

**OPERATORS ROUND TABLE
DU PAGE PUMPING STATION
October 20, 2017
9:00 AM**

Status of DuPage Water Commission

The Commission's sales for the month of September were a total of 2.7 billion gallons. This represents an average day demand of 88.4 million gallons per day (MGD), which is higher than the September 2016 average day demand of 79.0 MGD. The maximum day demand was 100.5 MGD recorded on September 24, 2017, which is higher than the September 2016 maximum day demand of 90.7 MGD. The minimum day flow was 77.7 MGD.

The Commission's recorded total precipitation for the month of September was 0.3 inches compared to 0.6 inches for September 2016. The level of Lake Michigan for September 2017 is 580.5 (Feet IGLD 1985) compared to 580.0 (Feet IGLD 1985) for September of 2016

Water Conservation

Staff met with the Village of Westmont to discuss the Villages of Westmont and Clarendon Hills' Richmond Gardens and apiary conservation project located between the two Villages. The Richmond Gardens will have a rain cistern, bioswales, rain gardens, and rain barrels available for purchase. The apiary will house bees along with many different types of trees and plants that are native to the area for children to learn about. DWC will partner with the Villages to have a water conservation feature added next year since it is still in the design phase. Ongoing: Staff is working with SCARCE to earn their Earth Flag. The process consists of a green audit, staff training in recycling and conservation, an action that involves the Commission in the community (i.e. a book drive, cleaning a creek, adopting a highway, etc.), and finally presenting the Earth Flag to the Board Members. Staff has completed the green audit and is working with SCARCE to set up dates for staff training.

New Customer

The Commissions Engineers are nearing completion of the design drawing for the Bartlett Supply Line Project, in addition, they are finalizing the permit process with all related regulatory agencies. Staff is working with the attorney and engineers to finalize easement agreements with local land owners.

Pipeline Maintenance

Staff has discovered that a valve located at Douglas Road and Ogden Avenue is inoperative and fixed in the closed position. Resolution R-33-17 appears on the Commission agenda as a Resolution to Approve Work Authorization Order No. 005 to John Neri Construction Co., Inc. for the work necessary to remove the existing inoperative valve and, in its place, install a new valve at an estimated cost of \$ 138,500.00.

Staff has found it necessary to postpone the installation of the 60" butterfly valve at Butterfield Road and Marshall in Oakbrook Terrace from April to September or October of this year. An existing 60" valve that is known to be passing water while in the fully closed position, and is the reason for the installation of the new valve, was planned to be used as part of the system isolation for the installation of the new valve. However, this valve is passing significantly more water than was anticipated rendering it useless to isolate the system. Thus, a larger part of the system must now be isolated to install the new valve. Field testing of the additional isolation resulted in a considerable impact to normal system operations. Therefore, Staff will be looking at various hydraulic modeling scenarios with the intent of maintaining normal operations while the system is partially down for the installation of the valve now tentatively scheduled after demand has decreased sometime in late summer/early fall of 2017.

Staff continues inspection and repair work on distribution system blow off valves and expects to complete this work by the end of the year.

Staff continues collecting cathodic protection test point data.

Instrumentation / Remote Facilities Overview**Quick Response Electrical Contract QRE-7/15**

On the agenda is R-34-17 a resolution directing advertisement for Quick Response Electrical Contract QRE-8/17.

Work Authorization Order No. 17 to provide and install new single-mode fiber optic cable between the main pump station building and the generator facility for 10Gbps network communication. Submittals have been approved and materials are on order.

Work Authorization Orders No. 15 is to replace two damaged electrical disconnects and J-Box at Tank Site 4. Parts are on order and work is expected to be completed before the end of September.

Facility Construction

DuPage Pumping Station

Coating rehabilitation work has been completed for the Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 3 (Contract SS-8/17) with Era-Valdivia Contractors, Inc. The standpipe has been back in operation since September 21st. The Fall Protection System installation and other punch list work is ongoing. The original Contract Completion Date was September 7th however due to weather related delays incurred during the project, the actual Contract Completion Date must be pushed back to a date yet to be determined by the Engineer.

Security

The Commission is continuing to update its Emergency Response Plan (ERP) and its Vulnerability Assessment as our system grows.

It is imperative that all Commission's padlocks at the metering stations are not locked out of the loops. The Water Purchase Agreement requires the Commission to have access to all metering stations at any time.

New locks at all facilities

Winter Operations

With the summer demand around the corner, we need to start thinking about winter operations.

Make sure to keep the water moving in your elevated tanks to prevent any water quality problems.

Make sure the overflow drains and vents are clean and drain properly to prevent any freezing problems.

You cannot exceed the 1.7 times allocation.

You must take water at a constant rate.

Manhole lids are in place

Catch basins are clean

Meter Testing

Annual Customer Meter Calibration Program

The annual customer meter testing program will be run differently this year. The commission is changing out all of our meters so each existing meter will be tested when it is changed out to verify the final reading and then the new meters will be placed in service.

The commission will be installing a new style that will allow the customer to have access to meter reading on a daily basis.

Rick Nolan Meter Technician and should be contacted with any questions or concerns.

The Commission is available to test the large customer meters. We can test 6" 8" and 10" turbine meters. Please contact John Schori at (630) 834-0100 if you have any questions concerning this service.

The new meters and parts for installation are all on order. Delivery schedules are 3-4 weeks for the initial batch of meters to outfit the meter test benches. About 4 weeks later approximately 15 meters will be delivered per week. Early November the electrical contractor will begin installing new cables for each meter. Tested new meters are scheduled to begin delivery to meter stations starting end of November and installation beginning in early January. The project is scheduled to be completed no later than the end of August 2018.

Regulations

IEPA Update

IEPA has proposed various changes to Part 604

New chlorine regulation

Increase Free Chlorine residual from 0.2 mg/l to 0.5 mg/l

Increase Combined Chlorine residual from 0.5 mg/l to 1.0 mg/l

Public Act 00-0922 (Senate Bill 0550)-

signed into Law by Governor Bruce Rauner on January 16, 2017, established lead testing requirements and protocols for all water sources used for cooking and drinking within some schools and day care facilities as well as requirements for water providers to compile a lead materials inventory and provide notification during water distribution work

Additional Lead and Copper regulations

Notification of activities that could release lead particles
Lead service line inventory by 4/1/2018

CCR reporting

Consumer Confidence Report (CCR) needs to be sent to customers by July 1, 2017, Certification of CCR's need to be sent to the IEPA by October 1, 2017. Please send a copy of your CCR to the Commission.

Renewal Training

2/3 of renewal training must be comprised of technical training

UCMR 4 is quickly approaching

Starting in January, water systems across the United States will have to begin contaminant testing under the Fourth Unregulated Contaminant Monitoring Rule (UCMR 4). Under this rule, the U.S. Environmental Protection Agency is requiring public water systems to monitor for 30 unregulated contaminants until December 2020. The data from this testing will inform the agency's future regulatory decisions. For information on upcoming key dates and links to AWWA resources, read the AWWA UCMR Utility Alert.

Water Quality

The Commission is not feeding chlorine at this time.

Water Rates

Water rate for 2017 \$4.88/1000 gallons

Other

The Commission invites you to view all Committee and Commission Agendas which can be found on our website at www.dpwc.org.

Please contact the Commission with any changes in water department personnel, phone and/or pager numbers. This is an important part of our ERP for system emergency purposes.

Please provide the Commission with a valid e-mail address. All meeting minutes will be distributed via e-mail.

The next Operators Round Table will be January 19, 2018 at 9:00 A.M. or before if events warrant.

AWWA

Questions & Answers

If you have any comments concerning these issues or would like to have a topic discussed at the next Round Table Meeting, please feel free to email me at mcghee@dpwc.org.

Handouts:

1. DuPage Laboratory Bench Sheet for January, 2017, February, 2017, and March, 2017.
2. IL SB 550 Fact Sheets and Sampling Guide
3. DWC 2017 CCR

Operations/Minutes/Ort170421.doc

9/20/17-11/8/17-Water Distribution Sys O&M for Class C/D 8-week Night Class (Westmont) IEPA#10920

10/25/2017

Location: Westmont, Illinois Time: Registration at 6:00 pm; Class from 6:30-8:30 pm

Women In Water - Taking Career Risks: Rewards and Lessons Learned

10/23/2017

Time: 12:00 PM

10/26/17- Hands on Basic Water Quality Testing (Highland Park) IEPA#11170

10/26/2017

Location: Highland Park, Illinois Time: Registration begins at 7:30 am

10/31/17 - Operator Math for Class C/D (Joliet) IEPA #11053

10/31/2017

Location: Joliet, Illinois Time: Registration begins at 7:30am

View and Chew Lounge Topic: Storytelling: Women in Water
11/2/2017

11/08/17 - Using SCADA for Optimized Process and Operations (Park Forest)
IEPA#11171
11/8/2017

Location: Park Forest, Illinois Time: Registration at 7:30 AM

Young Professionals Meeting
11/21/2017

Women in Water Book Club - Start With Why
11/29/2017

12/06/17 - Energy Savings through Valve Selection (Addison) IEPA#11210
12/6/2017

Location: Addison, Illinois Time: Registration at 7:30 AM

1/10/18-3/14/18-Water Distribution Sys O&M for Class C/D 10-week Night Class (Westmont) IEPA#12098

1/10/2018 » 3/14/2018

Location: Westmont, Illinois Time: Registration at 5:30 pm; Class from 6:00-9:00 pm

OPERATORS ROUND TABLE

Village of Addison

Rick Russo

Village of Itasca

Absent

Argonne National Laboratory

John Daum

Village of Lisle

John Valiniti

OPERATORS ROUND TABLE

| | | | |
|---------------------------------------|----------------|--------------------------|---------------------------|
| Village of Addison | Stewart McLeod | Village of Itasca | Absent |
| Argonne National Laboratory | Absent | Village of Lisle | Absent |
| Village of Bensenville | Absent | Village of Lombard | Absent |
| Village of Bloomingdale | Elias Vega | City of Naperville | Jim Holzapfel |
| Village of Carol Stream | Dave Nowerul | Village of Oak Brook | Absent |
| Village of Clarendon Hills | Absent | City of Oakbrook Terrace | Absent |
| City of Darien | Absent | Village of Roselle | Mike Schulz Mike Bills |
| City of Downers Grove | David Moody | Village of Villa Park | Dan Coulter |
| County of DuPage | Absent | Village of Westmont | Absent |
| City of Elmhurst | John Kelly | City of Wheaton | Al McMillen |
| Village of Glendale Heights | Jeff McCumber | Village of Willowbrook | Absent |
| Village of Glen Ellyn | Absent | Village of Winfield | Bob Orlando |
| Village of Hinsdale | Absent | City of Wood Dale | Absent |
| Illinois American Water Works Company | Absent | Village of Woodridge | Absent |

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR JULY 2017

LEXINGTON SUPPLY

DUPAGE DISCHARGE

| DAY | FREE CL ₂ mg/l | TURBIDITY NTU | PO ₄ mg/l | FREE CL ₂ mg/l | TURBIDITY NTU | TEMP °F | pH | Fluoride | PO ₄ mg/l | P.A.C. LBS/MG | ANALYST INT |
|-----|------------------------------|------------------|-------------------------|------------------------------|------------------|------------|-----|----------|-------------------------|------------------|----------------|
| 1 | 1.00 | 0.09 | 0.56 | 1.02 | 0.08 | 69 | 7.5 | 0.8 | 0.51 | 0 | RC |
| 2 | 1.16 | 0.09 | 0.54 | 0.95 | 0.08 | 69 | 7.5 | 0.8 | 0.51 | 0 | RC |
| 3 | 1.00 | 0.09 | 0.51 | 0.94 | 0.07 | 69 | 7.4 | 0.8 | 0.54 | 0 | CT |
| 4 | 1.00 | 0.09 | 0.54 | 1.00 | 0.08 | 69 | 7.5 | 0.8 | 0.55 | 0 | CT |
| 5 | 0.99 | 0.09 | 0.52 | 0.96 | 0.09 | 69 | 7.4 | 0.8 | 0.54 | 0 | CT |
| 6 | 0.98 | 0.09 | 0.57 | 0.97 | 0.08 | 69 | 7.5 | 0.8 | 0.50 | 0 | CT |
| 7 | 0.98 | 0.09 | 0.56 | 0.99 | 0.08 | 69 | 7.5 | 0.8 | 0.56 | 0 | AM |
| 8 | 1.00 | 0.09 | 0.59 | 0.97 | 0.08 | 69 | 7.5 | 0.8 | 0.57 | 0 | AM |
| 9 | 1.00 | 0.09 | 0.55 | 0.96 | 0.08 | 69 | 7.6 | 0.8 | 0.54 | 0 | AM |
| 10 | 0.99 | 0.08 | 0.59 | 0.94 | 0.08 | 68 | 7.5 | 0.8 | 0.59 | 0 | KD |
| 11 | 0.97 | 0.09 | 0.52 | 0.95 | 0.10 | 68 | 7.4 | 0.8 | 0.56 | 0 | KD |
| 12 | 0.96 | 0.09 | 0.51 | 0.98 | 0.08 | 69 | 7.5 | 0.8 | 0.51 | 0 | AM |
| 13 | 0.97 | 0.09 | 0.55 | 0.96 | 0.08 | 69 | 7.5 | 0.8 | 0.50 | 0 | AM |
| 14 | 0.98 | 0.08 | 0.55 | 0.97 | 0.09 | 69 | 7.5 | 0.8 | 0.55 | 0 | AM |
| 15 | 0.99 | 0.09 | 0.52 | 0.97 | 0.09 | 69 | 7.5 | 0.8 | 0.51 | 0 | KD |
| 16 | 0.96 | 0.09 | 0.50 | 0.94 | 0.08 | 69 | 7.5 | 0.8 | 0.50 | 0 | AM |
| 17 | 0.96 | 0.08 | 0.54 | 0.94 | 0.09 | 69 | 7.5 | 0.8 | 0.55 | 0 | AM |
| 18 | 0.95 | 0.10 | 0.51 | 0.94 | 0.09 | 69 | 7.4 | 0.8 | 0.55 | 0 | AM |
| 19 | 0.94 | 0.10 | 0.51 | 0.96 | 0.09 | 69 | 7.4 | 0.8 | 0.56 | 0 | KD |
| 20 | 0.97 | 0.10 | 0.51 | 0.95 | 0.09 | 68 | 7.5 | 0.8 | 0.53 | 0 | KD |
| 21 | 0.96 | 0.10 | 0.52 | 0.98 | 0.08 | 69 | 7.5 | 0.7 | 0.55 | 0 | KD |
| 22 | 0.94 | 0.10 | 0.55 | 0.95 | 0.09 | 69 | 7.5 | 0.7 | 0.56 | 0 | AM |
| 23 | 0.98 | 0.10 | 0.58 | 0.97 | 0.09 | 69 | 7.5 | 0.7 | 0.58 | 0 | AM |
| 24 | 0.97 | 0.08 | 0.57 | 0.94 | 0.09 | 68 | 7.5 | 0.7 | 0.59 | 0 | KD |
| 25 | 0.99 | 0.08 | 0.55 | 0.94 | 0.09 | 67 | 7.5 | 0.7 | 0.55 | 0 | KD |
| 26 | 0.97 | 0.09 | 0.59 | 0.94 | 0.09 | 68 | 7.5 | 0.8 | 0.56 | 0 | AM |
| 27 | 0.98 | 0.09 | 0.57 | 0.94 | 0.10 | 68 | 7.5 | 0.8 | 0.56 | 0 | AM |
| 28 | 0.96 | 0.09 | 0.53 | 0.92 | 0.09 | 70 | 7.5 | 0.8 | 0.53 | 0 | AM |
| 29 | 0.98 | 0.09 | 0.53 | 0.96 | 0.09 | 69 | 7.5 | 0.8 | 0.55 | 0 | KD |
| 30 | 0.95 | 0.09 | 0.58 | 0.93 | 0.09 | 71 | 7.5 | 0.8 | 0.58 | 0 | KD |
| 31 | 0.96 | 0.09 | 0.56 | 0.94 | 0.09 | 71 | 7.4 | 0.8 | 0.57 | 0 | AM |
| AVG | 0.98 | 0.09 | 0.54 | 0.96 | 0.09 | 69 | 7.5 | 0.8 | 0.55 | 0 | |
| MAX | 1.16 | 0.10 | 0.59 | 1.02 | 0.10 | 71 | 7.6 | 0.8 | 0.59 | 0 | |
| MIN | 0.94 | 0.08 | 0.50 | 0.92 | 0.07 | 67 | 7.4 | 0.7 | 0.50 | 0 | |


Terrance McGhee
Manager of Water Operations

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR AUGUST 2017

LEXINGTON SUPPLY

DUPAGE DISCHARGE

| DAY | LEXINGTON SUPPLY | | DUPAGE DISCHARGE | | | | | | | | ANALYST |
|-----|------------------------------|------------------|-------------------------|------------------------------|------------------|------------|-----|----------|-------------------------|------------------|---------|
| | FREE CL ₂ mg/l | TURBIDITY NTU | PO ₄ mg/l | FREE CL ₂ mg/l | TURBIDITY NTU | TEMP °F | pH | Fluoride | PO ₄ mg/l | P.A.C. LBS/MG | |
| 1 | 0.85 | 0.08 | 0.54 | 0.87 | 0.08 | 71 | 7.4 | 0.8 | 0.53 | 0 | KD |
| 2 | 0.89 | 0.09 | 0.54 | 0.85 | 0.09 | 71 | 7.3 | 0.8 | 0.56 | 0 | KD |
| 3 | 0.88 | 0.08 | 0.56 | 0.83 | 0.09 | 71 | 7.3 | 0.8 | 0.57 | 0 | KD |
| 4 | 0.92 | 0.08 | 0.51 | 0.84 | 0.10 | 71 | 7.4 | 0.7 | 0.55 | 0 | KD |
| 5 | 0.90 | 0.08 | 0.53 | 0.85 | 0.09 | 70 | 7.4 | 0.7 | 0.51 | 0 | CT |
| 6 | 0.96 | 0.09 | 0.54 | 0.86 | 0.09 | 71 | 7.3 | 0.8 | 0.54 | 0 | CT |
| 7 | 0.92 | 0.09 | 0.54 | 0.84 | 0.09 | 71 | 7.4 | 0.7 | 0.54 | 0 | RC |
| 8 | 0.90 | 0.08 | 0.51 | 0.85 | 0.09 | 71 | 7.3 | 0.7 | 0.57 | 0 | RC |
| 9 | 0.88 | 0.09 | 0.55 | 0.82 | 0.08 | 71 | 7.3 | 0.7 | 0.51 | 0 | CT |
| 10 | 0.91 | 0.08 | 0.52 | 0.85 | 0.08 | 71 | 7.4 | 0.7 | 0.51 | 0 | CT |
| 11 | 0.94 | 0.09 | 0.54 | 0.87 | 0.09 | 71 | 7.3 | 0.8 | 0.56 | 0 | RC |
| 12 | 0.98 | 0.08 | 0.55 | 0.82 | 0.10 | 71 | 7.4 | 0.7 | 0.51 | 0 | RC |
| 13 | 0.95 | 0.08 | 0.55 | 0.88 | 0.09 | 71 | 7.4 | 0.8 | 0.51 | 0 | CT |
| 14 | 0.84 | 0.08 | 0.51 | 0.91 | 0.09 | 71 | 7.4 | 0.7 | 0.51 | 0 | CT |
| 15 | 0.91 | 0.10 | 0.55 | 0.97 | 0.10 | 72 | 7.4 | 0.7 | 0.56 | 0 | RC |
| 16 | 0.91 | 0.10 | 0.57 | 0.98 | 0.10 | 72 | 7.4 | 0.8 | 0.54 | 0 | RC |
| 17 | 0.89 | 0.10 | 0.59 | 0.96 | 0.10 | 72 | 7.3 | 0.7 | 0.55 | 0 | RC |
| 18 | 0.90 | 0.09 | 0.58 | 0.98 | 0.08 | 72 | 7.4 | 0.8 | 0.59 | 0 | RC |
| 19 | 0.96 | 0.08 | 0.56 | 0.95 | 0.09 | 72 | 7.4 | 0.8 | 0.57 | 0 | RC |
| 20 | 0.94 | 0.08 | 0.58 | 0.92 | 0.09 | 72 | 7.4 | 0.7 | 0.57 | 0 | RC |
| 21 | 0.89 | 0.09 | 0.58 | 0.94 | 0.08 | 72 | 7.4 | 0.7 | 0.52 | 0 | CT |
| 22 | 0.85 | 0.08 | 0.59 | 0.92 | 0.08 | 72 | 7.3 | 0.7 | 0.51 | 0 | CT |
| 23 | 0.95 | 0.09 | 0.58 | 0.94 | 0.09 | 72 | 7.3 | 0.7 | 0.54 | 0 | CT |
| 24 | 0.96 | 0.08 | 0.57 | 1.02 | 0.08 | 72 | 7.3 | 0.7 | 0.56 | 0 | RC |
| 25 | 0.94 | 0.08 | 0.54 | 1.03 | 0.09 | 72 | 7.3 | 0.8 | 0.54 | 0 | RC |
| 26 | 0.94 | 0.08 | 0.52 | 0.92 | 0.09 | 71 | 7.3 | 0.7 | 0.54 | 0 | CT |
| 27 | 0.97 | 0.08 | 0.51 | 0.97 | 0.09 | 71 | 7.3 | 0.8 | 0.52 | 0 | CT |
| 28 | 0.97 | 0.10 | 0.56 | 0.96 | 0.09 | 71 | 7.3 | 0.7 | 0.55 | 0 | RC |
| 29 | 0.96 | 0.09 | 0.58 | 0.99 | 0.08 | 69 | 7.3 | 0.8 | 0.57 | 0 | RC |
| 30 | 0.92 | 0.09 | 0.55 | 0.91 | 0.09 | 71 | 7.3 | 0.7 | 0.54 | 0 | |
| 31 | 1.00 | 0.10 | 0.59 | 1.03 | 0.10 | 73 | 7.4 | 0.8 | 0.59 | 0 | |
| AVG | 0.84 | 0.08 | 0.51 | 0.82 | 0.08 | 69 | 7.3 | 0.7 | 0.51 | 0 | |
| MAX | | | | | | | | | | | |
| MIN | | | | | | | | | | | |

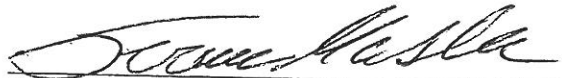

Terrance McGhee
Manager of Water Operations

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR SEPTEMBER 2017

LEXINGTON SUPPLY

DUPAGE DISCHARGE

| DAY | FREE CL ₂ | TURBIDITY | PO ₄ | FREE CL ₂ | TURBIDITY | TEMP | pH | Fluoride | PO ₄ | P.A.C. | ANALYST |
|-----|----------------------|-----------|-----------------|----------------------|-----------|------|-----|----------|-----------------|--------|---------|
| | mg/l | NTU | mg/l | mg/l | NTU | °F | | | mg/l | LBS/MG | |
| 1 | 0.90 | 0.09 | 0.58 | 1.02 | 0.08 | 68 | 7.4 | 0.7 | 0.55 | 0 | RC |
| 2 | 0.93 | 0.09 | 0.53 | 1.02 | 0.08 | 69 | 7.4 | 0.8 | 0.54 | 0 | AM |
| 3 | 0.96 | 0.09 | 0.55 | 1.00 | 0.08 | 69 | 7.4 | 0.8 | 0.58 | 0 | KD |
| 4 | 0.94 | 0.09 | 0.58 | 0.97 | 0.09 | 69 | 7.4 | 0.7 | 0.54 | 0 | KD |
| 5 | 0.91 | 0.09 | 0.56 | 0.96 | 0.09 | 69 | 7.4 | 0.7 | 0.54 | 0 | KD |
| 6 | 0.92 | 0.10 | 0.57 | 0.95 | 0.08 | 69 | 7.4 | 0.7 | 0.56 | 0 | AM |
| 7 | 0.94 | 0.10 | 0.53 | 0.96 | 0.08 | 69 | 7.4 | 0.7 | 0.56 | 0 | AM |
| 8 | 0.96 | 0.11 | 0.54 | 0.92 | 0.09 | 69 | 7.4 | 0.8 | 0.55 | 0 | AM |
| 9 | 0.95 | 0.10 | 0.55 | 0.96 | 0.08 | 69 | 7.4 | 0.7 | 0.55 | 0 | AM |
| 10 | 0.94 | 0.09 | 0.53 | 0.97 | 0.10 | 68 | 7.4 | 0.7 | 0.53 | 0 | KD |
| 11 | 0.94 | 0.09 | 0.51 | 0.97 | 0.08 | 68 | 7.4 | 0.7 | 0.51 | 0 | AM |
| 12 | 0.95 | 0.09 | 0.56 | 0.94 | 0.08 | 68 | 7.4 | 0.8 | 0.52 | 0 | AM |
| 13 | 0.96 | 0.09 | 0.54 | 0.96 | 0.08 | 68 | 7.5 | 0.8 | 0.54 | 0 | KD |
| 14 | 0.95 | 0.10 | 0.57 | 0.93 | 0.09 | 68 | 7.4 | 0.8 | 0.55 | 0 | KD |
| 15 | 0.94 | 0.08 | 0.57 | 0.94 | 0.09 | 68 | 7.4 | 0.8 | 0.58 | 0 | KD |
| 16 | 0.93 | 0.09 | 0.56 | 0.96 | 0.08 | 68 | 7.4 | 0.8 | 0.55 | 0 | AM |
| 17 | 0.94 | 0.09 | 0.56 | 0.95 | 0.08 | 68 | 7.3 | 0.8 | 0.57 | 0 | KD |
| 18 | 0.95 | 0.09 | 0.54 | 0.97 | 0.07 | 69 | 7.4 | 0.7 | 0.55 | 0 | KD |
| 19 | 0.94 | 0.10 | 0.50 | 0.98 | 0.09 | 68 | 7.5 | 0.7 | 0.52 | 0 | KD |
| 20 | 0.93 | 0.10 | 0.56 | 0.94 | 0.08 | 69 | 7.5 | 0.7 | 0.55 | 0 | AM |
| 21 | 0.92 | 0.11 | 0.58 | 0.92 | 0.09 | 69 | 7.4 | 0.8 | 0.52 | 0 | AM |
| 22 | 0.93 | 0.10 | 0.51 | 0.98 | 0.08 | 70 | 7.4 | 0.7 | 0.52 | 0 | AM |
| 23 | 0.95 | 0.09 | 0.52 | 0.97 | 0.08 | 70 | 7.3 | 0.7 | 0.54 | 0 | KD |
| 24 | 0.96 | 0.09 | 0.55 | 0.97 | 0.07 | 71 | 7.4 | 0.7 | 0.56 | 0 | KD |
| 25 | 0.98 | 0.09 | 0.54 | 0.98 | 0.08 | 71 | 7.4 | 0.7 | 0.56 | 0 | AM |
| 26 | 0.95 | 0.09 | 0.57 | 0.99 | 0.07 | 69 | 7.4 | 0.7 | 0.55 | 0 | AM |
| 27 | 0.92 | 0.10 | 0.53 | 0.91 | 0.08 | 66 | 7.5 | 0.6 | 0.58 | 0 | KD |
| 28 | 0.98 | 0.09 | 0.53 | 0.99 | 0.07 | 67 | 7.4 | 0.7 | 0.57 | 0 | KD |
| 29 | 0.97 | 0.09 | 0.56 | 0.95 | 0.08 | 66 | 7.5 | 0.7 | 0.54 | 0 | KD |
| 30 | 0.96 | 0.08 | 0.56 | 0.98 | 0.08 | 69 | 7.4 | 0.7 | 0.58 | 0 | CT |
| 31 | | | | | | | | | | | |
| AVG | 0.94 | 0.09 | 0.55 | 0.96 | 0.08 | 69 | 7.4 | 0.7 | 0.55 | 0 | |
| MAX | 0.98 | 0.11 | 0.58 | 1.02 | 0.10 | 71 | 7.5 | 0.8 | 0.58 | 0 | |
| MIN | 0.90 | 0.08 | 0.50 | 0.91 | 0.07 | 66 | 7.3 | 0.6 | 0.51 | 0 | |



Terrance McGhee
Manager of Water Operations

SLIP, TRIP & FALL PREVENTION

Protect Against the Leading Cause of Workplace Injuries

Slips, trips and falls happen everywhere – in retail stores, government offices, schools, job sites, offices and at home.

Slips, trips and falls are a major cause of preventable injuries and deaths in the workplace. In the last three years, IPRF members have had 1,974 injuries costing over \$27 million.

With our emphasis on preventing slip, trip and fall claims, we have seen a decrease in their frequency, but there is still much room for improvement.

Here are six guidelines to help you create a safer working environment for you and your employees.

| YEAR | NUMBER OF CLAIMS | TOTAL INCURRED |
|------|------------------|----------------|
| 2014 | 706 | \$10,082,975 |
| 2015 | 672 | \$10,304,725 |
| 2016 | 596 | \$7,290,604 |

1) Create Good Housekeeping Practices

Good housekeeping is critical. Safety and housekeeping go hand-in-hand. If your facility's housekeeping habits are poor, the result may be higher incidence of employee injuries, ever-increasing insurance costs and regulatory citations. If an organization's facilities are noticeably clean and well organized, it is a good indication that its overall safety program is effective as well.

2) Reduce Wet or Slippery Surfaces

Walking surfaces account for a significant portion of injuries reported by members. The most frequently reported types of surfaces where these injuries occur include:

- Parking lots and sidewalks
- Food preparation areas
- Floors in general

Traction on outdoor surfaces can change considerably when weather conditions change. Those conditions can then affect indoor surfaces as moisture is tracked in by pedestrian traffic.

- Keep parking lots and sidewalks clean and in good condition.
- When snow and ice are present, remove or treat these elements. In some extreme cases, it may be necessary to suspend use of the area.
- Use adhesive striping material or anti-skid paint whenever possible.

Indoor control measures can help reduce the incidence of slips and falls.

- Use moisture-absorbent mats with bevelled edges in entrance areas. Make sure they have backing material that will not slide on the floor.
- Display "Wet Floor Caution" signs
- Use anti-skid adhesive tape in troublesome areas.
- Clean up spills immediately. Create a procedure for taking the appropriate action when someone causes or comes across a food or drink spill.
- Use proper area rugs or mats for food preparation areas.



Anti-Skid Tape



3) Avoid Creating Obstacles in Aisles and Walkways

Injuries can also result from trips caused by obstacles, clutter, materials and equipment in aisles, corridors, entrance ways and stairwells. Proper housekeeping in work and traffic areas is still the most effective control measure in avoiding these types of hazards. This means having policies or procedures in place and allowing time for cleaning the area, especially where scrap material or waste is a by-product of the work operation.

- Keep all work areas, passageways, storerooms and service areas clean and orderly.
- Avoid stringing cords, cables or air hoses across hallways or in any designated aisle.
- In office areas, avoid leaving boxes, files or briefcases in the aisles.
- Encourage safe work practices; closing file cabinet drawers after use & picking up loose items from the floor.
- Conduct periodic inspections for slip and trip hazards.

4) Create and Maintain Proper Lighting

Poor lighting in the workplace is associated with an increase in accidents.

- Use proper illumination in walkways, staircases, ramps, hallways, etc.
- Keep work areas well-lit and clean.
- Turn on the light before entering a darkened room.
- Keep poorly lit walkways clear of clutter and obstructions.
- Keep areas around light switches clear and accessible.
- Repair fixtures, switches and cords immediately if they malfunction.



SLIP, TRIP & FALL PREVENTION, *continued*

Protect Against the Leading Cause of Workplace Injuries

5) Wear Proper Footwear

The shoes we wear can play a big part in preventing falls. The slickness of the soles and the type of heels worn need to be evaluated to avoid slips, trips and falls. Shoelaces need to be tied. Whenever a fall-related injury is investigated, the footwear needs to be evaluated to see if it contributed to the incident. Employees are expected to wear footwear appropriate for the duties of their work.

6) Control Individual Behaviour

This condition is the toughest to control. It is human nature to let our guard down for two seconds and be distracted by random thoughts or doing multiple activities. Being in a hurry will result in walking too fast or running which increases the chances of a slip, trip or fall. Taking shortcuts, not watching where one is going, using a cell phone, carrying materials which obstruct the vision, wearing sunglasses in low-light areas, not using designated walkways and speed are common elements in many on-the-job injuries.

Slip, Trip and Fall Prevention awareness and prevention training will increase recognition of hazards and a workers' ability to prevent them, ultimately creating a safer work environment for all employees. IPRF offers training onsite, online, with DVD's, as well as written programs. The training materials are available in the *Loss Control* section of our website at www.iprf.com

What You'll Learn:

- The impact of slips, trips and falls in the workplace.
- How to select and recommend appropriate footwear.
- How to recognize and prevent slip, trip and fall hazards at work and at home.
- How to identify and implement controls related to slips, trips and falls.
- How to identify risk factors for slips, trips and falls and working from heights.

Men's & Women's Non-Slip Footwear



Contact your *Loss Control Representative* or email **Ms. Donna Ryan** at donna.ryan@ccmsi.com for additional information or to schedule training.

LAKE LAND COLLEGE – 2016 IPRF MEMBER OF THE YEAR!

Every year IPRF recognizes the best member agency (from over 740 members) that have had the most success in lowering workers' compensation losses, as well as managing their claims.

On a yearly basis, both IPRF Loss Control and Claims Division Representatives nominate one of the IPRF member agencies from their regional territory. To achieve this honor, IPRF members must have an effective safety program in place, as well as an efficient claims management process. Most notable criteria are that the member must actively promote safety awareness at every level of their organization; they should have an active Safety Committee that reviews employee accidents and recommends safety improvements, and they should be continuously involved in managing their claims. Other qualifying criteria include a loss ratio under 25% and being an IPRF member for five or more years.

Lake Land College has achieved the recognition of being the 2016 IPRF Member of the Year!

Lake Land College administration and staff have exhibited their commitment to reducing work place injuries by conducting regular safety training programs, having an active safety committee and by implementing programs that prevent work place accidents. In recognition of their claims management, *Lake Land College* has done an exceptional job of being proactive, responsive and very timely in managing and handling work-related injury claims. Their risk management philosophy is simple, "take care of our injured workers and then support them to ensure a smooth transition in the process of returning them to work."

Congratulations to Lake Land College!



**Lake Land
College**

Coles County,
Mattoon, Illinois



Pictured from left to right: **Dustha Wahls** (Lake Land College, Director of HR), **Bill Bloch** (IPRF, Loss Control), **Dr. Josh Bullock** (Lake Land College, President), **Bob Buhs** (IPRF, Exec. Director), **Bryan Gleckler** (Lake Land College, Vice President), **Elena Lumbreras** (IPRF, Claims Supervisor), and **Robert Brummell** (IPRF, Sr. Claims Manager)