laboratory where the urinalysis will be conducted under medically supervised conditions and witnessed by appropriate medical personnel in accordance with testing procedures approved by the Village.

Upon submittal of a urine sample, the allegedly impaired employee will be interviewed by trained medical staff to further ascertain whether the employee is under the influence or whether the perceived dysfunction is due to a medical problem.

Upon completion of the interview, the allegedly impaired employee will be sent home for the remainder of the shift with pay. The employee will be required to make arrangements to be driven home or picked-up rather than driving himself/herself home. The supervisor may decide that it is in the best interest of the Village and/or the employee not to return the employee to the workplace, but rather to have the employee make his/her arrangements to be driven home from the testing facility. If the employee has no means of transportation, the supervisor will be responsible for seeing to it that the employee is driven home. The employee may return to work the following day. However, a positive test result from the urinalysis to detect alcohol and/or drug use, in addition to any other disciplinary action, will result in the loss of pay for the remainder of the day the employee was sent home.

Notwithstanding the above testing requirements, an employee may not report for duty or remain on duty if that employee is under the influence of or impaired by alcohol, as shown by the

behavioral, speech and performance indicators of alcohol misuse. Any such employee will not be allowed to perform or continue to perform any Village function until the employee undergoes an alcohol test yielding an alcohol concentration level of less than 0.02; or twenty-four hours have elapsed following the reasonable suspicion determination.

Any employee who would like to report an incident of on-the-job alcohol and/or drug use or impairment by his/her immediate supervisor may contact their department head, the Village Administrator or another unaffected supervisor.

Any employee who would like to report any violation of this policy, including an incident of on-the-job drug and/or alcohol use or impairment, to someone other than the employee's immediate supervisor or department head may contact the Village Administrator. Every attempt will be made to protect the employee's anonymity.

Any substances believed to be illegal found in or on Village premises, or any workplace of an employee will be turned over to the appropriate law enforcement agency immediately and may result in criminal prosecution.

Any information concerning an unsubstantiated report of alcohol or drug use or any required urinalysis to detect alcohol and/or drug use resulting in a negative finding shall be expunged from the employee's personnel file.

F. Return-To-Duty

Before an employee who has engaged in any conduct prohibited by this policy will be allowed to return to duty, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and a verified negative for controlled substances use, respectively.

G. Follow-Up - Employees Covered Under Federal Motor Carrier Safety Regulations ONLY

Any driver determined by a substance abuse professional to be in need of assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances will be subject to additional, unannounced follow-up testing for alcohol and/or controlled substances as directed by the SAP. However, any recommended follow-up testing for alcohol will only be required just before, during or just after the driver has performed a safety-sensitive function.

H. Refusal to Submit

Any employee who refuses to submit to any drug or alcohol test required by this policy will be immediately removed from service. Employees will also be subject to any discipline outlined in Section XII of this policy. For purposes of this policy, "refusal to submit" to an alcohol or controlled substances test will include:

1. Failing to provide adequate breath for alcohol testing, without a valid medical explanation after an employee has received notice of a required breath test;
2. Failing to provide an adequate urine sample for controlled substances testing, without a genuine inability to provide a specimen (as determined by a medical evaluation), after an employee has received notice of a required urine test;

3. Engaging in conduct that clearly obstructs the testing process, including the failure or refusal to sign any document or form required under this policy or by any party authorized to carry out testing under this policy; and
4. Engaging in any conduct that creates reason to believe that a urine specimen has been altered, substituted or adulterated for the purpose of affecting the validity or accuracy of a controlled substance test result.

I. On-Duty Time

All time spent providing a breath sample or urine specimen, including travel time to and from a collection site, in order to submit to any testing required under this policy will be considered "on-duty" time. In addition, the Village will be responsible for the expense of any drug or alcohol test required under this policy.

SECTION V

ALCOHOL TESTING METHODOLOGY

A. Testing Personnel

1. The Breath Alcohol Technician

All alcohol testing required under this policy will be carried out by a breath alcohol technician ("BAT") trained to proficiency in the operation of the evidential breath testing device ("EBT") being used by the Village for alcohol testing and in the alcohol testing procedures required herein.

The BAT will be required to successfully complete a course of instruction that will provide training in the principles of EBT methodology, operation and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required in 49 CFR Part 40 for obtaining a breath sample and interpreting and recording EBT results. This will be accomplished through a course of instruction that meets the standards of the National Highway Traffic Safety Administration (NHTSA) model course and documents that the BAT has demonstrated competence in the operation of the specific EBT being used by the Village. The BAT will receive additional training, as needed, to ensure proficiency concerning any new or additional devices or changes in technology that the Village may use. The Village will document the training and proficiency testing of each BAT being used to test employees and retain records regarding the same for a minimum of two (2) years.

In addition to the above, any BAT who will be performing external calibration checks of an EBT will be trained to proficiency in conducting the check on the particular model of EBT, which will include practical experience and demonstrated competence in preparing the breath alcohol simulator or alcohol standard, and in the maintenance and calibration of the EBT.

2. The Screening Test Technician

Anyone qualified to act as a Breath Alcohol Technician may act as a screening test technician (STT), provided that he/she has demonstrated proficiency in the operation of the non-evidential screening device to be used by that individual.

Any other individual may act as an STT as long as he or she successfully completes a course of instruction concerning the procedures required by 49 CFR Part 40 for conducting alcohol screening tests. Only the Department of Transportation model course, or a course of instruction determined by the Department of Transportation's Office of Drug Enforcement and Program Compliance to be equivalent to it, may be used for this purpose.

With respect to any non-evidential screening device involving changes, contrasts, or other readings that are indicated on the device in terms of color, STTs shall, in order to be regarded as proficient, be able to discern correctly these changes, contrasts or readings.

The STT will receive additional training, as needed, to ensure proficiency, concerning new or additional devices or changes in technology that he or she will use. The employer or its

agent will document the training and proficiency of each STT it uses to test employees and retain that documentation for a minimum of two (2) years.

3. Other Personnel

The supervisor of an employee requested to submit to an alcohol test will not act as the BAT or STT for that employee, unless no other BAT or STT is available to perform the test in a timely manner. Under no circumstances will a supervisor serve as a BAT or STT for an employee when that supervisor has made the determination that reasonable suspicion exists to require an alcohol test.

Law enforcement officers who have been certified by state or local governments to conduct breath alcohol testing will be considered qualified as BATs or STTs under this policy. However, in order for a test conducted by such an officer to be accepted under this policy, that officer must have been certified by a state or local government to use the EBT or non-evidential alcohol screening device that was used for the test.

B. Alcohol Testing Devices

Any alcohol test required by this policy will be conducted through the use of an EBT approved by the NHTSA for the evidential testing of breath and listed in its "Conforming Products List (CPL) of Evidential Breath Measurement Devices, and identified on the CPL as conforming with the model specifications available from the NHTSA, Office of Alcohol and State Programs." Any EBT used by the Village for alcohol testing will be stored in a secure place when not in use at a testing site.

For purposes of both screening and confirmatory breath tests, the Village will use an EBT that is capable of providing, independently or directly linked to a separate printer, a printed result of each breath test in triplicate (or three consecutive identical copies). This device will be capable of assigning a unique and sequential number to each completed test, with the number capable of being read by the BAT and the employee before each test and being printed out on each copy of the result, along with the name of the manufacturer, the serial number and the time of the test. The EBT will also be able to distinguish alcohol from acetone at the 0.02 alcohol concentration level and be capable of testing an air blank prior to each collection of breath and performing an external calibration check.

C. Quality Assurance Plan

1. EBTs

In order to be used for any alcohol testing under this policy, the EBT must have a quality assurance plan (QAP) developed by the manufacturer which:

- a. Designates the method or methods to be used to perform external calibration checks of the device, using only calibration devices on the NHTSA "Conforming Products List of Calibrating Units for Breath Alcohol Tests;
- b. Specifies the minimum intervals for performing external calibration checks of the device, listing intervals for different frequencies of use, environmental conditions (e.g.,

temperature, altitude, humidity) and contexts of operation (e.g., stationary or mobile use);

- c. Specifies the tolerances on an external calibration check within which the EBT is regarded to be in proper calibration;
- d. Specifies inspection, maintenance, and calibration requirements and intervals for the device; and
- e. Has been submitted to and approved by the NHTSA.

The Village or its designated agent will take the following action to comply with the QAP for each EBT it uses for alcohol testing under this policy. These actions will be documented and maintained for a minimum of two years.

- a. Ensure that external calibration checks of each EBT are performed as provided in the QAP.
- b. Take an EBT out of service if any external calibration check results in a reading outside of the tolerances for the EBT established in the QAP. The EBT will not be used again for alcohol testing under this policy until it has been serviced and has had an external calibration check resulting in a reading within the appropriate tolerances for the EBT.
- c. Ensure that inspection, maintenance and calibration of each EBT are performed by the manufacturer, a certified maintenance representative of the same, or an appropriate state agency.
- d. Ensure that each BAT or other individual who performs an external calibration check of an EBT used for testing under this policy has demonstrated proficiency in conducting such a check on the model of the EBT in question.
- e. Maintain records of the inspection and maintenance of each of its EBTs for two years and the calibration and the external calibration checks of each of its EBTs for five years.

2. Non-Evidential Screening Devices

In order to be used for alcohol screening tests under this policy, a non-evidential screening device must have an NHTSA-approved quality assurance plan (QAP) developed by the manufacturer which:

- a. Designates the methods to be used to perform quality control checks;
- b. Specifies the temperatures at which the non-evidential screening device shall be stored and used, as well as other environmental conditions (e.g., altitude, humidity) that may affect the performance of the device; and,
- c. Indicates, where relevant, the shelf life of the device.

The QAP shall prohibit the use of any device that does not pass the specified quality control checks or that has passed its expiration date.

The manufacturers' instructions on or included in the package for each saliva testing device shall include directions on the proper use of the device, the time frame within which the device must be read and the manner in which the reading is made.

The employer and its agents shall comply with the QAP and manufacturer's instructions for each non-evidential screening device it uses for alcohol screening tests under this policy.

D. The Alcohol Testing Site (Revised 6-03; 6-04; 10-12; 3-18)

The Village will use an alcohol testing site that affords visual and aural privacy to the individual being tested sufficient to prevent unauthorized persons from seeing or hearing test results. This site will have available all of the necessary equipment, personnel and materials for breath testing, and may include the use of a mobile collection facility. The alcohol testing site will be secure and no unauthorized persons will be permitted access to it at any time when testing is being conducted or when the EBT remains unsecured. Alcohol testing will take place at the location designated below:

Time: **From 8:00 a.m. to 5:00 p.m. M – F**
Site: ~~Concentra Willowbrook~~ Health Centers of Illinois
Address: ~~545 Plainfield Road, Suite B~~ 7421 S Cass Avenue
~~Willowbrook, IL 60527~~ Darien, IL 60561
Phone: (630) 286-5300

After 5:00 p.m.

Concentra Medical Center	OR	Burr Ridge Police Department
8755 S. Harlem Avenue		7700 County Line Road
Bridgeview, IL 60455		Burr Ridge, IL 60527
(708) 430-2295		(630) 323-8181
FAX (708) 430-2372		FAX (630) 323-4441

In unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident), a test may be conducted at a place other than the above, but the Village or the BAT will ensure that visual and aural privacy will be provided to the greatest extent practicable.

A BAT will supervise only one employee's use of the EBT at a time and will not leave the alcohol testing site while the preparations for testing and testing of a given employee are in progress.

The above requirements also apply to the use of non-evidential alcohol screening devices by STTs.

E. The Breath Alcohol Testing Form

The Village will use a Breath Alcohol Testing Form prescribed by the Department of Transportation for both EBTs and non-evidential alcohol screening devices. Appendix H. This form will not be modified or revised, except that a form directly generated by an EBT may omit the space for affixing a separate printed result to the form.

SECTION VI

ALCOHOL TESTING PROCEDURES

A. Preparation for Testing

Any employee required to submit to an alcohol test under this policy will be required to provide positive identification (e.g., through use of a photo I.D. card or identification by an employer representative) to the BAT or STT upon entry to the testing site. The employee may also request the BAT or STT to provide positive identification to him/her. The BAT or STT will then explain the testing procedure to the employee. The BAT or STT will then complete Step 1 of the Breath Alcohol Testing Form and the employee will complete Step 2, signing the certification. Except as otherwise provided, any refusal by an employee to sign the required certification will be considered a refusal to submit to the test.

B. Administration of Initial Test

1. Breath Testing Devices

Once the BAT or STT and employee have completed the necessary paperwork, the BAT or STT will open an individually-sealed mouthpiece in view of the employee and attach it to the EBT or non-evidential screening device in accordance with the manufacturer's instructions. The BAT or STT will then instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the device indicates that an adequate amount of breath has been obtained. The BAT and the employee will then take the following steps:

For Initial Screening Devices That Do Not Print Results

The BAT or STT will ensure, before the screening test is administered for each employee, that he or she and the employee read the sequential test number displayed by the breath testing device. The BAT or STT will record the displayed result, test number, testing device, serial number of the testing device, and time in Step #3 of the Breath Alcohol Testing Form.

EBTs That Provide a Printed Result, but Do Not Print the Results Directly onto the Form

The BAT will show the employee the result displayed on the EBT and then affix the test result printout to the Breath Alcohol Test Form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).

EBTs That Print the Test Results Directly onto the Form

The BAT will show the employee the result displayed on the EBT.

2. Saliva Testing Devices

The STT will explain the testing procedure to the employee, check the expiration date of the saliva testing device and show it to the employee. The STT may not use a device at any time subsequent to its expiration date.

The STT will open an individually sealed package containing the device in the presence of the employee and offer the employee the opportunity to use the swab. If the employee chooses to use the swab, the STT will instruct the employee to insert the absorbent end of the swab into his/her mouth, moving it actively throughout the mouth for a sufficient time to ensure that it is completely saturated, as provided in the manufacturer's instructions for the device. If the employee chooses not to use the swab, or in all cases in which a new test is necessary because the device did not activate, the STT will perform these procedures, but will wear a surgical grade glove while doing so.

The STT will then place the testing device on a flat surface or otherwise in a position in which the swab can be firmly placed into the opening provided in the device for this purpose. The STT will insert the swab into this opening and maintain firm pressure on the device until the device indicates that it is activated.

If the above procedures are not followed successfully (e.g., the swab breaks, the STT drops the swab on the floor or another surface, the swab is removed or falls from the device before the device is activated), the STT shall discard the device and swab and conduct a new test using a new device. The new device shall be one that has been under the control of the employer or STT prior to the test. The STT shall note in the remarks section of the form the reason for the new test. The STT will then offer the employee the choice of using the swab himself or having the STT use it. If the above procedures are not followed successfully on the new test, the collection will be terminated and an explanation provided in the remarks section of the form. A new test shall then be conducted, using an EBT for both the screening and confirmation tests.

If the above procedures are followed successfully, but the device is not activated, the STT will discard the device and swab and conduct a new test in the same manner as provided above, except that the STT shall place the swab into the employee's mouth to collect saliva for the new test.

The STT will read the result displayed on the device two minutes after inserting the swab into the device, show the device and its reading to the employee, and enter the result on the form.

Devices, swabs, gloves and other materials used in saliva testing may not be reused, and will be disposed of in a sanitary manner following their use, consistent with applicable requirements.

3. Initial Results

If the result of the initial screen is an alcohol concentration of less than 0.02, no further testing will be required. Both the BAT or STT and the employee will then date the Breath Alcohol Testing Form and sign the appropriate certification. If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT or STT will note the employee's failure to sign or initial in the "Remarks" section of the form. No further testing will be authorized. The BAT or STT will then confidentially transmit the result to the Village, which will receive and store it in a confidential manner consistent with this policy.

In the event the Village elects to use a non-evidential alcohol screening device, the STT will also enter, in the "Remarks" section of the Breath Alcohol Testing Form, a notation that the screening test was performed using a non-evidential breath testing device or a saliva device, as applicable. Following completion of the screening test, the STT shall date the form and sign the certification in Step 3 of the form.

In the event the test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note the disparity in the "Remarks" section of the Breath Alcohol Testing Form. Both the employee and the BAT will then initial or sign this notation and the test will be considered invalid, with the employer and employee being advised of the same.

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmatory test will be required, as provided below. If the confirmation test is to be conducted by a different BAT, the BAT or STT who conducted the screening test will complete and sign the Breath Alcohol Testing Form, and provide the employee with Copy 2 of that form. If the confirmation test will be conducted at a site different from the one at which the screening test was performed, the employer or its agent will ensure that:

- a. The employee is instructed not to eat, drink or put any object or substance in his or her mouth and, to the extent possible, not to belch during a waiting period before the confirmatory test.
- b. The employee is advised that he or she must not drive, perform safety-sensitive duties, or operate heavy equipment, as noted in Block 4 of the alcohol testing form; and
- c. The employee is under observation of a BAT, STT, or other employer personnel while in transit from the screening test site to the confirmation test site.

C. Administration of Confirmatory Test

If a BAT other than the one who conducted the screening test is to conduct the confirmation test, he/she will again obtain positive verification of the employee's identity and, if requested, provide positive identification to the employee. The new BAT will also again explain the testing procedure to the employee.

Subsequent to any initial positive breath alcohol test result, the BAT will instruct the employee not to eat, drink or put any object or substance in his or her mouth and, to the extent possible, not to belch during a waiting period before the confirmatory test. This time period will begin with the completion of the initial test and will not be less than 15 minutes. The confirmation test must be conducted within 30 minutes of the completion of the screening test. The BAT will advise the employee that the reason for this requirement is to prevent any accumulation of mouth alcohol from leading to an artificially high reading and that it is for the employee's own benefit. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has failed to comply with this instruction, he/she will so note in the "Remarks" section of the form. If the BAT conducts the confirmation test more than 30 minutes after the result of the screening test has been obtained, the BAT will note in the "Remarks" section of the form the time that elapsed between the screening and confirmation tests and the reason why the confirmation test could not be conducted within 30 minutes of the screening test.

If a new BAT is to conduct the confirmation test, he/she will initiate a new Breath Alcohol Testing Form, completing Step 1 and requesting the employee to complete and sign Step 2. The new BAT will also note in the "Remarks" section of the form that a different BAT conducted the screening test.

After completion of the waiting period, the breath collection procedures set forth in Section B, above, will again be followed and a new mouthpiece will be used for the confirmation test. However, before the confirmation test is administered, the BAT will ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument, which shall be taken out of service. However, testing may proceed on another instrument. Any EBT taken out of service because of failure to perform an air blank accurately will not be used for testing until a check of external calibration is conducted and the EBT is found to be within tolerance limits. Before the confirmation test is administered, the BAT will also ensure that he or she and the employee read the sequential test number displayed by the EBT.

In the event the confirmatory test result differs from the screening test result, the confirmation test result will be deemed to be the final result upon which any action under this policy will be based.

EBTs That Provide a Printed Result, but Do Not Print the Results Directly onto the Form

The BAT will show the employee the result displayed on the EBT and affix the test result printout to the Breath Alcohol Test Form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).

EBTs That Print the Test Results Directly onto the Form

The BAT will show the employee the result displayed on the EBT, which will be printed directly on the Breath Alcohol Testing Form.

Following completion of the confirmatory test, the BAT and the employee will both date and sign the Breath Alcohol Testing Form in the appropriate manner. If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign in the "Remarks" section.

If a test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note this disparity in the Remarks section of the form, which will be signed or initialed by both the employee and the BAT. If this occurs the confirmatory test will be deemed invalid and the employer and employee will be so advised.

The BAT will transmit all results in a confidential manner to the Village Administrator, who will be responsible for any communications with the BAT concerning alcohol testing and test results and for confidentially receiving and handling alcohol testing results on behalf of the Village.

Transmission of test results to the Village Administrator may be in writing (the employer copy (Copy 1) of the Breath Alcohol Testing Form), in person or by telephone or electronic means, but

the BAT will ensure that any test results requiring the employer to prevent an employee from performing or continuing to perform a safety-sensitive function will be transmitted immediately. If the initial transmission is not in writing (e.g., by telephone), the employer will verify the identity of the BAT providing the information through voice recognition, code word or call back (to BAT). If the initial transmission is not in writing, the BAT will follow-up by providing the employer with its copy of the Breath Alcohol Testing Form, which will be treated as a confidential record under this policy.

D. Inability to Provide an Adequate Amount of Breath/Saliva

1. Breath Testing Devices

In the event an employee is unable, or claims to be unable to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT or STT will instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to make such an attempt, the BAT or STT will immediately inform the Village. If the employee attempts, but again fails to provide an adequate amount of breath, the BAT or STT will record it in the "Remarks" section of the form and immediately inform the Village.

If an employee attempts and fails to provide an adequate amount of breath, he/she will be required to obtain, as soon as practical after the failed attempt, an evaluation from an approved physician concerning his/her medical ability to provide an adequate amount of breath.

- a. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability, could have, precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath will not be deemed a refusal to take a test. However, the physician will be required to provide the Village with a written statement of the basis for this conclusion.
- b. If the physician, in his/her reasonable medical judgment, is unable to make a determination that the employee's conduct was due to a medical condition, the employee's failure to provide an adequate amount of breath will be regarded as a refusal to take a test. The physician will be required to provide the Village with a written statement of the basis for this conclusion.

2. Saliva Testing Devices

If an employee is unable to provide sufficient saliva to complete a test on a saliva screening device (e.g., the employee does not provide sufficient saliva to activate the device), the STT will conduct a new test using a new device. If the employee refuses to complete the new test, the STT shall terminate testing and immediately inform the employer. This constitutes a refusal to test.

If the new test is completed, but there is still an insufficient amount of saliva to activate the device, STT will immediately inform the employer, which will immediately cause an alcohol test to be administered to the employee using an EBT.

E. Invalid Tests

1. Breath Testing Devices

A breath alcohol test will be deemed invalid under any of the following circumstances:

- a. The next external calibration check of the EBT produces a result that differs by more than the tolerance stated in the QAP from the known value of the test standard. In this event, every test result of 0.02 or above obtained on the device since the last valid external calibration check will be invalidated. As a result, external calibration tests will be performed. In the event an employee has been disciplined based upon a test result subsequently deemed invalid in accordance with the above, the Village will reconsider the employee's discipline and take appropriate remedial action, if necessary.
- b. The BAT does not observe the minimum 15-minute waiting period prior to the confirmatory test;
- c. The BAT does not perform an air blank of the EBT before a confirmatory test, or an air blank does not result in a reading of 0.00 prior to the administration of the test;
- d. The BAT does not sign the form as required;
- e. The BAT or STT fails to note on the "Remarks" section of the form that the employee has failed or refused to sign the form following the printing or attachment of the test result to the form or the recording of the results of a non-evidential alcohol screening test on the form;
- f. The EBT fails to print a confirmation test result; or
- g. On a confirmation test and where applicable, on a screening test the sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

2. Saliva Testing Devices

An alcohol test using a saliva testing device will be invalid under the following circumstances:

- a. The result is read before two minutes or after 15 minutes from the time the swab is inserted into the device;
- b. The device does not activate;
- c. The device is used for a test after the expiration date printed on its package; or
- d. The STT fails to note in the remarks section of the form that the screening test was conducted using a saliva device.

F. Refusal to Test and Uncompleted Tests

In the event an employee refuses to complete and sign the Breath Alcohol Testing Form, refuses to provide a breath sample, an adequate amount of breath or a saliva sample, or otherwise fails to cooperate with the collection process in a way that prevents the completion of the test, the BAT or STT will record such conduct in the "Remarks" section of the Form, terminate the testing process and promptly notify the Village. Any such conduct will constitute a refusal to test. All employees are expected to exercise good faith and cooperate during the collection process. Failure to do so will subject the employee to discipline, up to and including discharge, independent and regardless of the results of any subsequent test.

If an initial or confirmation test cannot be completed for reasons other than a refusal by the employee, or if an event occurs that would invalidate the test, the BAT or STT will, if practicable, begin a new initial or confirmation test, as applicable, using a new Breath Alcohol Testing Form with a new sequential test number, and in the case of a test using a saliva screening device, a new device.

G. Action on Positive Result

In the event a confirmatory evidential breath test yields a result indicating an alcohol concentration level of .02 or greater, the individual tested will be immediately removed from the performance of any safety-sensitive function and prohibited from operating a personal or other motor vehicle. That individual will also be responsible for arranging appropriate transportation home or back to the workplace (if the Village did not transport him to the testing site). If the individual refuses to comply and continues to attempt to operate a motor vehicle, the Village, collection personnel and/or BAT will take appropriate measures to discourage the individual from doing so, including contacting local law enforcement officials. Any individual who fails to cooperate with any of the above procedures will also be subject to discipline, up to and including discharge.

SECTION VII

CONTROLLED SUBSTANCE TESTING METHODOLOGY

A. Appropriate Laboratory

All urine specimens to be tested for the presence of controlled substances will be analyzed by a laboratory certified by under the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs. All drug tests required by the Village will therefore be shipped for analysis to the laboratory listed below:

Laboratory: Laboratory Corporation of America Holdings
Address: 104 Alexander Drive
Research Triangle Park, NC 27709
Telephone: (800) 833-3984 or (919) 572-6900

B-C. Initial Screen/Confirmatory Tests (Revised 3-18)

All urine specimens will be initially tested for the use of controlled substances by an immunoassay screen, which will eliminate negative urine specimens from further consideration. Any positive test results in an initial test will be subject to confirmation through an additional, more precise and accurate testing methodology. Any urine specimen identified as positive on the initial test screen will be confirmed by a second analytical procedure independent from the initial test and which uses a different chemical technique and procedure. Gas chromatography/mass spectrometry will be used to confirm initial positive test results. ~~The cut-off levels set forth below will be used to establish the existence of a "confirmed positive" test result.~~ The cut-off concentrations displayed in the following table for initial and confirmatory drug tests will be used. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150ng/mL	Benzoyllecgonine	100 ng/mL
Opioid metabolites ²			
Codeine/Morphine ³	2000 ng/mL	Codeine	2000 ng/mL
		Morphine	2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ⁴			
AMP/MAMP ⁵	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine ⁶	250 ng/mL
MDMA ⁷			
	500 ng/mL	MDMA	250 ng/mL
		MDA ⁸	250 ng/mL

¹Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)

²Opioids now include the synthetic opioids hydrocodone, hydromorphone, oxycodone and oxymorphone in addition to codeine, morphine and 6-acetylmorphine (herion).

³Morphine is the target analyte for codeine/morphine testing

⁴Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff

⁵Methamphetamine is the target analyte for amphetamine/methamphetamine testing

⁶To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL

⁷Methylenedioxymethamphetamine (MDMA)

⁸Methylenedioxyamphetamine (MDA)

On an initial drug test, the laboratory must report a result below the cutoff concentration as negative. If the result is at or above the cutoff concentration, the laboratory must conduct a confirmation test.

On a confirmation drug test, the laboratory must report a result below the cutoff concentration as negative and a result at or above the cutoff concentration as confirmed position.

The laboratory must report quantitative values for morphine or codeine at 15,000 ng/mL or above.

The cut-off levels set forth below will be used for the initial screening of specimens to determine whether they are negative for the following drugs:

1. Marijuana metabolites - 50 ng/mL
2. Cocaine metabolites - 300 ng/mL
3. Opiate metabolites - 300 ng/mL (*25 ng/ml if immunoassay specific for free morphine)
4. Phencyclidine - 25 ng/mL
5. Amphetamines³ - 1,000 ng/mL

C. Confirmatory Tests

Any urine specimen identified as positive on the initial test screen will be confirmed by a second analytical procedure independent from the initial test and which uses a different chemical technique and procedure. Gas chromatography/mass spectrometry will be used to confirm initial positive test results. The cut-off levels set forth below will be used to establish the existence of a "confirmed positive" test result:

1. Marijuana metabolites - 15 ng/ml
(delta 9-tetrahydrocannabinol-9-carboxylic acid)
2. Cocaine metabolites - 150 ng/ml
(benzoylecgonine)
3. Opiates
Codeine - 300 ng/ml
Morphine - 300 ng/ml

~~4. Phencyclidine—25 ng/ml~~

~~5. Amphetamines~~

~~Amphetamine—500 ng/ml~~

~~Methamphetamine—500 ng/ml~~

~~(specimen must also contain amphetamine at a concentration of 200 ng/ml or greater)~~

D. Adulteration

Where appropriate, the laboratory will also analyze the specimen for the presence of adulterants. In the event the laboratory has reason to believe a specimen has been adulterated, the laboratory shall report the result to the MRO as follows:

1. Specific gravity <1.003 and creatinine <0.2g/L - May apply in conjunction with a validated negative result or when no immunoassay result is reported. Actual values of specific gravity and creatinine should not be reported.
2. Specimen not suitable for testing - This applies when a valid immunoassay result is not achieved (abnormal high or low readings) or pH is out of normal range, but the presence of adulterants is not substantiated.
3. Specimen adulterated: Presence of [identify adulterant] detected - This applies when a specific adulterant(s) is identified by the laboratory through procedures that can be forensically validated.

E. Laboratory Reporting of Test Results

Before the laboratory reports any test result, it will first review the results of the initial test, confirmatory test or any relevant quality control data to certify that the test result is accurate. The laboratory will then report the test results to the Village's medical review officer ("MRO") within five (5) working days after the receipt of the specimen and will forward the MRO the original urine custody and control forms. The laboratory will not report test results to any MRO with whom it may be construed as a potential conflict of interest or from whom it may derive any financial benefit by the employer's use of the same. Any specimen which was negative on an initial or confirmatory test will be reported as negative. The only specimens reported as positive will be those which have been confirmed as positive through gas chromatography/mass spectrometry. Test results will not be reported verbally or by telephone and the laboratory will not report any test results directly to the Village, but only to its MRO. The laboratory and the Village will ensure that the data transmission is confidential and will secure and limit access to its data transmission storage and retrieval system.

The MRO may request from the laboratory and the laboratory will provide quantification of test results. The MRO will then report to the Village whether the test is positive or negative and, if positive, the identity of the drug(s) for which there was a positive result. The MRO will not, however, disclose the quantification of test results to the Village unless disclosure of the same to the employer, employee or decision-maker is necessary in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee arising from a verified positive drug test.

The laboratory will also provide the employer or its agent with a statistical summary of the testing program, which will not include any personal identifying information, as required by any applicable regulation.

F. Specimen Retention

All positive urine specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

G. Split Specimen Procedures

If the laboratory observes that the split specimen is untestable, inadequate, or unavailable for testing, the laboratory shall nevertheless test the primary specimen. The laboratory will not inform the MRO or the employer of the untestability, inadequacy, or unavailability of the split specimen until and unless the primary specimen is a verified positive test and the MRO has informed the laboratory that the employee has requested a test of the split specimen.

The laboratory shall log in the split specimen, with the split specimen bottle seal remaining intact, and store this sample securely. If the result of the test of the primary specimen is negative, the laboratory may discard the split specimen. However, if the result of the test of the primary specimen is positive, the laboratory shall retain the split specimen in frozen storage for 60 days from the date on which the laboratory acquires it. Following the end of this 60-day period, if not informed by the MRO that the employee has requested a test of the split specimen, the laboratory may discard the split specimen.

When directed in writing by the MRO to forward the split specimen to another DHHS-certified laboratory for analysis, the second laboratory shall analyze the split specimen by GC/MS to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen. Such GC/MS confirmation shall be conducted without regard to the cut-off levels specified in Section VII of this policy. The split specimen shall be retained in long-term storage for one year by the laboratory conducting the analysis of the split specimen (or longer if litigation concerning the test is pending).

SECTION VIII

CONTROLLED SUBSTANCES TESTING PROCEDURES

A. Urine Specimen Collection

Any person requested to undergo a drug test will be required to provide a urine sample at a designated collection site. In order to ensure integrity of the specimen collection procedure, a standard Urine Custody and Control Form will be used. This form will be completed by the employee and the person responsible for collecting the urine sample and will be forwarded along with the urine sample to a designated laboratory, which will conduct the actual drug test. The laboratory will then forward a copy of the Urine Custody and Control Form to the medical review officer, who will review it when analyzing any positive test results. The Village will retain a copy of the Urine Custody and Control Form for each drug test it conducts.

All urine specimens will be collected in a clean, single-use specimen bottle that is securely wrapped until filled with the specimen. A clean, single-use collection container (e.g., disposable cup or sterile urinal) that is securely wrapped until used may also be employed. If urination is directly into the specimen bottle, the specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided. If a separate collection container is used for urination, the collection container shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided; and the collection site person shall unwrap the specimen bottle in the presence of the employee at the time the urine specimen is presented.

The employer and collection site will utilize a temporary sealing system designed to ensure against undetected opening and a shipping container in which the specimen and associated paperwork may be transferred and sealed to prevent undetected tampering.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures which must be followed by the individual and the collection site personnel (Appendix I).

B. Specimen Collection Procedures

1. Specimen Collection Personnel

Any personnel collecting urine specimens on behalf of the Village will be responsible for maintaining the integrity of the specimen collection and transfer process and for carefully ensuring the modesty and privacy of the donor. Collection site personnel are also to avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.

Any collection site personnel utilized by the Village will be required to have successfully completed training to carry out the collection functions required under 49 CFR Part 40 or shall be a licensed medical professional or technician who is provided instructions for collection under 49 CFR Part 40 and certifies completion as required therein.

In addition to the above, the Village or its designated agent shall provide collection site personnel with detailed, clear instructions on the collection of specimens in compliance with this Plan. Appendix F. Employer representatives and donors subject to testing will also be provided standard written instructions setting forth their responsibilities.

The above procedures will also apply to any urine specimen collections occurring on-site by an employee or other agent of the Village.

Unless it is impracticable for any other individual to perform this function, a direct supervisor of an employee shall not serve as the collection site person for that employee's urine test.

In any case where a collection is monitored by non-medical personnel or is directly observed, the collection site person shall be of the same gender as the donor. A collection site is monitored for this purpose if the enclosure provides less than complete privacy for the donor (e.g., if a rest room stall is used and the collection site person remains in the restroom, or if the collection site person is expected to listen for use of unsecured sources of water.)

2. Designated Collection Sites

The facility listed below is the approved collection site which has the personnel, materials, equipment, facilities and supervision necessary to provide for the collection, security, temporary storage and shipping of urine specimens to an appropriate laboratory for testing:

From 8:00 a.m. to 5:00 p.m. M – F (Revised 3-18)

~~Concentra Willowbrook Health Centers of Illinois~~
~~545 Plainfield Road, Suite B 7421 S. Cass Avenue~~
~~Willowbrook, IL 60527~~ Darien, IL 60561
(630) 286-5300

From 5:00 p.m. to 8:00 a.m. M-F & weekends

Hinsdale Hospital Emergency Room
120 N. Oak Street
Hinsdale, IL 60521
(630) 856-9000

A designated collection site may be any suitable location where a specimen can be collected in compliance with 49 CFR Part 40, including a properly equipped mobile facility. Any such site shall be a location having an enclosure within which private urination can occur, a toilet for completion of urination (unless a single-use collector is used with sufficient capacity to contain the void), and a suitable clean surface for writing. The site must also have a source of water for washing hands, which, if practicable, should be external to the enclosure where urination occurs.

3. Security

Any designated collection site shall have in place procedures designed to prevent unauthorized access which could compromise the integrity of the collection process or the specimen, including the following:

- a. Procedures shall provide for the collection site to be secure. If a collection site facility is dedicated solely to urine collection, it shall be secure at all times. If a facility cannot be dedicated solely to drug testing, the portion of the facility used for testing shall be secured during drug testing.
- b. A facility normally used for other purposes, such as a public rest room or hospital examining room, may be secured by visual inspection to ensure other persons are not present and undetected access (e.g., through a rear door not in the view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. In the case of a public rest room, the facility must be posted against access during the entire collection procedure to avoid embarrassment to the employee or distraction of the collection site person.
- c. If it is impractical to maintain continuous physical security of a collection site from the time the specimen is presented until the sealed mailer is transferred for shipment, the following minimum procedures shall apply: The specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer. The mailer shall be immediately mailed, maintained in secure storage, or remain until mailed under the personal control of the collection site person.

No unauthorized personnel shall be permitted in any part of the designated collection site when urine specimens are collected or stored. Only the collection site person may handle specimens prior to their securement in the mailing container or monitor or observe a specimen collection (under the conditions specified in this part). In order to promote security of specimens, avoid distraction of the collection site person and ensure against any confusion in the identification of specimens, the collection site person shall only have one donor under his or her supervision at anytime. For this purpose, a collection procedure is complete when the urine bottle has been sealed and initialed, the drug testing custody and control form has been executed, and the employee has departed the site (or, in the case of an employee who was unable to provide a complete specimen, has entered a waiting area).

C. Chain of Custody and Collection Control

To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled. The chain-of-custody block on the Urine Custody and Control Form shall be executed by authorized personnel upon receipt of the specimen. This form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen.

The date and purpose shall be documented on an approved chain of custody form each time a specimen is handled or transferred and every individual in the chain shall be identified. Handling and transportation of urine specimens from one authorized individual or place to another shall always be accomplished through chain of custody procedures. However, since specimens and documentation are sealed in shipping containers that would indicate any tampering during transit, and couriers, express carriers, etc., do not have access to the chain of custody forms, this policy does not require that such personnel document chain of custody for the shipping container during transit. This Policy does not require that there be a chain of custody entry when a specimen sealed in a shipping container is put into or taken out of secure storage at the collection site prior to

pickup by such personnel. This means that the chain of custody is not broken, and a test will not be canceled, merely because such individuals have not documented their participation in the chain of custody or because the chain of custody does not contain entries related to putting the specimen into or removing it from secure temporary storage at the collection site. Every effort shall be made to minimize the number of persons handling specimens.

D. Individual Privacy

Collection procedures shall allow urine specimens to be provided by the individual in private, unless there is reason to believe that the individual may alter or substitute the specimen, as set forth below:

1. The employee has presented a urine specimen that falls outside the normal temperature range (32° - 38°C/90° - 100°F), and the employee declines to provide a measurement of oral body temperature or oral body temperature varies by more than 1°C/1.8°F from the temperature of the specimen.
2. The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
3. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
4. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program, on return to service after any required rehabilitation or under a FHWA regulation providing for follow-up testing after return to service.

An employee may also be required to provide a urine specimen under direct observation in the event specimen adulteration is suspected under Sections VII. D. and IX. D. of this policy. However, a higher-level supervisor of the collection site person, or a designated employer representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based upon the circumstances described above.

If the sample is being collected from an employee in need of medical attention (e.g., as part of post-accident test given in an emergency medical facility), necessary medical attention shall not be delayed in order to collect the specimen.

E. Specimen Integrity and Identity

The Village, the employee and the collection site shall take appropriate precautions to preserve the integrity and identity of the urine specimen by ensuring that it is not adulterated or diluted during the collection procedure and that the urine specimen tested is that of the person from whom it was collected. Collection site personnel will be responsible for maintaining the integrity of the specimen collection and transfer process, but employees are expected to cooperate with collection site personnel and to exercise good faith in conjunction with the specimen collection procedures.

F. Split Sample Procedures

The Village will use a split sample collection procedure. As a result, there must be a sufficient volume of each specimen to allow for it to be subdivided, secured and labeled in the presence of the tested individual and retained in a secured manner to prevent the possibility of tampering. This will allow an individual the opportunity to request a retest of the specimen by an appropriate laboratory in accordance with Section VII. G. of this policy.

G. Transportation to Laboratory

Collection site personnel shall arrange to ship the collected specimens to the drug testing laboratory. The specimens shall be placed in a container designed to minimize the possibility of damage during shipment (e.g., specimen boxes and/or padded mailers); and those containers shall be securely sealed to eliminate the possibility of undetected tampering with the specimen and/or the form. On the tape sealing the container, the collection site person shall sign and enter the date specimens were sealed in the containers for shipment. The collection site person shall ensure that the chain of custody documentation is enclosed in each container sealed for shipment to the drug testing laboratory.

Since specimens and documentation are sealed in shipping containers that would indicate any tampering during transit and couriers, express carriers, etc. do not have access to the chain of custody forms, this policy does not require that such personnel document chain of custody for the shipping container during transit. This Policy also does not require that there be a chain of custody entry when a specimen sealed in a shipping container is put into or taken out of secure storage at the collection site prior to pickup by such personnel. This means that the chain of custody is not broken, and a test will not be canceled, merely because such individuals have not documented their participation in the chain of custody or because the chain of custody does not contain entries related to putting the specimen into or removing it from secure temporary storage at the collection site.

H. Failure to Cooperate

Any employee required to provide a urine sample will be expected to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to the employer. The employee will not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.

If the employee refuses to cooperate during the collection process (e.g., refusal to provide a complete specimen, complete paperwork, initial specimen), the collection site person will inform the Village representative and document the employee's conduct on the Urine Custody and Control Form. Employees are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to discipline, up to and including discharge, independent and regardless of the results of any subsequent drug test.

SECTION IX

CONTROLLED SUBSTANCE TEST RESULTS

A. Medical Review Officer

All confirmed positive and negative test results will be reported by the laboratory to a medical review officer (MRO) before they are communicated to the Village. The MRO will be a licensed physician with knowledge of substance abuse disorders who will review and interpret positive test results from the laboratory. The MRO will also review the chain of custody to ensure that it is sufficient and complete on its face and may request quantification of the test results from the lab. In addition, the MRO will conduct an administrative review of all negative test results prior to their transmission to the Village. The Village's MRO is **(Revised 3-18)**:

MRO: First Advantage
Address: ~~500 N. 19th Street~~ 480 Quadrangle Drive, Suite D
Milwaukee, WI 53233 Bolingbrook, IL 60440
Phone No.: ~~(414) 977-7264~~ (800) 939-4782

The MRO will not be an employee of the laboratory conducting the drug test unless the laboratory establishes a clear separation of functions to prevent any appearance of a conflict of interest, including assuring that the MRO has no responsibility for, and is not supervised by or the supervisor of, any persons who have responsibility for the drug testing or quality control operations of the laboratory.

The function of the MRO is to explore possible alternative medical explanations for any positive test results. Before a final decision to verify a positive test result is made, the MRO will therefore conduct a medical interview with the individual, whether in person or over the telephone, and give him/her the opportunity to discuss the positive test result. The MRO may also review the individual's medical history and any other relevant biomedical factors, as well as medical records that may relate to a lawfully prescribed medication. Results of urine tests not obtained or processed in accordance with this procedure will not be considered.

B. MRO Verification Procedures

1. Contact with Employee

In the event of a confirmed positive test result, the MRO will contact the individual directly, on a confidential basis, to determine whether the employee wishes to discuss the test result. A staff person under the MRO's supervision may make the initial contact and a medically licensed or certified staff person may gather information from the employee. Except as provided below, the MRO will talk directly with the employee before verifying a test as positive.

2. Employee Unavailable

If, after making and documenting all reasonable efforts to contact the individual, the MRO is unable to reach the individual directly, the MRO will advise the Village that he/she has made all reasonable efforts to contact the employee. Within 24 hours or prior to dispatching the employee, the Village will make reasonable efforts to contact the employee and request

him/her to contact and discuss the results of the drug test with the MRO, regardless of that employee's employment status at the time. The Village will then immediately notify the MRO that the employee has been advised to contact him/her within 24 hours. If this notification procedure becomes necessary, the Village will ensure, to the maximum extent practicable that the requirement that the employee contact the MRO is held in confidence.

If, after making all reasonable efforts, the Village is still unable to contact the employee, it will place the employee on temporary medically unqualified status or on a medical leave of absence.

The MRO will be authorized to verify a test as positive without having communicated directly with a employee about the results:

- a. If the employee expressly declines the opportunity to discuss the test; or
- b. If, within five days after a documented contact by the designated employer representative instructing the employee to contact the MRO, the employee has not done so.

In the event the MRO reports a positive test result to the Village without having discussed it with the employee, the MRO will document his efforts to contact the employee, along with his/her contacts with the Village's designated representative.

If a test is verified as positive because of an employee's failure to contact the MRO, the employee will be given an opportunity to provide the MRO with evidence establishing that a serious illness, injury or other circumstance unavoidably prevented him/her from timely contacting the MRO. The MRO may, on the basis of that information, reopen the verification and allow the employee to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO will declare the test to be negative.

3. Verification for ~~Opiates~~ Opioids

Before the MRO verifies a confirmed positive result for ~~opiates~~ opioids, he shall determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, ~~opiate~~ opioid or opium derivative (e.g. morphine/codeine). This requirement will not apply if the GC/MS confirmation test for ~~opiates~~ opioids confirms the presence of 6-monocetylmorphine.

C. Retest Procedures

In the event a question arises as to the validity or accuracy of a positive test result, the MRO will be authorized to order a reanalysis of the original sample at the same laboratory or an alternative laboratory certified in accordance with DHHS guidelines. However, only the MRO may authorize such a reanalysis, and such a reanalysis may take place only at laboratories certified by DHHS. If the reanalysis fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test and report the cancellation and the reasons for it to the DOT, the employer and the employee. When appropriate, the MRO will also receive specific consultation from the laboratory concerning the drug test results as requested by the Village.

The MRO will also notify each employee who has a verified positive test that he/she has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split

specimen within 72 hours of such notice, the MRO will direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. The employee will not be allowed to request a reanalysis of the primary specimen and any retest requested by the employee will be at the employee's expense.

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, or untestable, the MRO will cancel the test and report the cancellation and the reasons for it to the DOT, the employer and the employee. However, because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement, but must provide data sufficient to confirm the presence of the drug or metabolite.

If an employee has not contacted the MRO within 72 hours, the employee may present the MRO with information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact him/her within 72 hours, the MRO will direct that analysis of the split specimen be performed.

D. Specimen Adulteration

In the event the MRO receives a laboratory report which indicates the possibility of adulteration, the MRO shall review and interpret the laboratory report as follows:

1. Specific gravity <1.003 and creatinine <0.2 g/L

The MRO will report the laboratory findings (including negative result or cancelled test) to the Village. The Village may require the next specimen submitted by the donor to be collected under direct observation. However, a dilute specimen (SG <1.003 and creatinine <0.2 g/L) will not be reasonable suspicion/cause to require the donor to submit to another specimen collection.

2. Specimen not suitable for testing

The MRO will first discuss the test result with the laboratory forensic toxicologist to obtain more specific information about the analysis. The MRO will then contact the donor and inform him/her that the specimen was not suitable for testing and will inquire as to medications (e.g. non-steroidal anti-inflammatory agents) or other medical explanations for the specimen's unsuitability. If no acceptable explanation for the "unsuitability" is provided, the MRO will inform the donor that another specimen will be collected under direct observation. The MRO will also report the result to the employer and inform the employer that another collection under direct observation will be required. If there is an acceptable explanation for the "unsuitability," the MRO will report the specimen as cancelled.

3. Specimen adulterated

The MRO will report the result as "specimen adulterated" to the Village and inform the Village that the laboratory finding constitutes a "refusal to test" under this policy.

E. Disclosure of Information to Third Parties

The MRO will not reveal individual test results to anyone unless he or she has been presented with a written authorization from the tested employee. The MRO, may, however, reveal to the Village, without an authorization, relevant employee qualification information which indicates whether the employee has tested positive for a controlled substance.

Except as provided below, the MRO will not disclose to any third party medical information provided by the individual to him/her as a part of the testing verification process. However, the MRO may disclose such information to the employer, Federal agency or a physician responsible for determining the medical qualification of the employee under an applicable DOT regulation, as applicable, only if:

1. An applicable DOT regulation permits or requires such disclosure;
2. In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under a DOT rule; or
3. In the MRO's reasonable medical judgment, in a situation in which there is no DOT rule establishing physical qualification standards applicable to the employee, the information indicates that continued performance by the employee of his or her safety-sensitive function could pose a significant safety risk.

Before obtaining medical information from the employee as part of the verification process, the MRO will advise the employee that the information may be disclosed to third parties as provided above and of the identity of any parties to whom the information may be disclosed.

F. MRO Notifications to the Employer

If the MRO, after completing his review, verifies a positive test result, he shall contact Village officials, who will take appropriate action and/or refer the employee to the employer's employee assistance or rehabilitation program.

If the MRO determines that there is a legitimate medical explanation for the positive test result, he/she will report the results to the employer as negative. He/she will also report as negative any test result that is not supported by sufficient quality control, inspection reports or other scientific data.

The MRO may report to the employer using any communications device, but in all instances will forward a signed, written notification within three business days of completion of the process. This written report will contain the following information:

1. That the controlled substances test being reported was in accordance with 49 CFR Part 40;
2. The name of the individual for whom the test results are being reported;
3. The type of test indicated on the custody and control form (i.e. random, post-accident, etc.);
4. The date and location of the test collection;

5. The identities of the persons or entities performing the collection, analysis of the specimens and serving as the medical review officer for the specific test;
6. The verified positive results of a controlled substances test, either positive or negative, and if positive, the identity of the controlled substance(s) for which the test was verified positive.

G. MRO Record Retention

The MRO will maintain all dated records and notifications, identified by individual, for a minimum of five years for verified positive controlled substances test results and a minimum of one year for negative and canceled controlled substances test results.

No person may obtain the individual controlled substances test results retained by an MRO nor may the MRO release the individual controlled substances test results of any employee to any person, without first obtaining a specific, written authorization from the tested employee. However, an MRO will not be prohibited from releasing, to the employer or to officials of the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the controlled substances testing program under Part 382, the information delineated in Section F, above.

H. Notification of Test Results

Any job applicant requesting the results of a pre-employment drug test will be provided with those results within sixty (60) days of being notified of the disposition of his/her job application.

The Village will notify any employee who tests positive in a pre-duty, random, post-accident or reasonable suspicion drug test of those results, along with the identity of the controlled substance(s) verified as positive.

In the event the Village receives notification of a positive test result while any employee is in service, the Village will make reasonable efforts to remove the employee from service, wherever the employee may be located. In the event a employee is removed from service due to a positive test result, the employee will be required to arrange for transportation home, at his own expense.

SECTION X

CONFIDENTIALITY AND RECORDKEEPING

A. Confidentiality

The Village will maintain all records generated under this policy in a secure manner so that disclosure to unauthorized persons does not occur. As a result, the results of any tests administered under this policy and/or any other information generated pursuant to this policy will not be disclosed or released to anyone without the express written consent of the employee, except where otherwise required or authorized by law. In addition, the Village's contract with its designated laboratory requires it to maintain all employee test records in confidence.

However, the laboratory or the Village may disclose information required to be maintained under this policy pertaining to a employee, the employer or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substance test administered under this policy, or from the employer's determination that the employee engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.)

B. Access to Facilities and Records

Upon written request by any employee, the Village will promptly provide copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests. Access to a employee's records will not be contingent upon payment for records other than those specifically requested.

The Village will also permit access to all facilities utilized in complying with the requirements of 49 CFR Part 382 to the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its employees. The Village will also make available copies of all results for employer alcohol and/or controlled substances testing conducted under this policy and any other information pertaining to the employer's alcohol misuse and/or controlled substances use prevention program, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its employees. When requested by the National Transportation Safety Board as part of an accident investigation, the Village will disclose information related to the employer's administration of a post-accident alcohol and/or controlled substance test administered following the accident under investigation.

Records will also be made available to an identified person or a subsequent employer upon receipt of a written request from a employee, but only as expressly authorized and directed by the terms of the employee's written consent. The subsequent release of such information by the person receiving it will be permitted only in accordance with the terms of the employee's consent.

SECTION XI

EMPLOYEE ASSISTANCE PROGRAM

A. Employee Education

All employees subject to this policy will be provided with educational materials explaining the requirements of the regulations and our policies and procedures for meeting them. In addition, employees will be provided with information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the employee's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Copies of the above materials and this policy will be distributed to each employee prior to the start of alcohol and controlled substances testing required herein and to each employee subsequently hired or transferred into a position requiring the performance of a safety-sensitive function covered by this policy. Each employee who receives a copy of these materials will be required to sign a statement certifying that he or she has received a copy of the same (see Appendix J). The Village will retain the original of the signed certificate and will provide a copy to the employee, if requested.

Any questions about the requirements of this policy should be directed to the Village Administrator.

B. Supervisory Training

Any individual designated to determine whether reasonable suspicion exists to require a covered employee to undergo a drug or alcohol test under this policy will be required to receive at least 60 minutes of training on alcohol misuse and 60 minutes of training on controlled substance use. This training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

C. Evaluation and Treatment

1. Substance Abuse Evaluation

Any employee who engages in conduct prohibited by this policy will be required to undergo an evaluation by an appropriate substance abuse professional, who will determine what, if any, assistance the employee may need in resolving problems associated with alcohol misuse and controlled substances use. This requirement will apply regardless of whether such conduct is discovered as a result of a positive drug or alcohol test, independent employer knowledge or a voluntary admission by the employee. The employee will be allowed to select any substance abuse professional he/she desires.

2. Treatment

Any employee recommended for further assistance by a substance abuse professional will be afforded the opportunity to take a medical leave of absence in order to undergo any recommended treatment. Any such treatment will be at the employee's expense, unless coverage for the same is provided by any otherwise applicable health insurance plan. However, employees who violate this policy will only be provided with this leave of absence opportunity

a minimum of one (1) time and a maximum of two (2) times, depending on the disciplinary action taken.

Any employee who desires to take a leave of absence in order to participate in any recommended treatment program will be expected to follow normal procedures for requesting a medical leave of absence. The employee will also be required to admit himself/herself into any prescribed program and actively participate in the same. Accordingly, proof of admission into the program, regular attendance and "drug/alcohol-free" participation will be required. The Village will also require participation in any recommended or prescribed aftercare or similar follow-up treatment. Failure to participate in any such prescribed program or failure to attend any scheduled after-care or follow-up sessions will disqualify the individual from further employment.

The evaluation and rehabilitation requirements outlined above do not apply to applicants who refuse to submit to or test positive in a pre-employment alcohol (alcohol concentration of 0.04 or greater) or controlled substances test.

D. Return to Duty

Before an employee who has engaged in any conduct prohibited by this policy will be allowed to return to duty, the employee shall be evaluated by a substance abuse professional to determine whether the employee has properly followed any prescribed rehabilitation program.

E. Return to Duty - Employees Covered Under Federal Motor Carrier Safety Regulations ONLY

Before a employee who has engaged in any conduct prohibited by this policy will be allowed to return to duty to perform a safety-sensitive function, he/she must first undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02, if the conduct involved alcohol, or a controlled substances test with a verified negative result, if the conduct involved a controlled substance. The Village may direct the employee to undergo return-to-duty and follow-up testing for both alcohol and controlled substances, if the substance abuse professional determines that return-to-duty and follow-up testing for both alcohol and controlled substances is necessary for that particular employee.

Before returning to work, any employee identified by a substance abuse professional as being in need of assistance in resolving problems associated with alcohol misuse or controlled substances use must also:

1. Be evaluated by a substance abuse professional to determine whether the employee has properly followed any prescribed rehabilitation program; and
2. Be subject to unannounced follow-up alcohol and controlled substances tests administered by the Village following the employee's return to duty. The number and frequency of which will be determined by the SAP and consist of at least six tests in the first 12 months following the employee's return to duty. Follow-up testing will not exceed 60 months from the date of the employee's return to duty and may be terminated at any time after the first six tests have been administered, if the SAP determines such testing is no longer necessary. A follow-up test for alcohol will only be required when the employee is performing a safety-sensitive function or just before or after the performance of any such function.

SECTION XII

DISCIPLINARY ACTION

Village employees shall not possess, use or sell any alcohol, narcotics or controlled substances on Village premises or be "under the influence" of said substances while on Village premises or be found to exhibit reduced work performance due to alcohol and/or substance abuse.

In order to ensure consistency in the enforcement of this policy, any violation of this policy must be reported to the Village Administrator immediately.

Failure to comply with the intent or provisions of this rule may be used as grounds for disciplinary action as decided by the Department Head, in coordination with the Village Administrator. Possible alternatives or combination of alternatives regarding disciplinary action, in addition to the removal of employees from safety sensitive function as required by the Federal Motor Carrier Safety Regulations, are as follows set forth below. Nothing in this section shall limit the authority of the Village to terminate an employee for misconduct when termination is deemed to be in the best interests of the Village. (Revised 3-18)

A. Pre-employment

Any individual who tests positive for a controlled substance will be determined to have failed the pre-employment physical and will, therefore, no longer be considered for employment.

B. Reasonable Suspicion

Any employee who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater will be subject to discipline as follows:

First Offense for "Under the Influence/Impairment"

- verbal reprimand
- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to three additional days' suspension

Second Offense for "Under the Influence/Impairment"

- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to five days' suspension
- possible termination

Third Offense for "Under the Influence/Impairment"

- termination

C. Post-Accident - Employees Covered Under Federal Motor Carrier Safety Regulations ONLY

Any employee who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater will be subject to discipline as follows:

First Offense for "Under the Influence/Impairment"

- verbal reprimand
- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to three additional days' suspension
- possible loss of driving privileges for one year (see Section II. C.1.g.)
- possible termination **(Added 3-18)**

Second Offense for "Under the Influence/Impairment"

- termination

D. Random - Employees covered under the Federal Motor Carrier Safety Regulations ONLY

Any employee who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater will be subject to discipline as follows:

First Offense for "Under the Influence/Impairment"

- verbal reprimand
- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to three additional days' suspension
- possible termination **(Added 3-18)**

Second Offense for "Under the Influence/Impairment"

- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to five days' suspension
- possible termination

Third Offense for "Under the Influence/Impairment"

- termination

E. Return to Work

Any employee who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater will be considered to have committed a new offense.

Second Offense for "Under the Influence/Impairment"

- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to five days' suspension
- possible termination

Third Offense for "Under the Influence/Impairment"

- termination

F. Follow-Up – Employees Covered Under Federal Motor Carrier Safety Regulations ONLY

Any driver who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater will be considered to have committed a new offense.

Second Offense for "Under the Influence/Impairment"

- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to five days' suspension
- possible termination

Third Offense for "Under the Influence/Impairment"

- termination

G. Possession Of Alcohol/Controlled Substances

Any employee found to be in possession of alcohol or controlled substances in violation of this policy will be subject to discipline as follows:

First Offense – Possession, Use/Sale of Alcohol/Controlled Substances on Village Premises

- verbal reprimand
- written reprimand
- required EAP consultation
- required doctor's certificate to return to work (see Section XI. D. and E.)
- up to five additional days' suspension
- possible termination

Second Offense – Possession, Use/Sale of Alcohol/Controlled Substances on Village Premises

- termination

H. Refusal to Submit

Any employee who engages in any conduct that constitutes a refusal to submit to a controlled substance or alcohol test required under this policy will be subject to discipline as follows:

First offense:

- Immediate and mandatory suspension without pay and possible termination.

Second offense:

- Termination.

I. Invalid Test Results

In the event of an invalid test result, no action will be taken against an employee as a result of a positive test result subsequently deemed invalid.

J. Offense Carry-Over

An offense of this general rule will be carried over for two (2) years. Any subsequent offense which occurs more than two years after the prior offense will be considered a first offense.

K. Special Consideration

Depending on the circumstances and the severity of the offense, special consideration regarding discipline may be given to those employees who voluntarily enter an alcohol and/or substance abuse rehabilitation program.

L. Fire and Police Commission

It is understood that with respect to the discipline of police officers, any conflicts between this policy and the rules and regulations of the Fire and Police Commission, the Commission's rules and regulations shall control.

M. Appeal

Action taken under this policy is subject to appeal through the normal appeal process found in the Village's Personnel Rules.

N. Penalties - Employees covered under the Federal Motor Carrier Safety Regulations

Any employee who violates the requirements of this policy will also be subject to the penalty provisions of 49 U.S.C. §521(b).

SECTION XIII

RECORDKEEPING AND REPORTING

A. Retention of Records

The Village will maintain records relating to this policy as outlined below. These records will be maintained in a secure location with controlled access. All records required by this policy will be maintained as required by 49 CFR §390.31 and made available for inspection at the employer's principal place of business within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

1. **The following records will be maintained for a minimum of five years:**

- a. Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater.
- b. Records of employee verified positive controlled substances test results.
- c. Documentation of refusals to take required alcohol and/or controlled substances tests.
- d. Calibration documentation.
- e. Employee evaluation and referrals.
- f. A copy of each annual calendar year summary.

2. **The following records will be maintained for a minimum of two years:**

- a. Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices) and training.
- b. Records of the inspection and maintenance of each EBT used in employee testing.
- c. Documentation of the employer's compliance with the QAP for each EBT it uses for alcohol testing under this plan.
- d. Records of the training and proficiency testing of each BAT or STT used in employee testing.

3. **The following records will be maintained for a minimum of one year:**

- a. Records of negative and canceled controlled substances test results; and
- b. Alcohol test results with a concentration of less than 0.02.

B. Types of Records

The following specific records will be maintained by the Village:

1. Records related to the collection process, including:
 - a. Collection logbooks, if used;
 - b. Documents relating to the random selection process;
 - c. Calibration documentation for evidential breath testing devices;
 - d. Documentation of breath alcohol technician and STT training;
 - e. Documents generated in connection with decisions to administer reasonable suspicion alcohol or controlled substances tests;
 - f. Documents generated in connection with decisions on post-accident tests;
 - g. Documents verifying existence of a medical explanation of the inability of a employee to provide adequate breath or to provide a urine specimen for testing; and
 - h. Consolidated annual calendar year summaries as required by the FHWA.
2. Records related to an employee's test results, including:
 - a. The employer's copy of the Breath Alcohol Test Form, including the results of the test;
 - b. The employer's copy of the Urine Custody And Control Form;
 - c. Documents sent to the Village by the medical review officer;
 - d. Documents related to the refusal of any employee to submit to an alcohol or controlled substances test required by this policy; and
 - e. Documents presented by a employee to dispute the result of an alcohol or controlled substances test administered under this policy.
3. Records related to other violations of 49 CFR §382.
4. Records related to evaluations by substance abuse professionals, including:
 - a. Records pertaining to a determination by a substance abuse professional concerning a employee's need for assistance; and
 - b. Records concerning a employee's compliance with recommendations of the substance abuse professional.
5. Records related to the Village's education and training program, including:
 - a. Materials on alcohol misuse and controlled substance use awareness, including a copy of our alcohol and controlled substance testing policy;

- b. Documentation of compliance with the FHWA requirements governing the creation of this policy, including the employee's signed receipt of education materials;
 - c. Documentation of reasonable suspicion supervisory training; and
 - d. Certification that any training conducted under this policy complies with the requirements for such training.
6. Records related to drug testing, including:
- a. Agreements with collection site facilities, laboratories, medical review officers, and consortia;
 - b. Names and positions of officials and their role in the employer's alcohol and controlled substances testing program(s);
 - c. Laboratory statistical summaries of urinalysis required by 49 CFR §40.29(g)(6); and
 - d. The employer's drug testing policy and procedures.

C. Reporting Requirements (Management Information System)

If requested by the FHWA, the Village will prepare and maintain an annual calendar year summary of the results of all alcohol and controlled substances testing performed under this policy. This summary will contain all of the information required by 49 CFR §382.403(c) (Appendix K). However, if the Village's annual calendar year summary contains only negative controlled substance test results, alcohol screening test results of less than 0.02, and no other violations of this policy, it will have the option of preparing an "EZ" annual summary containing the information required in 49 CFR §382.403(d).

In the event a consortium prepares an annual calendar year summary and report on behalf of the Village, a representative of the Village will be required to sign and submit the report and will remain responsible for ensuring the accuracy and timeliness of each report prepared on its behalf by the consortium.

If the Village is subject to more than one DOT agency alcohol or controlled substances rule it will identify each employee covered by the regulations of more than one DOT agency. The identification will be by the total number of covered functions. Prior to conducting any alcohol or controlled substances test on a employee subject to the rules of more than one DOT agency, the Village will determine which DOT agency rule or rules authorizes or requires the test. The test result information will be directed to the appropriate DOT agency or agencies.

In addition to the above, for the years stated below, the Village will submit to the FHWA each record of a reasonable suspicion or post-accident test required by this policy that is not completed within eight hours. Appendix P. The Village will submit these records by March 15, 1996; March 15, 1997; and March 15, 1998; for calendar years 1995, 1996, and 1997, respectively. These records will be appended to any MIS report the Village is required to submit to the FHWA.

**AUTHORIZATION FOR THE RELEASE OF INFORMATION
(Revised 3-18)**

Prior Employer:

Company: _____

Address: _____
_____Employee:

Name: _____

Date of Birth: _____

Social Security #: _____

Requesting Employer:

Employer: _____

Address: _____

Phone No.: _____

Contact Person: _____

In accordance with 49 CFR §382.405(f) and §382.413(b), you are hereby authorized and requested to furnish to The Village Administrator at the Village of Burr Ridge any and all information in your possession concerning my participation in a drug and alcohol testing program under 49 CFR Part 382. I specifically authorize you to release information on any alcohol tests with concentration results of 0.04 or greater, positive controlled substance test results and/or refusals to be tested within two years preceding the date of this request. This authorization also permits the disclosure of any drug or alcohol test results and/or refusals to be tested not specifically within the mandatory disclosure requirements of 49 CFR §382.413(B), including the results of any drug tests conducted under 49 CFR part 391, Subpart H.

I further authorize and request you to release any information in your possession concerning my evaluation by a substance abuse professional, the identity of that substance abuse professional, my participation in any treatment or rehabilitation recommended by the substance abuse professional and the results of any return-to-duty drug or alcohol test within the two years preceding this request.

A photocopy of this release shall be as valid as the original. This authorization shall be valid for one year from the date of signing hereof.

DATE: _____ DRIVER SIGNATURE: _____.

CONFIDENTIAL REFERENCE LOG

[illegible]

NOTIFICATION OF TESTING

Driver: _____

(PLEASE PRINT)

Date: _____

The Village is committed to the Goal of obtaining a drug and alcohol-free transportation system. Consistent with this goal and in accordance with the Federal Motor Carrier Safety Regulations, the Village has implemented a comprehensive substance abuse policy which calls for alcohol and controlled substances testing under certain circumstances. CONSISTENT WITH THIS POLICY, YOU ARE BEING REQUESTED TO SUBMIT TO TESTING AS FOLLOWS:

Type of Test: ☐ Alcohol ☐ Controlled substancesTesting Requirement: ☐ FHWA ☐ Company☐ Pre-employment ☐ Pre-duty ☐ Reasonable suspicion☐ Post-accident ☐ Random ☐ Return to duty☐ Follow-up

A POSITIVE TEST RESULT AND/OR THE FAILURE OR REFUSAL TO SUBMIT TO TESTING WILL DISQUALIFY YOU FROM THE PERFORMANCE OF SAFETY-SENSITIVE FUNCTIONS FOR THE VILLAGE AND MAY SUBJECT YOU TO SUCH OTHER ACTION AS OUTLINED BY VILLAGE POLICY.

Date: _____ Driver Signature: _____

(PLEASE PRINT)

The Village is committed to the Goal of obtaining a drug and alcohol-free work environment. Consistent with this goal and in accordance with the Federal Motor Carrier Safety Regulations and Section 18.6 of the Agreement Between the Village of Burr Ridge and the Metropolitan Alliance of Police Burr Ridge Police Chapter 12, the Village has implemented a comprehensive substance abuse policy which calls for alcohol and controlled substances testing under certain circumstances. CONSISTENT WITH THIS POLICY, YOU ARE BEING REQUESTED TO SUBMIT TO TESTING AS FOLLOWS:

__ Follow-up

A POSITIVE TEST RESULT AND/OR THE FAILURE OR REFUSAL TO SUBMIT TO TESTING WILL DISQUALIFY YOU FROM THE PERFORMANCE OF SAFETY-SENSITIVE FUNCTIONS FOR THE VILLAGE AND MAY SUBJECT YOU TO SUCH OTHER ACTION AS OUTLINED BY VILLAGE POLICY.

Date: _____ OFFICER: _____
(Signature)

VILLAGE OF BURR RIDGE

APPLICANT CONSENT FORM

A condition of employment is satisfactory completion of a pre-employment physical. As part of the pre-employment physical, the Village conducts an alcohol and drug test. All applicants are required to provide a urine sample for such testing. Refusal to complete the pre-employment physical will prevent an applicant from being employed.

Please fill out the following:

Name _____

Social Security Number: _____

CONSENT

I consent to giving a sample of my urine in accordance with the directives of the Village of Burr Ridge and its designated medical laboratory for testing for alcohol and drugs. I hereby further consent and agree that results of the test shall be released to the Village Administrator. Further, I release the applicable medical center, the collection facility, testing laboratory and their officers, director and agents, from any liability to me arising out of or related to such testing or their reporting of the test results to Village management.

Signature

Witness

Date

Date

REFUSAL

I hereby refuse to authorize testing of my urine for alcohol or drugs. I understand that my refusal means that I cannot complete my pre-employment physical, and, therefore, will not be considered for employment by the Village of Burr Ridge.

Signature

Witness

Date

Date

BLOOD ALCOHOL SUPPLEMENTAL REPORT

For the years stated in this paragraph, the Village will submit to the FHWA each record of a reasonable suspicion or post-accident test required by this policy that is not completed within eight (8) hours. The Village will submit these records by March 15, 1996; March 15, 1997; and March 15, 1998; for calendar years 1995, 1996, and 1997, respectively. These records will be appended to any MIS report the Village is required to submit to the FHWA. Each such record will include the following information:

1. Reasonable suspicion test: ☐ Yes ☐ No

Supervisor's determination:

2. Post-Accident: ☐ Yes ☐ No

Date of accident: _____

Time: _____

Location: _____

3. Explain why test could not be completed within eight hours:

4. Could blood alcohol testing have been completed within eight hours:

☐ Yes ☐ No

If yes, please provide the following regarding the alcohol testing site:

Testing site:

Address:

Telephone Number:

VILLAGE OF BURR RIDGE
SUPERVISOR'S REPORT: OBSERVATIONS OF EMPLOYEE IMPAIRMENT

Employee Name: _____ Dept: _____

Position: _____

Supervisor to _____am/pm

Fill in Actual: Time _____ Day _____ Date _____ Supervisor's Name _____

SUPERVISOR'S OPINION ☐ Supervisor ☐ Witnessing Supervisor Position

Indicate briefly what first led you to suspect the employee was under the influence:

What was the employee doing when first observed?

Did you witness consumption, use, distribution or sale of alcohol or illegal substances: ☐ Yes ☐ No

OBSERVATIONS (Check as many as apply)

Breath:

Odor of Alcohol Beverage: ☐ Strong ☐ Moderate ☐ Faint ☐ None

Odor of Marijuana: ☐ Strong ☐ Moderate ☐ Faint ☐ None

Attitude: ☐ Excited ☐ Hilarious ☐ Talkative ☐ Carefree
☐ Sleepy ☐ Profanity ☐ Combative ☐ Indifferent
☐ Insulting ☐ Cocky ☐ Cooperative ☐ Polite

Unusual ☐ Hiccoughing ☐ Belching ☐ Vomiting ☐ Fighting
 Actions: ☐ Crying ☐ Laughing

Speech: ☐ Not understandable ☐ Mumbled ☐ Slurred
☐ Confused ☐ Accent ☐ Stuttered
☐ Mush-Mouthed ☐ Thick-Tongued
☐ Fair ☐ Good

PERFORMANCE TESTS

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PERFORMANCE TESTS (continued)

Indicate other unusual actions or statements, including when first observed:

Signs or complaint of illness or injury:

Effects of Impairment: () Extreme () Obvious () Slight () None

Ability to Understand Instructions: () Poor () Fair () Good

Tests Performed: Date: _____ Time: _____ am/pm

INTERVIEW - Interviewer to fill in

_____ AM/PM _____
Time Day Date Interviewer's name

What were your assigned duties today:

Have you been drinking? ____ What? _____ How much?

Where? _____ Started? _____ am/pm Stopped? _____ am/pm

Are you under the influence of an alcoholic beverage now?

Have you used marijuana or any controlled substances? _____ What?

How much? _____ Where? _____ Started? _____ am/pm Stopped? _____ am/pm

Are you under the influence of any other substance now?

Are you ill? _____ If so, what's wrong?

Do you limp? _____ Have you been injured lately?

If so, what's wrong? ____ Did you get a bump on the head?

Have you seen a doctor or dentist lately? ____ If so, who?

When? _____ What for?

Are you taking tranquilizers, pills or medicines of any kind?

If so, what kind? (get sample)

Last dose? ____ am/pm Do you have epilepsy? ____ Diabetes?

Do you take insulin? _____ If so, last dose? ____ am/pm

PERFORMANCE TESTS (continued)

Have you had any injections of any other drugs recently? _____.

If so, what for? _____.

What kind of drug? _____ Last dose? _____ am/pm

When did you last sleep? _____ How much sleep did you have? _____.

Are you wearing false teeth? ____ What is your approx. weight? _____.

REMARKS

CHEMICAL TEST DATA

Specimen: () Breath () Urine () None () Refused () Unable

Analysis Result: _____.

If Refused, Why? _____.

Did employee fill out a consent form? () Yes () No

Supervisor: _____ Assignment: _____.

Witnessing Supervisor: _____.

Date: _____ Time: _____ AM/PM

NOTE: Supervisors will be required to prepare and submit a complete narrative report as to his/her involvement in this alleged impairment case.

VILLAGE OF BURR RIDGE

EMPLOYEE CONSENT FORM

Due to the fact that a reasonable suspicion has been noted by two supervisors that you may be "under the influence" of alcohol and/or drugs, the Village of Burr Ridge will conduct an alcohol and drug test. You will be required to provide a urine sample for such testing. This test is voluntary. However, refusal to complete the test will require a review of the facts by management, which may necessitate discipline up to and including termination.

Please fill out the following:

Name_____.

Social Security Number_____.

CONSENT

I consent to giving a sample of my urine in accordance with the directives of the Village of Burr Ridge and its designated medical laboratory for testing for alcohol and drugs. I hereby further consent and agree that results of the test shall be released to the Village Administrator, if necessary, the results can be released to my supervisors and department head. I hereby acknowledge that I have the right to have other tests conducted by a physician of my choice at my cost, using the same sample used by the Village's testing facility. Further, I release the applicable medical center, the collection facility, testing laboratory and their officers, director and agents, from any liability to me arising out of or related to such testing or their reporting of the test results to Village management.

Signature

Witness

Date

Date

REFUSAL

I hereby refuse to authorize testing of my urine for alcohol or drugs. I understand that my refusal means that I cannot complete the test and such refusal will require a review of the facts by management which will result in mandatory suspension without pay and may necessitate discipline, up to and including termination.

Signature

Witness

Date

Date

U.S. Department of Transportation (DOT) Alcohol Testing Form

(The instructions for completing this form are on the back of Copy 3)

Print Screening Results
Here or Affix with
Tamperevident Tape

Step 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

A: Employee Name _____
(Print) (First, M.I., Last)

B: SSN or Employee ID No. _____

C: Employer Name _____
Street _____
City, State, Zip _____

DER Name and Telephone No. _____
DER Name _____ DER Phone Number _____

D: Reason for Test: ☐ Random ☐ Reasonable Susp ☐ Post-Accident ☐ Return to Duty ☐ Follow-up ☐ Pre-employment

STEP 2: TO BE COMPLETED BY EMPLOYEE

I certify that I am about to submit to alcohol testing required by US Department of Transportation regulations and that the identifying information provided on the form is true and correct.

Signature of Employee _____ Date ____/____/____
Month Day Year

Print Confirmation
Results Here or Affix
with Tamperevident
Tape

STEP 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN

(If the technician conducting the screening test is not the same technician who will be conducting the confirmation test, each technician must complete their own form.) I certify that I have conducted alcohol testing on the above named individual in accordance with the procedures established in the US Department of Transportation regulation, 49 CFR Part 40, that I am qualified to operate the testing device(s) identified, and that the results are as recorded.

TECHNICIAN: ☐ BAT ☐ STT DEVICE: ☐ SALIVA ☐ BREATH* 15-Minute Wait: ☐ Yes ☐ No

SCREENING TEST: (For BREATH DEVICE* write in the space below only if the testing device is not designed to print.)

Test #	Testing Device Name	Device Serial # OR Lot # & Exp Date	Activation Time	Reading Time	Result
CONFIRMATION TEST: Results <u>MUST</u> be affixed to each copy of this form or printed directly onto the form.					
REMARKS:					
Alcohol Technician's Company _____ Company Street Address _____					
(PRINT) Alcohol Technician's Name (First, M.I., Last) _____ Company City, State, Zip _____ Phone Number _____					
Signature of Alcohol Technician _____ Date ____/____/____ Month Day Year					

Print Additional
Results Here or Affix
With Tamperevident
Tape

STEP 4: TO BE COMPLETED BY EMPLOYEE IF TEST RESULT IS 0.02 OR HIGHER

I certify that I have submitted to the alcohol test, the results of which are accurately recorded on this form. I understand that I must not drive, perform safety-sensitive duties, or operate heavy equipment because the results are 0.02 or greater.

Signature of Employee _____ Date ____/____/____
Month Day Year

**U.S. Department of Transportation (DOT)
Alcohol Testing Form**

(The instructions for completing this form are on the back of Copy 3)

*Print Screening Results
Here or Affix with
Tamper Evident Tape*

Step 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

A: Employee Name _____
(Print) (First, M.I., Last)
B: SSN or Employee ID No. _____
C: Employer Name _____
Street _____
City, State, Zip _____
DER Name and Telephone No. _____
DER Name _____ DER Phone Number _____

D: Reason for Test: ☐ Random ☐ Reasonable Susp ☐ Post-Accident ☐ Return to Duty ☐ Follow-up ☐ Pre-employment

STEP 2: TO BE COMPLETED BY EMPLOYEE

I certify that I am about to submit to alcohol testing required by US Department of Transportation regulations and that the identifying information provided on the form is true and correct.

Signature of Employee _____ Date _____ / _____ / _____
Month Day Year

*Print Confirmation
Results Here or Affix
with Tamper Evident
Tape*

STEP 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN

(If the technician conducting the screening test is not the same technician who will be conducting the confirmation test, each technician must complete their own form.) I certify that I have conducted alcohol testing on the above named individual in accordance with the procedures established in the US Department of Transportation regulation, 49 CFR Part 40, that I am qualified to operate the testing device(s) identified, and that the results are as recorded.

TECHNICIAN: ☐ BAT ☐ STT DEVICE: ☐ SALIVA ☐ BREATH* 15-Minute Wait: ☐ Yes ☐ No

SCREENING TEST: (For BREATH DEVICE* write in the space below only if the testing device is not designed to print.)

Test #	Testing Device Name	Device Serial # <u>OR</u> Lot # & Exp Date	Activation Time	Reading Time	Result
--------	---------------------	--	-----------------	--------------	--------

CONFIRMATION TEST: Results MUST be affixed to each copy of this form or printed directly onto the form.

REMARKS:

Alcohol Technician's Company _____ Company Street Address _____
(PRINT) Alcohol Technician's Name (First, M.I., Last) _____ Company City, State, Zip _____ Phone Number _____
Signature of Alcohol Technician _____ Date _____ / _____ / _____
Month Day Year

*Print Additional
Results Here or Affix
With Tamper Evident
Tape*

STEP 4: TO BE COMPLETED BY EMPLOYEE IF TEST RESULT IS 0.02 OR HIGHER

I certify that I have submitted to the alcohol test, the results of which are accurately recorded on this form. I understand that I must not drive, perform safety-sensitive duties, or operate heavy equipment because the results are 0.02 or greater.

Signature of Employee _____ Date _____ / _____ / _____
Month Day Year

**U.S. Department of Transportation (DOT)
Alcohol Testing Form**

(The instructions for completing this form are on the back of Copy 3)

*Print Screening Results
Here or Affix with
Tamper Evident Tape*

Step 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

A: Employee Name _____
(Print) (First, M.I., Last)

B: SSN or Employee ID No. _____

C: Employer Name _____
Street _____
City, State, Zip _____

DER Name and Telephone No. _____
DER Name _____ DER Phone Number _____

D: Reason for Test: ☐ Random ☐ Reasonable Susp ☐ Post-Accident ☐ Return to Duty ☐ Followup ☐ Preemployment

STEP 2: TO BE COMPLETED BY EMPLOYEE

I certify that I am about to submit to alcohol testing required by US Department of Transportation regulations and that the identifying information provided on the form is true and correct.

Signature of Employee _____ Date _____/_____/_____
Month Day Year

*Print Confirmation
Results Here or Affix
with Tamper Evident
Tape*

STEP 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN

(If the technician conducting the screening test is not the same technician who will be conducting the confirmation test, each technician must complete their own form.) I certify that I have conducted alcohol testing on the above named individual in accordance with the procedures established in the US Department of Transportation regulation, 49 CFR Part 40, that I am qualified to operate the testing device(s) identified, and that the results are as recorded.

TECHNICIAN: ☐ BAT ☐ STT DEVICE: ☐ SALIVA ☐ BREATH* 15Minute Wait: ☐ Yes ☐ No

SCREENING TEST: (For BREATH DEVICE* write in the space below only if the testing device is not designed to print.)

Test #	Testing Device Name	Device Serial # OR Lot # & Exp Date	Activation Time	Reading Time	Result
--------	---------------------	-------------------------------------	-----------------	--------------	--------

CONFIRMATION TEST: Results MUST be affixed to each copy of this form or printed directly onto the form.

REMARKS:

Alcohol Technician's Company _____ Company Street Address _____
(PRINT) Alcohol Technician's Name (First, M.I., Last) _____ Company City, State, Zip _____ Phone Number _____

Signature of Alcohol Technician _____ Date _____/_____/_____
Month Day Year

*Print Additional
Results Here or Affix
With Tamper Evident
Tape*

STEP 4: TO BE COMPLETED BY EMPLOYEE IF TEST RESULT IS 0.02 OR HIGHER

I certify that I have submitted to the alcohol test, the results of which are accurately recorded on this form. I understand that I must not drive, perform safety-sensitive duties, or operate heavy equipment because the results are 0.02 or greater.

Signature of Employee _____ Date _____/_____/_____
Month Day Year

INSTRUCTIONS FOR COMPLETING THE U.S. DEPARTMENT OF TRANSPORTATION ALCOHOL TESTING FORM

NOTE: Use a ballpoint pen, press hard, and check all copies for legibility.

STEP 1 The Breath Alcohol Technician (BAT) or Screening Test Technician (STT) completes the information required in this step. Be sure to print the employee's name and check the box identifying the reason for the test.

NOTE: If the employee refuses to provide SSN or I.D. number, be sure to indicate this in the remarks section in STEP 3. Proceed with STEP 2.

STEP 2 Instruct the employee to read, sign, and date the employee certification statement in STEP 2.

NOTE: If the employee refuses to sign the certification statement, do not proceed with the alcohol test. Contact the designated employer representative.

STEP 3 The BAT or STT completes the information required in this step and checks the type of device (saliva or breath) being used. After conducting the alcohol screening test, do the following (as appropriate):

Enter the information for the screening test (test number, testing device name, testing device serial number or lot number and expiration date, time of test with any device-dependent activation times, and the results), on the front of the AFT. For a breath testing device capable of printing, the information may be part of the printed record.

NOTE: Be sure to enter the result of the test exactly as it is indicated on the breath testing device, e.g., 0.00, 0.02, 0.04, etc.

Affix the printed information to the front of the form in the space provided, or to the back of the form, in a tamper-evident manner (e.g., tape) such that it does not obscure the original printed information, or the device may print the results directly on the ATF. If the results of the screening test are less than 0.02, print, sign your name, and enter today's date in the space provided. The test process is complete.

If the results of the screening test are 0.02 or greater, a confirmation test must be administered in accordance with DOT regulations. An EVIDENTIAL BREATH TESTING device that is capable of printing confirmation test information must be used in conducting this test.

Ensure that a waiting period of at least 15 minutes occurs before the confirmation test begins. Check the box indicating that the waiting period lasted at least 15 minutes.

After conducting the alcohol confirmation test, affix the printed information to the front of the form in the space provided, or to the back of the form, in a tamper-evident manner (e.g., tape) such that it does not obscure the original information, or the device may print the results directly on the ATF. Print, sign your name, and enter the date in the space provided. Go to STEP 4.

STEP 4 If the employee has a breath alcohol confirmation test result of 0.02 or higher, instruct the employee to read, sign, and date the employee certification statement in STEP 4.

NOTE: If the employee refuses to sign the certification statement in STEP 4, be sure to indicate this in the remarks line in STEP 3.

Immediately notify the DER if the employee has a breath alcohol confirmation test result of 0.02 or higher.

Forward **Copy 1** to the employer. Give **Copy 2** to the employee. Retain **Copy 3** for BAT/STT records.

BACK OF PAGE 3

SPECIMEN COLLECTION PROCEDURES

1. To deter the dilution of specimens at the collection site, toilet bluing agents will be placed in toilet tanks wherever possible, so the reservoir of water in the toilet bowl always remains blue. Where practicable, there shall be no other source of water (e.g., no shower or sink) in the enclosure where urination occurs. If there is another source of water in the enclosure, it shall be effectively secured or monitored to ensure it is not used (undetected) as a source for diluting the specimen.
2. Upon arriving at the collection site, the individual to be tested shall present the collection site person with proper identification to ensure that he/she is positively identified as the person selected for testing (e.g., by presenting a driver's license or other photo ID, or by identification by the employer's representative). If the individual's identity cannot be established, the collection site person shall not proceed with the collection and the employer shall be notified. If the employee requests, the collection site person shall show his/her identification to the employee.
3. If the individual to be tested fails to arrive at the collection site at the assigned time, the collection site person shall contact the employer to obtain guidance on the action to be taken. Failure to report for a urine test at the assigned time may result in discipline or disqualification from further consideration for employment.
4. The individual to be tested will be required to remove any unnecessary outer garments (e.g., a coat or jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. The collection site person will ensure that all personal belongings such as purses or briefcases remain with the outer garments. The individual may retain his or her wallet. If the employee requests it, the collection site personnel shall provide the employee a receipt for any personal belongings.
5. Before the collection process begins, the individual shall provide the collection site person with a Urine Custody and Control form, if it has not been previously forwarded to the collection site by the employer.
6. The individual shall be instructed to wash and dry his/her hands prior to urination.
7. After washing his/her hands, the individual shall remain in the presence of the collection site person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any other materials which could be used to adulterate the specimen.
8. The individual may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The collection site person shall provide the individual with a specimen bottle or container, if applicable, for this purpose.
9. The collection site person shall note any unusual behavior or appearance on the Urine Custody and Control form.
10. In the exceptional event that an employer-designated collection site is not accessible and there is an immediate requirement for a specimen collection (e.g., an accident investigation), a public rest room may be used according to the following procedures: A collection site person of the same gender as the individual shall accompany the individual into the public rest room, which shall be made secure during the collection procedure. If possible, a toilet bluing agent shall be placed in

the bowl and any accessible toilet tank. The collection site person shall remain in the rest room, but outside the stall, until the specimen is collected. If no bluing agent is available to deter specimen dilution, the collection site person shall instruct the individual not to flush the toilet until the specimen is delivered to the collection site person. After the collection site person has possession of the specimen, the individual will be instructed to flush the toilet and to participate with the collection site person in completing the chain of custody procedures.

11. The collection site person shall instruct the employee to provide at least 45 ml. of urine.
12. The employer will utilize a "split sample" method of collection (in accordance with the following procedures:
 - a. The donor shall urinate into a collection container or a specimen bottle capable of holding at least 60 ml.
 - b. If a collection container is used, the collection site person, in the presence of the donor, pours the urine into two specimen bottles. Thirty (30) ml. shall be poured into one bottle, to be used as the primary specimen. At least 15 ml. shall be poured into the other bottle, to be used as the split specimen.
 - c. If a single specimen bottle is used as a collection container, the collection site person, in the presence of the donor, shall pour 15 ml. of urine from the specimen bottle into a second specimen bottle (to be used as the split specimen) and retain the remainder (at least 30 ml.) in the collection bottle (to be used as the primary specimen).
 - d. However, section b. and c. above do not preclude the employer from using a collection method or system that does not involve the physical pouring of urine from one container or bottle to another by the collection site person, provided that the method or system results in the subdivision of the specimen into a primary (30 ml.) and a split (at least 15 ml.) specimen that can be transmitted to the laboratory and tested in accordance with this policy.
 - e. Both bottles shall be shipped in a single shipping container, together with copies 1, 2, and the split specimen copy of the chain of custody form, to the laboratory.
 - f. If the test result of the primary specimen is positive, the employee may request that the MRO direct that the split specimen be tested in a different DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.
 - g. When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory shall forward, to a different DHHS-approved laboratory, the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain of custody form with appropriate chain of custody entries.
 - h. The result of the test of the split specimen is transmitted by the second laboratory to the MRO.
 - i. Action required by DOT agency regulations as the result of a positive drug test (e.g., removal from performing a safety-sensitive function) is not to be stayed pending the result of the test of the split specimen.

- j. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the DOT, the employer, and the employee.
13. Upon receiving the specimen from the individual, the collection site person shall determine if it has at least 30 milliliters of urine for the primary or single specimen bottle and an additional 15 ml. of urine for the split specimen bottle. If the individual is unable to provide such a quantity of urine, the collection site person shall instruct the individual to drink not more than 24 ounces of fluids and, after a period of up to two hours, again attempt to provide a complete sample using a fresh collection container. The original insufficient specimen shall be discarded. If the employee is still unable to provide an adequate specimen, the insufficient specimen shall be discarded, testing discontinued, and the employer so notified. The MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to test. (In pre-employment testing, if the employer does not wish to hire the individual, the MRO shall report his or her conclusions to the employer in writing.)
 14. Except for split samples collected under paragraph 12, no portion of any sample collected under these procedures may be used for any purpose other than drug testing required under DOT regulations.
 15. After the specimen has been provided and submitted to the collection site person, the individual shall be allowed to wash his or her hands.
 16. Immediately after the specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case shall exceed 4 minutes.
 17. If the temperature of a specimen is outside the range of 32 degrees - 38 degrees C/90 degrees-100 degrees F, there will be reason to believe that the individual may have altered or substituted the specimen, and another specimen shall be collected under direct observation of a collection site person of the same gender and both specimens shall be forwarded to the laboratory for testing. An individual may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen caused by the specimen's temperature falling outside the prescribed range.
 18. Immediately after the specimen is collected, the collection site person shall also inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the urine custody and control form.
 19. All specimens suspected of being adulterated shall be forwarded to the laboratory for testing.
 20. Whenever there is reason to believe that a particular individual has altered or substituted the specimen, a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.
 21. Prior to requiring any individual to provide another urine specimen under direct observation because of circumstances constituting reason to believe the specimen may have been altered or substituted, the collection site person shall first contact a higher level supervisor or a designated

employer representative to review and concur in advance with the decision to require observation.

22. After the urine specimen is provided, both the individual being tested and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The specimen shall be sealed (by placement of a tamperproof seal over the bottle cap and down the sides of the bottle) and labeled in the presence of the employee. If the specimen is transferred to a second bottle, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamperproof seal over the bottle cap and down the sides of the bottle.
23. The collection site person, in the presence of the individual, shall place securely on the bottle an identification label which contains the date, the individual's specimen number and any other identifying information provided or required by the employer. If separate from the label, the tamperproof seal shall also be applied.
24. The individual shall, in the presence of the collection site person, initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from him or her.
25. The collection site person shall, in the presence of the individual, enter on the urine custody and control form all information identifying the specimen. The collection site person shall sign the urine custody and control form certifying that the collection was accomplished according to the instructions provided.
26. The individual shall be asked to read and sign a statement on the urine custody and control form certifying that the specimen identified as having been collected from his or her is in fact that specimen he or she provided. He or she will also have the opportunity to set forth on the form information concerning medications taken or administered in the past 30 days.
27. After signing the urine custody and control form, the individual will also be required to sign a consent and release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances and release of the test results to the employer and its medical review officer. The individual will not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.
28. After a proper sample has been provided, labeled and sealed, the collection site person shall complete the chain of custody portion of the urine custody and control form to indicate receipt from the employee and shall certify proper completion of the collection process.
29. The urine specimen and chain of custody form will then be shipped to an appropriate laboratory for analysis. If the specimen is not immediately prepared for shipment, it shall be appropriately safeguarded during temporary storage.
30. While any part of the above chain of custody procedures is being performed, the urine specimen and custody documents must remain under the control of the involved collection site person. If the involved collection site person leaves his or her work station momentarily, the specimen and urine custody and control form shall be taken with him or her or shall be secured. After the collection site person returns to the work station, the custody process will continue. If the

collection site person is leaving for an extended period of time, the specimen shall be packaged for mailing before he or she leaves the site.

31. The collection site person shall not leave the collection site in the interval between presentation of the specimen by the employee and securement of the sample with an identifying label bearing the employee's specimen identification number (shown on the urine custody and control form) and seal initialed by the employee. If it becomes necessary for the collection site person to leave the site during this interval, the collection shall be modified and (at the election of the employer) a new collection begun.

VILLAGE OF BURR RIDGE
RECEIPT OF SUBSTANCE ABUSE POLICY

I hereby state that I have received a copy of the Village's Alcohol and Substance Abuse Policy dated June 2004.

_____ Signature	_____ Date
_____ Witness	_____ Date

U.S. DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL TESTING MIS DATA COLLECTION FORM

Calendar Year Covered by this Report: _____

OMB No. 2105-0529

Form DOT F 1385 (Rev. 5/2008)

I. Employer:

Company Name: _____

Doing Business As (DBA) Name (if applicable): _____

Address: _____ E-mail: _____

Name of Certifying Official: _____ Signature: _____

Telephone: (____) _____ Date Certified: _____

Prepared by (if different): _____ Telephone: (____) _____

C/TPA Name and Telephone (if applicable): _____ (____)

Check the DOT agency for which you are reporting MIS data; and complete the information on that same line as appropriate:

FMCSA – Motor Carrier: DOT #: _____ Owner-operator: (circle one) YES or NO Exempt (Circle One) YES or NO

FAA – Aviation: Certificate # (if applicable): _____ Plan / Registration # (if applicable): _____

PHMSA – Pipeline: (Check) Gas Gathering ___ Gas Transmission ___ Gas Distribution ___ Transport Hazardous Liquids ___ Transport Carbon Dioxide ___

FRA – Railroad: Total Number of observed/documentated Part 219 “Rule G” Observations for covered employees: _____

USCG – Maritime: Vessel ID # (USCG- or State-Issued): _____ (If more than one vessel, list separately.)

FTA – Transit _____

II. Covered Employees: (A) Enter Total Number Safety-Sensitive Employees In All Employee Categories:

(B) Enter Total Number of Employee Categories:

Employee Category	Total Number of Employees in this Category

If you have multiple employee categories, complete Sections I and II (A) & (B). Take that filled-in form and make one copy for each employee category and complete Sections II (C), III, and IV for each separate employee category.

III. Drug Testing Data:

	1	2	3	4	5	6	7	8	9	10	11	12	13
Type of Test	Total Number Of Test Results [Should equal the sum of Columns 2, 3, 9, 10, 11, and 12]	Verified Negative Results	Verified Positive Results ~ For One Or More Drugs	Positive For Marijuana	Positive For Cocaine	Positive For PCP	Positive For Opiates	Positive For Amphetamines	Refusal Results				
									Adulterated	Substituted	“Shy Bladder” ~ With No Medical Explanation	Other Refusals To Submit To Testing	Cancelled Results
Pre-Employment													
Random													
Post-Accident													
Reasonable Susp./Cause													
Return-to-Duty													
Follow-Up													
TOTAL													

IV. Alcohol Testing Data:

	1	2	3	4	5	6	7	8	9
Type of Test	Total Number Of Screening Test Results [Should equal the sum of Columns 2, 3, 7, and 8]	Screening Tests With Results Below 0.02	Screening Tests With Results 0.02 Or Greater	Number Of Confirmation Tests Results	Confirmation Tests With Results 0.02 Through 0.039	Confirmation Tests With Results 0.04 Or Greater	Refusal Results		Cancelled Results
							“Shy Lung” ~ With No Medical Explanation	Other Refusals To Submit To Testing	
Pre-Employment									
Random									
Post-Accident									
Reasonable Susp./Cause									
Return-to-Duty									
Follow-Up									
TOTAL									



UPDATE ON 2018 CAPITAL PROGRAMS

March 12, 2018

David Preissig, P.E.

Director of Public Works/Village Engineer



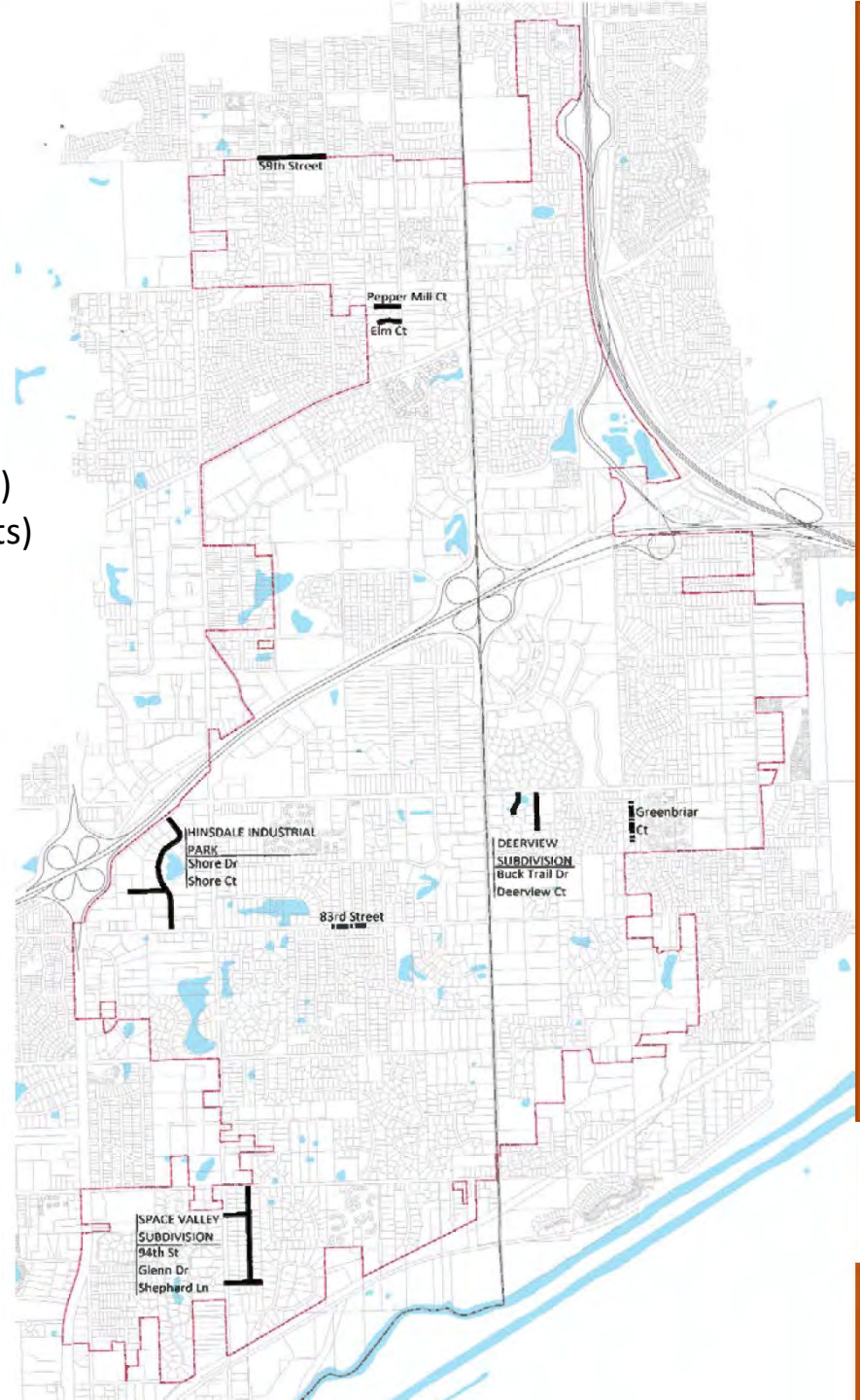
Proposed 2018 Program

■ 2018 Road Program

- Resurfacing:
 - Shore Drive, Shore Court (Hinsdale Ind. Park)
 - Peppermill Court (w/ drainage improvements)
 - Elm Court
 - 94th Street, Glenn Drive, Shephard Lane
 - Deerview Court & Bucktrail Drive
 - 59th Street (participate w/ Hinsdale)
- Misc. Patching:
 - 83rd Street
 - Greenbriar Court
- Crack Sealing
- Pavement Marking
- Material Testing/Quality Assurance

■ Burr Ridge Parkway

- Design Engineering
 - 2019 construction
 - STP grant for 70% construction



Funding for the Capital Program

Motor Fuel Tax (MFT) Fund

- General Assembly places a tax (e.g., 0.19 cents/gallon and an additional 2.5 cents/gallon on diesel fuel) based on consumption of motor fuel
- IDOT allocates MFT funds to the Village in accordance with 35 ILCS 505/8

Village General Fund

- The balance of the Capital Improvements funding
- Minimize transfer of funds out of the IRMA (Intergovernmental Risk Management Agency) Excess/Surplus Account.

Uncertainties in FY 18-19

- Pathway Fund to be exhausted by County Line Road sidewalk project
- Collaboration with the Cook County and Tollway for connection of 71st Street to Wolf Road as part of I-294 reconstruction. Grant funds will be sought.



Est. Act. Cost: 2018 Program

Project	Preliminary Budget Total Cost	Current/ Actual Village Cost
<u>Road Program</u>		
Resurfacing (actual contract bid)	\$ 595,200	<i>(\$88k under)</i> \$506,790
Other Contracts	\$ 65,000	\$ 65,000
59 th Street w/ Hinsdale	Est. \$ 35,700	Est. \$ 35,700
Total Road Program	\$ 695,900	\$ 607,490
<u>Burr Ridge Parkway Resurfacing</u>		
Engineering	\$ 85,000	\$ 85,000
<i>Transfer from MFT Fund</i>	-\$271,900	-\$ 285,000
Total	\$ 780,900	\$ 407,490





VILLAGE OF
BURR RIDGE 8B
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

J. Douglas Pollock
Village Administrator

March 8, 2018

President Straub and Board of Trustees
7660 County Line Road
Burr Ridge, Illinois 60527

Re: Z-06-2018: 16W020 79th Street (Lyons Truck Sales)

Dear President and Board of Trustees:

The Plan Commission transmits for your consideration its recommendation to approve a request by Lyons Truck Sales for an amendment and a special use pursuant to the amended Section IV.J of the Zoning Ordinance to permit an electric fence as a special use in Manufacturing Districts, and to grant Lyons Truck Sales a special use for an electric fence on the property pursuant to the amendment to the Zoning Ordinance.

After due notice, as required by law, the Plan Commission held a public hearing on March 5, 2018. The petitioner owns a truck sales and service business, and was represented by an electric fence manufacturer, Electric Guard Dog, who stated that the petition was brought forth because the property owner had experienced repeated criminal activity on the property and was seeking to install an electric fence as a deterrent.

The Plan Commission's main concern was regarding the appearance of electric fences, and discussed methods to mitigate the appearance of the fence, including possibly mandating landscaping be installed in front of said fences. Ultimately, the Plan Commission felt that a perimeter fence in front of an electric fence was sufficient. There was some consensus that no safety issues were present regarding modern electric fences, as they do not deliver a strong enough shock to injure humans. A few residents asked questions of the petitioner but no objections were received. One Plan Commissioner did not support the proposal based on the lack of evidence that the property owner had exhausted their security options that are presently permitted. The Plan Commission specifically stated that an 8' chain link fence presently on the property must be removed as part of their recommendation.

The Plan Commission, by a vote of 3 to 1, ***recommends that the Board of Trustees approve*** an amendment to Section IV.J of the Zoning Ordinance to state the following:

Fences which are electrically charged to produce a shock when touched shall be considered special uses in Manufacturing Districts. Such fences must be located on lots with a minimum size of 3 acres and be no more than 8' in height.

The Plan Commission, by a vote of 3 to 1, ***recommends that the Board of Trustees approve*** a special use for an *electric fence* to Lyons Truck Sales, subject to the following conditions:

1. Both Lyons Truck Sales and Electric Guard Dog shall enter into a hold harmless agreement with the Village of Burr Ridge for as long as the electric fence is on the subject property.
2. A conforming fence between 6' tall shall be erected 3-12 inches in front of any electric fencing placed on the property.
3. Bilingual signs shall be placed on both sides of the fence every 50 feet.
4. A Knox box with spare keys shall be kept on premises at all times.

Sincerely,

Greg Trzupek, Chairman
Village of Burr Ridge
Plan Commission/Zoning Board of Appeals

GT:EBW/mm
Enclosures

Request for Proposal – Katherine Legge Memorial Park Culvert Modification Study

Submitted by: Hampton, Lenzini and Renwick, Inc.



February 22, 2018

Mr. David Preissig, PE
Director of Public Works & Village Engineer
451 Commerce Street
Burr Ridge, IL 60527

8D

Dear Mr. Preissig:

The historic KLM Lodge encompasses over 50-acres of beautiful park lands enjoyed by the surrounding communities of Hinsdale, Burr Ridge and beyond. On October 14-15, two separate incidents occurred where a child and dog were carried by rushing water under the grate at the upstream end section of the Katherine Legge Memorial (KLM) Park culvert. Safety of residents is a primary concern and Burr Ridge, in coordination with Hinsdale, is committed to undertaking an engineering study to review the existing grate covering the upstream opening of the 66-inch diameter culvert pipe. A determination will be made to decide if the culvert's end section can be modified or reconfigured to improve its safety, without compromising the current functional conditions.

We understand the goal of this project and would welcome the opportunity to work with the Villages of Burr Ridge and Hinsdale to address the safety concerns and functionality of this culvert. We have undertaken numerous culvert studies for our municipal and county clients. Our team is excited about the opportunity to help the Village complete this study.

FIRM CONTACT INFORMATION

Hampton, Lenzini and Renwick, Inc. (HLR)
6825 Hobson Valley Drive, Woodridge, IL, 60517
Ph. (847) 697-6700/Fax (847) 697-6753
Contact: Randy Newkirk, Project Manager, rnewkirk@hlreng.com

SUMMARY OF PROPOSED WORK

The design study shall include the following:

- Perform a hydrologic analysis of the drainage area to determine the critical duration flow rate for the 10-year, 50-year and 100-year storm events.
- Prepare three concepts that will provide the required safety improvements while meeting the hydraulic performance needs. These products may be existing standard products, or custom designs.
- Provide conceptual sketches of the improvements along with a discussion of their benefits.
- Model the hydraulic impacts of the proposed improvements using the critical duration flow rates.
- Preparation of preliminary estimates of cost for each of the proposed modifications.
- Conduct Meeting with the Village of Burr Ridge and Hinsdale to present the design study; review the design concerns, as it pertains to safety and environmental impacts; and any potential schedules of future work.
- A memorandum of findings will be prepared, including details of the agreed-upon option.

The cost of completing the proposed work as described above will be on an hourly basis according to HLR's standard rate charts (see attached) with a cost not-to-exceed \$5,718.00.

SCHEDULE

The assessment and preliminary discussion will be completed by the end of May 2018 with a final report due June 2018. Our staff is committed to seeing this project through and will meet the anticipated schedule and Village's expectations.

SIMILAR PROJECT EXPERIENCE

Project	Description
Master Stormwater Management Plan Village of Northbrook	Prepared a study to develop a prioritized list of 26 cost-effective flood-reduction projects. Chronic flooding locations were identified, conceptual solutions were developed, and hydrologic/hydraulic conditions were evaluated. Recommended projects included neighborhood conveyance, major infrastructure improvements, and regional reservoirs. Projects were evaluated against each other using benefit-cost ratios, number of structures and properties benefitted, and the cost of each project using DEC-2.
Elgin Brookside Basin City of Elgin	Provided design/build services to retrofit the two-acre Brookside Basin, including extensive invasive tree removal, concrete swale removal, basin shaping, and native planting design and install. Basin shaping required review and approval from the Illinois Department of Natural Resources – Office of Water Resources to confirm that there were no adverse impacts to the floodway and floodplain of Sandy Creek.
Busse Woods Bike Path Extension Elk Grove Village	Designed the connection of the existing forest preserve bike path to Arlington Heights Road at three locations. The project included preparing plans, specifications and estimates for construction of the bike path and ADA-compliant ramps along with pedestrian traffic signal improvements at each location. Analysis and design of stormwater improvements to an existing storm sewer system to address ongoing pavement flooding at one of the locations.
Westmont King Arthur 48" Storm Sewer Rehab Village of Westmont	Worked with Kenny Construction for the permitting to rehabilitate a 48-inch storm sewer. Performed detailed hydrologic analysis to determine the flow rates from upstream areas. Hydraulic modeling was conducted of the runoff through the system's channels and storm sewers to determine the specifications for a temporary dam. This allowed for the rehabilitation of the existing storm sewer while flows were accommodated with pumps.
Hutchins Road over Mill Creek Lake County Division of Transportation	Designing hydrologic and hydraulic models for stormwater modeling, preparation of permits, and bid documents including plans for replacement of the culverts that convey Mill Creek under Hutchins Road. Design engineering includes detailed HEC-RAS models for various storm events for the design alternates. The permitting process includes a IDNR-OWR floodway permit, USACE regional permit for impacts to the Water of the U.S., and Lake County Stormwater Management Commission permit.

PROPOSED KEY PERSONNEL

Our team's experience ranges from simple projects affecting single property owners to large transportation projects which impact numerous communities. We have listed the proposed staff below. Resumes are attached.

Project Manager – Randy Newkirk, PE, CFM: Randy has over 19-years of engineering experience, primarily dedicated to stormwater management. He uses his knowledge of stormwater design, real-life hydrologic and hydraulic modeling, and permit requirements to prepare designs that resolve flooding issues and are accepted by permitting agencies. He has extensive experience with regulatory agencies such as IDNR-OWR, USACE, U.S. Fish and Wildlife Service, Soil and Water Conservation Districts, and IDOT.

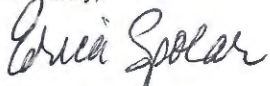
Drainage Engineering Manager – Chris Olcott, PE, CFM, CPESC: Chris has over 10-years of engineering experience in stormwater management and soil erosion and sediment-control design and implementation. He will assist with drainage design, modeling, plan preparation, and best management practices for water quality assurance.

Structural Engineer – Jenn Anderson, PE: Jenn has extensive experience preparing Hydraulic Reports, scour countermeasure design, waterway hydraulic analysis, erosion control design, and Phase I coordination and permitting for local and state agency projects.

Project Drainage Engineer – Nick Piekarski, PE: Nick is experienced in the preparation of drainage studies, Hydraulic Reports, and storm sewer design. He regularly completes location drainage reports, finds cost-effective solutions to minor and major drainage problems, and develops Phase II plans.

HLR has a history of providing our clients with practical designs that can be implemented efficiently. We look forward to the opportunity of partnering with the Village to make this project a success. If you should have any questions or comments regarding our submittal, please feel free to contact Randy Newkirk at 847-697-6700 or rnewkirk@hlreng.com.

Sincerely,



Erica Spolar
Executive Vice President



8E

03/01/2018

Mr. David Preissig, P.E.
Director of Public Works
Village of Burr Ridge
451 Commerce Drive
Burr Ridge, IL 60527

RE: PROPOSAL FOR A WATER DISTRIBUTION SYSTEM LEAK SURVEY

Dear Mr. Preissig,

M.E. Simpson Co., Inc. is pleased to present the Village of Burr Ridge our proposal for a Water Distribution System Leak Detection Survey Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly-educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that **"the water is always safe to drink"**.

Thank you for your consideration and this opportunity to acquaint you with our Water Distribution System Leak Detection Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

Randy Lusk
Regional Manager

Randy Lusk
Regional Manager

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

Randy.Lusk@mesimpson.com

INVESTMENT

A commitment to improving and maximizing the Village of Burr Ridge's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for a Water Distribution System Leak Detection program for the Village of Burr Ridge. M.E. Simpson Co., Inc. will perform our leak detection services on approximately **91** miles of watermain within the Village of Burr Ridge's water distribution system. The survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

2018 Leak Survey

Water Distribution System Leak Survey Program Fee (lump sum)

\$16,835.00**

****** Any water main surveyed in addition to the above 91 original miles of watermain will be surveyed at the rate of **\$185.00** per mile of pipe.

We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

VILLAGE OF BURR RIDGE

8F

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 03/12/18

PAYMENT DATE: 03/13/18

FISCAL 17-18

FUND	FUND NAME	PRE-PAID	PAYABLE	TOTAL AMOUNT
10	General Fund	146.95	44,732.27	44,879.22
23	Hotel/Motel Tax Fund		5,550.00	5,550.00
51	Water Fund		9,416.90	9,416.90
52	Sewer Fund		853.65	853.65
61	Information Technology Fund		14,558.98	14,558.98
TOTAL ALL FUNDS		<u>\$ 146.95</u>	<u>\$ 75,111.80</u>	<u>\$ 75,258.75</u>

PAYROLL

PAY PERIOD ENDING FEBRUARY 24, 2018

	TOTAL PAYROLL
Board & Commissions	539.88
Administration	19,171.50
Community Development	8,119.44
Finance	10,644.62
Police	136,356.91
Public Works	37,100.28
Water	35,851.19
Sewer	9,675.02
IT Fund	465.04
TOTAL	<u>\$ 257,923.88</u>
GRAND TOTAL	<u>\$ 333,182.63</u>

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 03/01/2018 - 03/11/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 1010 Boards & Commissions					
10-1010-40-4040	Chgo Tribune monthly subs-Feb'1	Chicago Tribune	02/12/18	55309598043083807	7.93
10-1010-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	63.51
10-1010-60-6010	CRD-16702 binders/22-Feb18	Runco Office Supply	02/27/18	5527 707994-0	109.78
10-1010-60-6010	AVE-23284 indexes/66-Feb18	Runco Office Supply	02/27/18	5527 707994-0	111.54
10-1010-80-8010	Pilot 2 pgm coupons-02/28/18	DuPage County Treasurer	02/23/18	843	250.00
10-1010-80-8035	Postage/EDC breakfast invitatio	Postmaster	03/02/18	94/Mar18	146.95
Total For Dept 1010 Boards & Commissions					689.71
Dept 2010 Administration					
10-2010-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	210.53
Total For Dept 2010 Administration					210.53
Dept 3010 Community Development					
10-3010-40-4042	WB/Br chamber luncheon/Walter-M	Willowbrook/Burr Ridge	03/02/18	Mar2018	20.00
10-3010-40-4042	ILCMA sem/Walter-Feb'12	IAMMA	02/21/18	729118519	12.61
10-3010-50-5020	Forestry review/Hampton Inn-Feb	Urban Forest Management I	02/22/18	180122	435.00
10-3010-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	137.02
10-3010-50-5075	B&F plan review/Flagg Creek-Mar	B & F Construction Code S	02/14/18	48743	225.00
10-3010-60-6020	Gasoline/12.10gal-Nov17/Feb18	DuPage County Public Work	02/16/18	2018-5F	27.31
Total For Dept 3010 Community Development					856.94
Dept 4010 Finance					
10-4010-40-4040	2018 GFOA membership/Sapp	Government Finance Office	02/15/18	0121002/Feb18	190.00
10-4010-40-4040	IGFOA annual dues-Feb'18	IGFOA	02/13/18	Feb2018	300.00
10-4010-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	73.51
Total For Dept 4010 Finance					563.51
Dept 4020 Central Services					
10-4020-60-6010	Hot cocoa & grn tea-PD/Jan'18	Commercial Coffee Service	01/18/18	541_145965	37.85
10-4020-60-6010	Paper plates/PD-Feb'18	Amazon.com Credit	02/06/18	11412529256925031	37.68
Total For Dept 4020 Central Services					75.53
Dept 5010 Police					
10-5010-40-4032	Initial uniform allow/Watson-Fe	JG Uniforms, Inc.	02/21/19	33086	735.00
10-5010-40-4032	Silver Nameplate with Pin Attac	CALEA	02/28/18	27693	8.00
10-5010-40-4032	Silver Nameplate with Pin Attac	CALEA	02/28/18	27693	8.00
10-5010-40-4032	Shipping Charges	CALEA	02/28/18	27693	7.00
10-5010-40-4040	2018 LERMI membership/Henderson	Law Enforcement Records M	02/27/18	02-27-18	25.00
10-5010-40-4042	2018 LERMI conf reg/Henderson-A	Law Enforcement Records M	02/27/18	Feb2018	25.00
10-5010-40-4042	Hotel chg/Forensics trg-Husarik	Caesars Palace	01/22/18	32KL3QQK	120.18
10-5010-40-4042	S/W airline tickets/Forensic tr	Southwest Airlines	01/22/18	RR048R	315.96
10-5010-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	999.09
10-5010-50-5050	Reinstall radar/unit #11-Jan18	Public Safety Direct, Inc	01/12/18	91517	100.00
10-5010-50-5050	Rpl override switch/unit #3-Jan	Public Safety Direct, Inc	01/12/18	91517	24.00
10-5010-50-5051	GOF/unit #1706-Feb'18	Willowbrook Ford	02/23/18	6265423/2	43.30
10-5010-50-5051	Vehicle washing/21-Feb'18	Fuller's Car Wash	02/28/18	5394	132.93
10-5010-50-5051	Rpl battery, wiper switch assy/	Willowbrook Ford	02/26/18	6265553/2	369.22
10-5010-50-5051	GOF, flush brake sys & trans/Ta	Willowbrook Ford	03/01/18	6265905/1	472.36
10-5010-50-5051	GOF/unit #1711-Mar'18	Willowbrook Ford	03/01/18	62655984/2	42.95
10-5010-60-6000	Pocket file/ltr-1 box/Feb'18	Runco Office Supply	02/27/18	5901 707980-0	38.99
10-5010-60-6010	CNA3024 Cyanoshot/24 Pk-Feb18	Sirchie Fingerprint Labs	02/19/18	0337178-IN	81.25
10-5010-60-6010	FEDELE223T1 Federal TCTL 223	Kiesler's Police Supply,	02/23/18	085.8.5	583.05
10-5010-60-6010	SPEER53962 Speer Gold Dot 40S&W	Kiesler's Police Supply,	02/23/18	085.8.5	736.00
10-5010-60-6010	Lockup supls-Feb'18	Shell Oil Company	02/23/18	65216376802	3.43

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
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BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 5010 Police					
10-5010-60-6010	Rechargable batteries-Jan'18	Amazon.com Credit	01/19/18	11407609104620223	31.74
10-5010-60-6020	Gasoline/4505.20gal-Nov17/Feb18	DuPage County Public Work	02/16/18	2018-5F	10,135.43
10-5010-60-6020	Gasoline-Feb'18	Shell Oil Company	02/23/18	65216376802	170.99
Total For Dept 5010 Police					15,208.87
Dept 6010 Public Works					
10-6010-40-4032	Uniform rental/cleaning-02/27/18	Breens Inc.	02/27/18	9027 3722163	72.14
10-6010-40-4042	I-Pass renewal-Feb'18	Illinois Tollway	02/12/18	2954/Feb18	40.00
10-6010-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	382.38
10-6010-50-5051	Labor/install decals unit #29/F	Image FX, LLC	02/28/18	17772	70.48
10-6010-50-5055	Train horn insp/Mad RR crossing	Meade Electric Company, I	02/16/18	14863 680228	278.02
10-6010-50-5085	Shop towel rental-02/27/18	Breens Inc.	02/27/18	9027 3722163	4.50
10-6010-60-6020	Gasoline/5491.30gal-Nov17/Feb18	DuPage County Public Work	02/16/18	2018-5F	13,357.01
10-6010-60-6041	Decals/unit #29/Feb'18	Image FX, LLC	02/28/18	17772	172.44
10-6010-60-6060	Bulk salt/130.92 ton-Feb18	Detroit Salt Company, LLC	02/07/18	ILBURR_72366	6,741.07
10-6010-60-6060	Bulk rock salt/43.39ton-Feb'18	Detroit Salt Company, LLC	02/08/18	ILBURR_72498	2,182.67
Total For Dept 6010 Public Works					23,300.71
Dept 6020 Buildings & Grounds					
10-6020-50-5052	HVAC maint/VH-Dec17/Feb18	Dynamic Heating & Piping	02/21/18	SM17004-1	2,025.00
10-6020-50-5052	HVAC maint/PD-Dec17/Feb18	Dynamic Heating & Piping	02/21/18	SM17004-1	825.00
10-6020-50-5052	HVAC maint-/PW-Dec17Feb18	Dynamic Heating & Piping	02/21/18	SM17004-1	312.48
10-6020-50-5052	Pchs/nstl partitions-Feb'18	Specialties Direct Inc	02/16/18	VIL124 1810101-IN	190.00
10-6020-50-5058	Mat rental/PD-02/27/18	Breens Inc.	02/27/18	9028 372158	36.00
10-6020-50-5058	Mat rental/PW & VH-02/27/18	Breens Inc.	02/27/18	9028 372158	30.00
10-6020-50-5058	Cell cleaning-Mar'18	Service Master	03/01/18	190097	275.00
10-6020-60-6010	Refrigerator water valve kit-Fe	Sears Commercial One	02/15/18	F751886	65.83
10-6020-60-6010	Refrigerator wtr dispensor part	Sears Commercial One	02/01/18	E570170	214.11
Total For Dept 6020 Buildings & Grounds					3,973.42
Total For Fund 10 General Fund					44,879.22
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
23-7030-80-8055	H/M marketing-Feb'18	Boost Creative Marketing	02/28/18	1175	3,331.25
23-7030-80-8055	H/M marketing 2018 tote bags-Fe	Boost Creative Marketing	02/28/18	21065	2,218.75
Total For Dept 7030 Special Revenue Hotel/Motel					5,550.00
Total For Fund 23 Hotel/Motel Tax Fund					5,550.00
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-40-4032	Uniform rental/cleaning-02/27/18	Breens Inc.	02/27/18	9027 3722163	79.18
51-6030-40-4032	Safety shoes/Scherer-Feb18	Red Wing Business Advanta	02/10/18	20180210030022	150.00
51-6030-40-4032	Safety shoes/Guth-Feb18	Red Wing Business Advanta	02/10/18	20180210030022	150.00
51-6030-40-4032	Safety shoes/Timmons-Feb18	Red Wing Business Advanta	02/10/18	20180210030022	150.00
51-6030-50-5030	Well pumping line-Jan'18	AT&T	01/22/18	630325420901Jan18	529.54
51-6030-50-5030	Ver. cell phone-Jan'18	Verizon Wireless	01/21/18	9800322872	453.64
51-6030-50-5030	Water modens-Jan'18	Verizon Wireless	01/21/18	9800322872	108.12
51-6030-50-5052	HVAC maint/PC-Dec17/Feb18	Dynamic Heating & Piping	02/21/18	SM17004-1	245.02
51-6030-50-5080	Electric/well #4-Feb'18	COMED	02/16/18	0029127044Feb18	899.57
51-6030-60-6010	Manhole utility shelter tent-Fe	Grainger	02/19/18	9703950981	192.68
51-6030-60-6010	LP gallon/1-Feb'18	Liberty Propane	02/16/18	222086	4.41
51-6030-60-6010	Stone/21.78 ton (main breaks)Fe	Ozinga Materials, Inc.	02/16/18	21210 66323	321.25

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 03/01/2018 - 03/11/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-60-6010	Stone/22.04 ton (main breaks)Fe	Ozinga Materials, Inc.	02/16/18	21210 66323	325.09
51-6030-60-6020	Gasoline/676.70gal-Nov17/Feb18	DuPage County Public Work	02/16/18	2018-5F	2,830.81
51-6030-60-6040	6" x 15" All Stainless Steel Cl	Core & Main LP	02/21/18	080167 I4888647	112.00
51-6030-60-6040	6" x 20" All Stainless Steel Cl	Core & Main LP	02/21/18	080167 I4888647	174.00
51-6030-60-6040	42NHHD Battery for 5000 HHD Int	Core & Main LP	02/19/18	080167 i478672-A	255.00
51-6030-60-6040	6x15 clamp & 6x20 clamp-Feb18	Core & Main LP	02/13/18	080167 I460722	303.59
51-6030-70-7000	Sensus 3" Omni C2 Water Meter	Core & Main LP	02/19/18	080167 i478672	1,733.00
51-6030-70-7000	Senus 3" LF Brass Flange Kit	Core & Main LP	02/19/18	080167 i478672	275.00
51-6030-70-7000	Sensus SmartPoint Touch Couple	Core & Main LP	02/19/18	080167 i478672	125.00
Total For Dept 6030 Water Operations					9,416.90
Total For Fund 51 Water Fund					9,416.90
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4032	Uniform rental/cleaning-02/27/1	Breens Inc.	02/27/18	9027 3722163	24.63
52-6040-50-5030	Sewer modems-Jan'18	Verizon Wireless	01/21/18	9800322872	18.02
52-6040-50-5068	Lift stn maint/3-Feb'18	Metropolitan Industries,	02/19/18	003355_0000331581	811.00
Total For Dept 6040 Sewer Operations					853.65
Total For Fund 52 Sewer Fund					853.65
Fund 61 Information Technology Fund					
Dept 4040 Information Technology					
61-4040-50-5020	IT/phone support-Feb'18	Orbis Solutions	02/15/18	5567648	850.00
61-4040-50-5020	IT/phone support-Feb'18	Orbis Solutions	02/23/18	5567670	1,750.00
61-4040-50-5030	Mibile hot spot-Jan'18	Verizon Wireless	01/21/18	9800322872	1,381.15
61-4040-50-5030	Mobile data services-Jan'18	Verizon Wireless	01/21/18	9800322872	38.00
61-4040-50-5050	Replace battery backup/PD-Feb'1	Orbis Solutions	02/15/18	5567648	405.34
61-4040-50-5050	Repair PD training A/V-Feb'18	Orbis Solutions	02/26/18	5567677	360.00
61-4040-50-5050	Rpl disks, memory, keyboard-Jan	Amazon.com Credit	01/31/18	11377123315473065	204.35
61-4040-50-5050	Upgrade memory-Jan'18	Amazon.com Credit	01/31/18	11362918946012249	149.89
61-4040-50-5050	Monitors/PD-Feb'18	Amazon.com Credit	02/01/18	112634831913130038	319.90
61-4040-50-5061	Apple app store membership-Feb'	Apple Corporation	02/13/18	W426983991	105.19
61-4040-50-5061	Village App annual support-Feb'	SWIFTIC	02/14/18	113984550	576.00
61-4040-50-5061	Website security-Jan'18	Wordfence.Com	01/29/18	1517242439	99.00
61-4040-50-5061	Website chat program-Feb'18	Code Cabin Ltd	02/16/17	20029	39.95
61-4040-50-5061	BR website plug-in renewal-Jan1	Smartyants Plugins	01/24/18	30918	90.00
61-4040-50-5061	WPFont renewal license-Jan'18	WPFront.com	01/24/18	206461728662	17.99
61-4040-60-6010	HP CF410A toner crtrdg/blk-2/Fe	Runco Office Supply	02/27/18	5901 707981-0	150.00
61-4040-70-7000	Conf rm A/V upgrades PW/FD-Feb1	Amazon.com Credit	02/06/18	11255452639125821	879.98
61-4040-70-7000	Conf. room upgrade-PW/PD-Feb'18	Amazon.com Credit	02/06/18	11241139445063441	3,998.00
61-4040-70-7000	Conf rm upgrades PW/PD-Feb18	NextWarehouse.com	02/01/18	618409054	2,631.65
61-4040-70-7000	Conf. room upgrade a/v upgrade-	Technology Galaxy	02/12/18	11598 3666190	512.59
Total For Dept 4040 Information Technology					14,558.98
Total For Fund 61 Information Technology Fund					14,558.98

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<hr/>					
		Fund Totals:			
		Fund 10 General Fund			44,879.22
		Fund 23 Hotel/Motel Tax Fund			5,550.00
		Fund 51 Water Fund			9,416.90
		Fund 52 Sewer Fund			853.65
		Fund 61 Information Technology F			14,558.98
		Total For All Funds:			<hr/> 75,258.75