

# Ice Age NST Documented Occupational Safety & Health Plan



NPS-Ice Age National  
Scenic Trail



**Recommended:** \_\_\_\_\_  
**Daniel Watson, Collateral Duty Safety Officer, IATR**

**Approved:** \_\_\_\_\_  
**John Madden, Superintendent, IATR** **Date** \_\_\_\_\_



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## Chapter 1 Management Policy, Principles, and Responsibilities

### MANAGEMENT COMMITMENT

#### POLICY

At Ice Age National Scenic Trail, the safety and health of our employees, contractors, volunteers and the public is a core value. It is equal to the value we place on protecting resources and serving visitors. It is our vision at Ice Age NST that we will excel in providing our employees with a safe work environment so that they can do their jobs safely and effectively and go home healthy at the end of the day to fully enjoy their lives and families.

At Ice Age NST we expect that each manager, supervisor and employee has the expertise to understand, recognize, practice and demonstrate their individual responsibilities for safety performance and safe behavior at the workplace, and all employees and volunteers have the tools and equipment to perform their work safely.

This policy has the following guiding principles. It is our desire that every manager, supervisor and employee use these guiding principles as the overall guiding influence in performing their duties and providing leadership and direction in the maintenance of a safe and healthful work environment.

#### GUIDING PRINCIPLES:

1. All injuries and occupational illnesses can be prevented or mitigated.
2. The combined energy of everyone at Ice Age NST is necessary to continuously improve safety performance.
3. Safety is a condition of employment at Ice Age NST.
4. Our Partners and Volunteers have an integral role in safety, including the same rights and responsibilities as our employees.
5. There is no such thing as a task that cannot wait when safety practices and/or mitigation efforts are not an integral part of the task.

#### RESPONSIBILITIES:

##### Superintendent

The Superintendent of Ice Age National Scenic Trail has the overall, ultimate responsibility for establishing, reviewing, implementing, and annually approving the documented IATR Occupational Safety and Health Plan.

## Collateral Duty Safety Officer

Ice Age National Scenic Trail has a collateral duty safety officer (CDSO) who will be responsible for the coordination of the safety and health program at the park. The CDSO will generally be responsible for:

- Arranging for and participating in a baseline hazard assessment at the park
- Setting hazard correction priorities at the park and tracking correction of those hazards
- Arranging or providing training for all park employees as needed
- Conducting annual program evaluations for the park's hazard specific programs
- Making adjustments to park's hazard specific programs when needed to increase their effectiveness
- Conducting incident investigations as appropriate
- Assisting in providing hazard control planning
- Maintaining records required by the park's hazard specific safety and health programs and SMIS and OSHA
- Coordinating safety efforts and initiatives with partner groups and volunteers
- Serve as an Operational Leadership facilitator for the trail, and other parks upon request

## Supervisors & Employees

Supervisors of Ice Age National Scenic Trail are responsible for promoting a culture of safety in the workplace, and for addressing employee concerns in conjunction with the CDSO.

Employees of Ice Age National Scenic Trail are responsible for following approved safety practices, and for reporting observed hazards through their supervisor to the CDSO.

All personnel assigned to Ice Age National Scenic Trail are members of the park safety committee.

## Chapter 2 Annual Goals and Action Plans

During the formal October meeting each year, the safety committee will establish annual goals and action plans for that Fiscal Year. A mandatory component of the October meeting will be to review and update the overall IATR Occupational Safety and Health Plan for approval signature by the Superintendent.

Individual action items within Annual Goals may be assigned by the Superintendent to various individual safety committee members. Due dates for corrective actions will be assigned to each action item, with documentation to track the status of outstanding issues or the completion dates upon resolution.

Participation in the safety committee and fulfillment of assigned action items may be incorporated into Employee Performance Appraisal Plans (EPAPs) at the discretion of the Superintendent. The CDSO shall have this collateral duty as a critical element of his/her EPAP.

Annual goals and action plans will be reviewed and updated at each formal meeting of the safety committee (January, May, and October). Documentation of all annual goals and action plans will be saved to the files by the CDSO. A written annual overview of accomplishments and outstanding issues shall be provided to the Superintendent each October by the CDSO summarizing the previous Fiscal Year.

Refer to Appendix A of his plan for current Fiscal Year Annual Goals and Action Plans.

## Chapter 3 Site Inspections and Abatement Plan

Formal site inspections will be conducted by the CDSO annually each October, prior to the October formal meeting of the Safety Committee, with observations and photographs documented on the “Inspection Template” pptx form. Recommended abatement efforts will also be documented. Employees are allowed and encouraged to participate in the site inspections.

Inspection areas will include all offices and rooms of IATR headquarters, vehicle fleet, warehouse, and all structures and property of the former Wilkie Residence (house, storage shed, barn, etc.).

Individual employee office abatement needs will be communicated by the CDSO to the Superintendent for follow up action as part of the employee’s annual performance standards and reviews.

Documented inspection results and abatement recommendations of a “shared or common” nature will be reviewed by the Safety Committee at the formal October meeting. The Superintendent shall assign mitigation/abatement tasks to Safety Committee members, with corresponding due dates for all actions.

Annually, the site inspection documents from the previous Fiscal Year will be updated to record final resolution of abatement needs and filed electronically in the IATR shared drive.

Site inspection sheets for the current Fiscal Year shall be maintained in the IATR shared drive as part of the documented Occupational Safety and Health Plan.

Site inspection sheets shall be used as the basis for the Annual Goals and Action Plan, located in Appendix A.

## Chapter 4 Hazard Control Planning & JHAs

The IATR Occupational Safety and Health Plan philosophy to hazard control planning follows this approach:

- Identify what the hazards are
- Identify who is exposed to these hazards (recognize when a hazard becomes an actual hazard “exposure”)
- Eliminate the hazard, or reduce it to an acceptable level, through various ways in order of descending preference:
  1. Engineering (eliminates the hazard through improved equipment or technology)
  2. Administrative Controls (substitutes for less hazardous material, process, or operation)
  3. PPE (final line of defense against a known hazard, where hazard exposure is at an acceptable level)

Hazard-specific safety and health plans and SOP’s (such as HAZCOM, Structural Fire, and Emergency Action Plans) will be used to address those respective issues, and included as chapters within the IATR Occupational Safety and Health Plan.

Job Hazard Analyses (JHA’s) have been developed for all current trail operations. They are posted on the park website, [www.nps.gov/iatr](http://www.nps.gov/iatr), under the Volunteer Resources link. The safety committee may recommend and develop new JHA’s as circumstances dictate. JHA’s are standardized formats which address safety in a simple three-step process: Identify the steps in all tasks; identify the associated hazards of those steps; recommend hazard removal or mitigation for each step of the task.

Additionally, the “Tailgate Safety Series” provides employees, partners and volunteers with additional safety information not conducive to JHA format (Hypothermia, Heat Disorders, Thunderstorm Safety, Violent Encounters, Wildlife, etc.). These references are also available on the park website under the Volunteer Resources link. A limited number of these references were formatted onto 3” X 5” laminated cards, attached by a carabiner, and clipped to a safety whistle for ready reference in the field. All employees and a limited number of partners and volunteers received these Tailgate Safety cards/whistles.

## Chapter 5 Safety Committee Roles and Responsibilities

Due to its small workforce, the entire staff of Ice Age National Scenic Trail comprises the safety committee.

The safety committee will formally meet three times per year in the months of January, May, and October to discuss new or outstanding issues and/or participate in some form of safety awareness or training event. Critical issues will be addressed as they arise and shall not be made to wait for the safety committee to formally convene.

The CDSO will serve as the committee chair. Minutes of the meetings will be documented and saved to the IATR shared drive.

The Superintendent may elect to have more frequent safety messages (Six-Minutes for Safety format) shared with the staff during the weekly staff meetings. If conducted, these safety messages should be briefly documented as to topic discussed and personnel participating and saved to the IATR shared drive.

### Safety Committee Functions by Month

#### October:

- Review Occupational Safety & Health Plan, revise as needed, Superintendent's approval signature
- Conduct annual walk through inspections of all areas, document action items needed
- Generate Annual Goals and Action Items for upcoming Fiscal Year
- CDSO provides Superintendent with annual report from previous Fiscal Year

#### January:

- Review and document status of assigned action items
- Participate in documented training of choice
- Address new issues as needed

#### May:

- Review and document status of assigned action items
- Participate in documented training of choice
- Address new issues as needed
- CDSO accompanies contractors on annual Fire Protection System and Fire Extinguisher inspections and servicing

#### Other Months:

- Take action on reported hazards as they are encountered, document per Hazard Reporting Procedures (refer to Chapter 9)

- Provide additional formal training for employees, partners and volunteers as opportunities arise, document all actions
- Incorporate Six-Minutes for Safety topics into weekly squad meetings as directed by the Superintendent, document topics covered and employees attending

## Chapter 6 Incident Investigation and Reporting

At Ice Age NST, each employee and volunteer is responsible for immediately notifying their supervisor of all safety and health incidents, including near-miss incidents, of which they are aware.

Upon such notification, supervisors shall immediately notify the CDSO of the incident.

The CDSO serves as Collateral Duty Worker's Compensation Coordinator at IATR and maintains log on credentials in SMIS to fulfill that role, as well as SMIS Safety Manager log on credentials.

A "near miss" or "near hit" is defined as an incident where there was a mishap that could have resulted in an injury or property damage but did not. It is important to record near misses to identify trends for corrective action, and to educate others to avoid similar incidents that will inevitably result in injury if left unreported.

### Employee (staff) Injuries, Filing a Claim

Employee (staff) injuries where a claim will be filed shall be reported in SMIS through the normal procedure of:

1. Employee initiates report of injury in SMIS
2. Supervisor completes their section in SMIS
3. Worker's Comp Coordinator completes their section in SMIS

### Employee (staff) Near Miss or Property Damage Report

Supervisors (not employees) input a near miss or property damage report in SMIS, using the following process:

1. Supervisor enters the SMIS website: <https://www.smis.doi.gov/>
2. Click on: Accident Reporting
3. Click on: Supervisors, radio button "Perform All Supervisor Safety Activities"
4. Log in: Supervisor's last name as ID
5. DOI Validation: Last four of Supervisor's SSN
6. Verify Supervisor's email address
7. Click on radio button "Complete a NEW SMIS Accident Report, for property damage, minor injuries, or near misses"
8. Complete the report and submit

### Volunteer Injuries, Filing a Claim

Volunteers or their field supervisors report injuries where a claim will be filed to the CDSO. The CDSO interviews the injured volunteer and completes the report of injury in SMIS as the

“proxy” for the volunteer. The CDSO fulfills all roles in the process for a volunteer injury, including Employee (proxy), Supervisor, and Worker’s Compensation Coordinator.

### Volunteer Near Miss or Property Damage Report

The CDSO shall enter a near miss or property damage report into SMIS on behalf of all volunteers.

### Serious Incident Notification

Serious Incidents are categorized as High Priority (Level I) or Normal Priority (Level II) Incidents.

High Priority (Level I): Reported immediately to EICC (includes employee/volunteer death, hospitalization of one or more employees/volunteers from same incident, HAZMAT spills, property damage in excess of \$50,000, etc.)

Normal Priority (Level II): Reported within three days to EICC (includes visitor fatalities excluding heart attack or natural causes, significant natural or cultural resources depredation, structural fires, etc.)

A complete guideline for Serious Incident Notification is found in InsideNPS:

- <http://inside.nps.gov>
- WASO
- Protection
- Visitor and Resource Protection
- Law Enforcement, Security, and Emergency Services
- Serious Incident Notification

## Chapter 7 Employee and Volunteer Training

### Mandatory Training-Staff

All staff of Ice Age National Scenic Trail will be provided, at a minimum, with the following training and reference materials:

- Copy of the IATR Occupational Safety and Health Plan
- Orientation to major plan components, such as HAZCOM, Employee Right-to-Know center, and Hazard Reporting Procedures
- Copy of the IATR Volunteer Safety Handbook
- Initial 16 hours of Operational Leadership training
- Employees will sign & date a confirmation form stating that they have received and understand these materials, which will be maintained in the files by the Administrative Officer.

### Supplemental Training- Staff

Other training provided through the safety committee, such as Six-Minutes for Safety topics, on-line training of various topics, on-site training or refreshers in Operational Leadership core objectives, First Aid/CPR/AED, defensive driving, etc. will be documented through the safety committee minutes for all participants who attended.

The CDSO will arrange for at least two supplemental training events per calendar year to be presented to the IATR safety committee members. Due to the remote duty station of the CDSO, these training sessions may be in the form of conference calls, webinars, or other formats whenever on-site travel is not possible or authorized. Partner staff and/or volunteers may be invited to participate in these training sessions as deemed valuable and pertinent by the IATR safety committee.

### Partner Staff and Volunteer Training

The Ice Age National Scenic Trail is a 1,200-mile footpath spanning the width of Wisconsin. The NPS partners with the Ice Age Trail Alliance (IATA) and Wisconsin Department of Natural Resources (WDNR) in managing all aspects of the trail. Volunteers build, maintain, and interpret the trail through a series of 21 trail “chapters” of the IATA, along with a number of “trail-wide” affiliated volunteers.

Due to the linear, non-centralized makeup of the various partnerships and volunteer locations along the trail route, it is logistically difficult to establish any consistent or all-encompassing training program to reach volunteers in ways traditionally employed by other national parks.

However, safety remains a core value of the Ice Age National Scenic Trail, and park management is committed to providing partners and volunteers with as thorough a safety program as it does for its own staff—while remaining aware and mindful that the issues of property ownership and jurisdiction may limit its influence on certain aspects of the program.

At a minimum, park management will provide all trail volunteers with the following:

- Access to the IATR Occupational Safety and Health Plan (through the park and partner websites)
- Access to the Ice Age NST Volunteer Safety Handbook (through the park and partner websites)
- Access to mandatory volunteer job descriptions and related JHAs (through the park and partner websites)
- Access to the “*Trail Safe!*” video series through IATR website
- Access to the “Tailgate Safety Series” cards developed for IATR trail workers (either in hard copy format or through the park and partner websites)
- Funding to help pay for annual certification in chainsaw operations, first aid, and CPR for volunteers selected to perform chainsaw operations through the “Ice Age Trail University” volunteer training program administered through IATA
- No charge, on-site training in Operational Leadership for any requesting volunteer trail chapter or other volunteer group working on the trail
- Consultation with the IATR CDSO for any safety-related reporting issue or question
- Funding for required PPE in support of approved trail projects
- Representation to the Department of Labor, Office of Worker’s Compensation Programs for any official IATR Volunteer-In-Parks injury, through the IATR collateral duty Worker’s Compensation Coordinator

### Supplemental Training- Partner Staff and Volunteers

The CDSO will provide partner staff and volunteers with periodic safety information (usually in electronic format) as pertinent bulletins, Lessons Learned, or other materials become available.

The IATR safety committee remains open to new ways of developing and delivering safety materials and training to volunteers through evolving technology, such as the creation of safety videos appropriate for trail volunteers as was accomplished in the *Trail Safe!* initiative.

## Chapter 8 Motor Vehicle Program

The following shall apply to any park-owned or GSA Fleet vehicles operated by IATR:

### Vehicle Contents

- Mounted, 5-pound fire extinguisher
- First Aid Kit
- Reflective Traffic Vest (2 minimum)
- Reflective traffic control triangles (3 minimum)
- Flashlight (crank operated, or additional batteries replaced every six months)
- Space blanket (2 minimum)
- Energy Snacks (non-perishable)
- Windshield Washer Fluid (gallon container)
- Jumper Cables
- Accident Report Forms (store in glove box) & pens
- Tire Pressure Gauge
- Roll of Flagging Tape (bright red or orange)
- Spare Tire, Jack and Lug Wrench

### Vehicle Walk-Arounds

Operators shall perform a cursory walk-around inspection of the vehicle before each use.

Operators will visually check for:

- Proper Tire Inflation
- Damage or Vandalism to the Vehicle
- Windshield free of Chips or Cracks
- Adequate Gasoline Level
- Fluid Gauge Levels and/or Warning Lights
- Proper Seat and Mirror Adjustment

### Vehicle Upkeep

- Immediately Fix or Report any Deficiencies
- Lock Vehicle When Not in Use
- Do Not Store Sensitive Items in Vehicle (laptops, etc.)
- Clean Vehicle of Trash, Food Wrappers, etc. After Each Use
- Ensure Minimum of Half-Tank of Fuel at End of Each Use

## Chapter 9 Hazard Reporting and Stop-Work Authority

At Ice Age NST employees and volunteers are encouraged to bring safety and health concerns, including near miss occurrences, to the attention of management.

Employees and volunteers have the responsibility to “stop work” when there is a recognized immediate safety or health threat to themselves or others, immediately correct the problem, or involve a supervisor to assist in hazard elimination or mitigation.

Employees can, at any time, notify their immediate supervisors or the CDSO of any potential safety or health hazard, or suggestion for improvement in a park safety and health program or SOP. Employees are encouraged to use the IATR Hazard Reporting Form (Appendix B) in bringing concerns or recommendations forward. Employees may remain anonymous.

Supervisors who take corrective action on employee concerns shall complete the Hazard Reporting Form and provide a copy to the CDSO for filing in the IATR shared drive, as well as inform the employee of actions taken. If the supervisor and CDSO determine that no action is necessary, the employee will be so notified.

Whenever feasible, concerns or suggestions reported on the IATR Hazard Reporting Form should be brought to the attention of the IATR Safety Committee for discussion and recommended action. Serious safety and health issues shall be addressed immediately, with follow-up reporting provided to the safety committee on actions taken.

All IATR Hazard Reporting Forms, and actions taken, shall be documented in the Safety Committee Minutes and made part of the annual report to the Superintendent.

IATR Hazard Reporting Forms shall be available in hard copy format in the employee “Right to Know” Center, located in the IATR headquarters break room. Electronic template copies of the IATR Hazard Reporting Form may be printed from the shared drive at:

- Public ([\\inpiatrmbrs01](#)) (P:)
- Filing System- IATR- Legacy Preservation
- Item 2 Protection and Safety
- Occupational Safety and Health
- Hazard Reporting Form

## Chapter 10 Hazard Communications Program; Procurement; MSDS

Exposure to hazardous chemicals in the workplace can cause serious injury and illness to park employees or volunteers. Knowledge of chemical hazards is fundamental in preventing such injury or illness. IATR employees and volunteers have a right to know the identities and hazards associated with the chemicals they are exposed to at work. They also need to know what protective measures are available to prevent injury or illness.

### Responsibilities

The Collateral Duty Safety Officer (CDSO) has the following responsibilities:

- Coordinate the Hazard Communication Program
- Provide technical advice, assistance, and training to employees
- Maintain the master chemical inventory and MSDS files

Employees and volunteers on NPS-IATR property have the following responsibilities:

- Participate in training as provided
- Comply with requirements of this program
- Immediately report significant spills of chemicals
- Review MSDS's before using hazardous materials

Purchasing/Shipping and receiving Agents have the following responsibilities:

- Purchase "green" products whenever feasible
- Limit purchases of materials to approved, standardized items to restrict new products of interchangeable use from creating "inventory creep" (i.e.: avoid purchasing several brands of glass cleaner)
- Ensure that MSDS's received with shipments of chemicals are forwarded to work area MSDS binders where chemicals are stored, and copies provided to CDSO

### Hazardous Chemical Inventory

An inventory of hazardous chemicals used at IATR has been prepared by the CDSO. The complete inventory will be maintained in the IATR shared drive and revised as needed by the CDSO.

All purchasers of chemicals must inform the CDSO of the existence of any new chemical brought into the park and obtain an MSDS. The CDSO will add the chemical to the master inventory.

Additionally, new chemical MSDS's will be incorporated into specific work location "Right to Know" stations, where that chemical will be stored and used.

## Material Safety Data Sheet (MSDS) Information

MSDS's have been obtained by the CDSO for each chemical on the master inventory. MSDS's are kept in hard copy format in the yellow binders at employee "Right to Know" stations. They are also accessible on the IATR shared drive under P Drive> Filing System-IATR-Legacy> Item 2> Occupational Safety and Health> MSDS.

## Employee "Right to Know" Stations

Employee "Right to Know" Stations will consist of the following:

- A list of all hazardous chemicals located in the work areas covered by the station
- A yellow binder containing an MSDS for each hazardous chemical at the work location
- A copy of this written program
- A supply of Hazard Reporting Forms

Employee "Right to Know" Stations are located in the following areas:

- IATR headquarters break room
- Storage shed at the former Wilkie property

## Labeling

It is important that all containers of chemicals are properly labeled (including containers from a 5,000-gallon storage tank to a spray bottle of glass cleaner).

Labels affixed by the manufacturer must not be removed or defaced.

Supplemental labeling is not required when *consumer products* are used as intended and with a frequency and duration as expected for consumers.

Secondary, transfer, or temporary containers must be labeled. Minimum labeling information includes:

- Identity of the chemical (match the name on MSDS inventory)
- The hazard warning (including "target organ" information)
- Name and address of the chemical manufacturer

## Training

Employees and volunteers who work with, or are likely to be exposed to, hazardous chemicals on IATR property will receive hazard communication training, to include the following:

- An overview of the IATR Hazard Communication Program
- Operations in the work area where hazardous chemicals are present
- Physical location of the employee “Right to Know” Station
- Physical and health hazards of chemicals in the work area
- How to read and interpret a MSDS and product labels
- JHA’s and required PPE for specific tasks

## Chapter 11 Structural Fire Protection SOP

Ice Age National Scenic Trail does not currently have a Structural Fire Plan. The following Standard Operating Procedure is in effect until a more comprehensive Structural Fire Plan is approved and implemented:

### General Safety Procedures for All Fires in Any Building

- DO NOT fight the fire. Evacuate yourself and others
- Use available fire extinguishers to help effect an escape if needed
- Place your hand on doors to check for heat before opening
- Close doors behind you as you exit any building
- Crawl close to the floor if there is smoke or other fumes present
- Call 911 from a cell or other phone in a safe location to report the fire

### Recommended Actions Toward a Comprehensive Structural Fire Plan

- Superintendent designates in writing a Park Structural Fire Coordinator (PSFC) per RM-58
- Contract with Qualified Professionals to Provide Initial Assessment of Fire Extinguisher Needs (size, type, location), and Fire Protection System Requirements Analysis
- PSFC drafts a Structural Fire Plan for Superintendent Review and Approval, to include the following considerations:
  - A. Fire and Evacuation Plans by Building
  - B. Testing and Inspection of all Fire Extinguishers and Protection Systems
  - C. Contracting of Qualified Inspection Personnel for Annual Testing
  - D. Employee Training
  - E. Smoking Policy
  - F. Space Heater Policy
  - G. Chimneys
  - H. Hazardous Materials
  - I. Report Procedures
  - J. Investigations

## Appendix A: FY18 Annual Goals and Action Plan

### FY17 Accomplishments:

- Employee injuries were zero in FY17, volunteer injuries = 1 in FY17 (down from 2 in FY16)
- Staff received formal training in First Aid/CPR/AED, and on-line fire extinguisher training
- Near Miss reporting protocols were shared with numerous trail chapters, and one Near Miss report was entered into SMIS (employee-generated)
- Safety, Health & Wellness Tier 2 progress made on 90 out of 96 dashboard items
- *Trail Safe!* won the MWR “Achieving Relevance for Interpretive Safety Award”
- *Trail Safe!* is 508 compliant and is ready to be exported to other trails/parks upon request
- The Wellness Team was chartered and made significant progress in polling employees for desired action items
- Three employees have entered a Workplace Wellness Agreement and are actively participating in their individualized programs
- SHW component is now part of Performance Standards for all employees
- *Trail Safe!* has been viewed by 159 participants (those who reported their participation, from all sources)

### FY18 Goals:

- Maintain employee injury rate of zero; reduce volunteer injuries to zero in FY18
- Convene formal Safety Committee meetings in January, May and October 2018
- Seek improved formal safety training opportunities (DHS instructors, etc.)
- Continue work toward improving SHW self-assessment scores by at least one rating per every category not already “4/Green” (Fully Implemented)
- Encourage more staff to participate in a Workplace Wellness agreement
- Encourage greater drinking water consumption of staff (180 gallons purchased to date)

### FY18 Action Plan:

- Act upon Near Miss Report by dealing with metal signs at the Cross Plains property (better storage of signs we need to keep, recycle unwanted signs, including NOCO signs). Due date of January 1<sup>st</sup> to recycle unneeded signs
- Pursue corrective actions identified in annual inspections
- Renew commitment for Employee Wellness activities identified in FY17 (chapter hikes, field trips, etc)
- Schedule formal training with Inspector Vue based upon poll results (next topic will be “Dealing with Upset & Violent People”, followed by “Preventing ID Theft” and “Personal Security”)

- Encourage staff to check website calendar to identify opportunities to hike with Chapters
- Investigate possibility of office rope ladders for emergency egress
- Work with Superintendent to address the six SHW Dashboard topics still unchanged since Tier 1 self-assessment, which are:
  - 1) EP4: Conduct emergency drills
  - 2) WI1: Managers participate in safety inspections
  - 3) IIA4: Investigation of Serious Incidents
  - 4) IIA5: Develop *Lessons Learned* materials for staff
  - 5) PMA2: Employee accountability/shared progressive disciplinary policy
  - 6) CI1: Managers are trained to conduct AAR's (After Action Reviews)

## APPENDIX B IATR HAZARD REPORTING FORM

**EMPLOYEE'S NAME** (optional): \_\_\_\_\_

**Date Reported** (required): \_\_\_\_\_

**UNSAFE CONDITION OR PRACTICE** (describe in detail):

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**LOCATION:** \_\_\_\_\_

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**SUGGESTION FOR IMPROVING SAFETY:**

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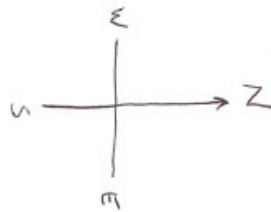
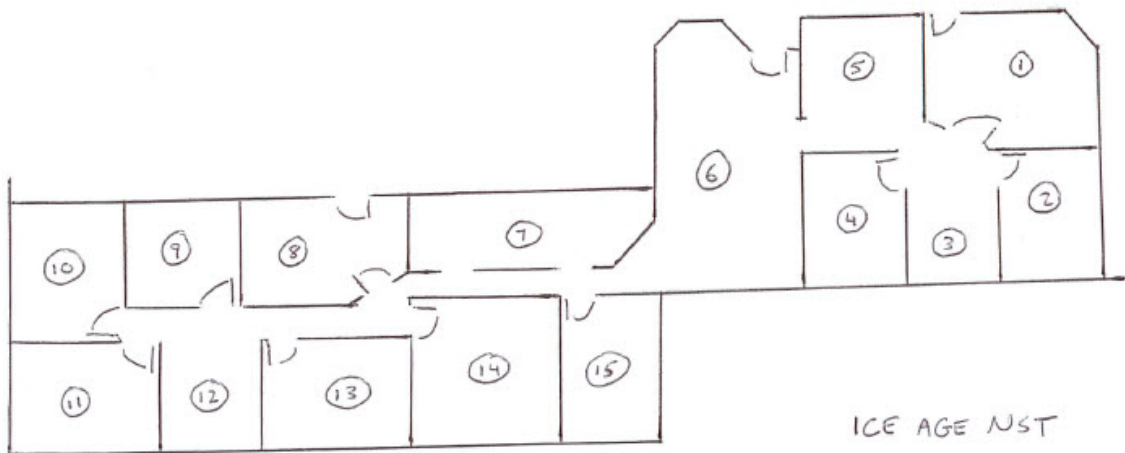
Has this matter been reported to your supervisor? Yes\_\_\_ Date\_\_\_ No \_\_\_\_\_

Employees are advised that it would be illegal for an employer to take any action against an employee in reprisal for exercising rights to participate in reporting safety issues.

FORWARD THIS REPORT TO PARK COLLATERAL DUTY SAFETY OFFICER

## Appendix C Office Numbering System

OFFICE NUMBERING SYSTEM  
FOR SAFETY INSPECTIONS



ICE AGE NST  
HEADQUARTERS

55 OAKS CORP. CTR  
700 RAYOVAC DR.  
SUITE 100  
MADISON, WI 53711

## Appendix D: Fire Extinguisher Locations & Types

<u>Extinguisher #</u>	<u>Location</u>	<u>Type</u>
1	Interp Site Garage	5 lb. ABC
2	Interp Site House	5 lb. ABC
3	Interp Site Barn	5 lb. ABC
4	Interp Site Barn	5 lb. ABC
5	HQ Front Door	5 lb. ABC
6	HQ Lunch Room	5 lb. ABC
7	HQ Server Room	10 lb. Carbon Dioxide
8	Vehicle	5 lb. ABC
9	HQ Mail Room	5 lb. ABC