

## **SAFETY MANUAL OBJECTIVE**

This manual, prepared by Park System Division Safety Committee, is designed for use by employees of the Park System Division of Waukesha County's Parks and Land Use Department who are assigned to the following facilities:

Eble Ice Arena	Fox Brook Park
Naga-Waukee Ice Arena	Fox River Park
Exposition Center	Menomonee Park
Naga-Waukee Golf Course Clubhouse	Minooka Park
Naga-Waukee Golf Course Maintenance	Mukwonago Park
Wanaki Golf Course Clubhouse	Muskego Park
Wanaki Golf Course Maintenance	Naga-Waukee Park
Moor Downs Clubhouse	Nashotah Park
Grounds Maintenance	Retzer Nature Center
	Carpenter's Shop

The Park Foreman, Golf Course Superintendent, Clubhouse Supervisor, Ice Arena Coordinator, Exposition Center Manager and the Nature Center Supervisor shall be responsible for training all employees under their supervision in the proper safety procedures of each individual motorized and non-motorized piece of equipment that the employee will be operating or using in the course of their employment. They will also provide instruction through the use of operational manuals, videos, safety topic tips, field instructions, and/or field demonstrations. They must let the employee initially operate the equipment while under direct supervision until he or she understands the operation of equipment.

Copies of all programs, policies, procedures and forms are available from your supervisor.

The contents of this Safety Manual constitute enforceable rules.

## II. EXPECTATIONS OF EMPLOYEES

### A. Personal Health and Safety

1. All employees are responsible for their own safety as well as the safety of others.
2. Employees shall use common sense and knowledge gained in training, reading manuals or viewing training videos provided by the County. Employees shall correct, when possible, and report any unsafe equipment and working conditions to his/her supervisor.

### B. Reporting, Rectifying Hazards and Protecting the Public

1. Report all hazards to your supervisor and rectify these hazards as soon as reasonably possible.
2. Protect the public and employees from hazardous conditions by proper placement of signs, cones and/or barricades if immediate rectification can't be accomplished.
3. Temporary devices shall be removed as soon as the hazard has been eliminated.

### C. Accidents/Incidents, Injuries and/or Property Damage

1. Assess the situation and provide Emergency Medical Services if necessary.
2. Be courteous and helpful but make no statement that the County will assume responsibility for injuries or damages.
3. If the park patron expresses a desire to make a claim against the County, refer the individual to immediate supervisor.
4. Employees shall report all accidents/incidents, injuries (regardless of severity) or property damage to their supervisor as soon as possible.
5. The employee and/or supervisor shall complete the following form(s) as appropriate.
  - a) Waukesha County Park System INCIDENT REPORT to report vandalism, theft, dumping, litter, tree and/or grass damage, disturbing the peace, equipment damage, other property damage, etc.
  - b) Waukesha County Park System ACCIDENT/INJURY REPORT FOR CUSTOMER/PATRON to report accidents/injuries involving park patrons.
  - c) EMPLOYEE'S REPORT OF INJURY to report work-related injuries sustained by an employee regardless of whether medical treatment is required.
  - d) Waukesha County AUTOMOBILE ACCIDENT REPORT to report automobile accidents involving a County-owned motor vehicle. If an employee is injured in an automobile accident, an EMPLOYEE'S REPORT OF INJURY form referenced above also needs to be completed.
  - e) **The completed form(s) shall be submitted to his/her supervisor within the work shift.** Risk Management Notification Procedures (within 24 hours)
6. The Park Supervisor shall be notified as soon as possible of serious injuries to patrons or employees. Park Supervisor will notify Risk Management.
7. The Park Supervisor shall be notified as soon as possible of automobile accidents involving property damage or bodily injury to employee or third party and the Park Supervisor will notify Risk Management.

### D. Employee Injuries – Return to Work

1. After receiving medical treatment, the employee shall obtain a written doctor's report detailing the employee's return to work status and provide his/her supervisor with the written medical report.

2. Upon the employee's return to work, the supervisor shall review the employee's written medical report to determine if the employee can return to work, (no work restrictions). The facility supervisor shall consult with the Park Supervisor if temporary work restrictions are identified on the employee's medical report. If the employee's medical report indicates the employee is restricted from work entirely, the employee shall be sent home.
3. The facility supervisor shall maintain close contact with the employee in regards to the employee's recovery status and return to work date.

#### E. Licensed Vehicle Accidents

1. In the event you are involved in a work-related automobile accident, stop immediately and keep calm.
2. Warn oncoming traffic, utilizing flashers, triangles, cones, and/or hand signals.
3. Contact the local law enforcement agency whenever property damage or bodily injury occurs.
4. Sign no statement except for authorities and take pictures if possible.
5. While waiting for authorities to arrive, gather accident information by completing the AUTOMOBILE ACCIDENT REPORT located in all licensed park vehicles. Do not rely on authorities to supply you with a written report.
6. When law enforcement officers arrive, cooperate with them and provide them with a statement of how the accident occurred.
7. The Park Supervisor and Risk Management shall be notified as soon as possible of automobile accidents involving property damage or bodily injury to employee or third party.
8. If the third party expresses a desire to make a claim against the County, refer the individual to Risk Management (262-548-7852).
  - a) If an involved party's insurance agent, adjuster, doctor, lawyer, etc., contacts you following the accident, do not provide them with any information. Inform the party to contact Risk Management in the Department of Administration.
9. Involvement in an on the job accident may constitute a basis for reasonable suspicion testing.
  - a) Refer to the County Vehicle Use Policy Procedures
  - b) Refer to the County Alcohol and Other Drug Policy

#### F. Accident Investigation – Supervisor's Follow-up

1. Prompt accident investigation by the Park Foreman, Golf Course Superintendent, Clubhouse Supervisor, Ice Arena Coordinator, Lead Expo Center Worker or Nature Center Supervisor and the Park Supervisor, or the Risk Manager is critical to determine possible causal factors and possible corrective actions.
2. It is the above-mentioned employees, who have the responsibility to follow-up with corrective actions so that such accidents are prevented in the future.

#### G. Safety Inspection Checklist

1. It is the facility supervisor's responsibility to fill out the SAFETY INSPECTION CHECKLIST at the start of each month for the previous month. This form is to be sent to Park Administration for inclusion in the safety committee minutes.
2. When and where possible, take immediate corrective action on all noted safety discrepancies.

### **III. FIRST AID/CARDIO PULMONARY RESUSCITATION (CPR)/AUTOMATIC EXTERNAL DEFIBULATOR (AED)**

#### **A. Training Requirements**

1. All full-time and designated seasonal employees shall be certified in First Aid, CPR, and AED to facilitate response to an accident prior to Emergency Medical Service (EMS) responding to a call.
2. All full-time field employees, rangers and lifeguards are required to attend First Aid, CPR, AED instruction classes, and annual Bloodborne Pathogen training.
3. All employees are to be instructed as to the location of first aid supplies and the AED at each facility.

#### **B. Bloodborne Pathogens (BBP) Awareness**

1. For compliance with the OSHA Bloodborne Pathogen Standard and following the Waukesha County Exposure Control Plan refer to the BBP SUPPLY AND INFORMATION LIST.
2. This is for your review as to what should be available at your work location. Please make sure all new and seasonal employees know where these items are and when to use them.
3. In case of significant exposure to Bloodborne Pathogens, immediately contact your supervisor to obtain a BBP PACKET. Follow instructions provided in packet.

#### **C. Minor Injuries**

1. Employees shall report all injuries to their supervisor immediately, regardless of severity. Employee shall also fill out EMPLOYEE'S REPORT OF INJURY form.
2. If injured party requests additional treatment, make it possible for the injured party to be transported to a medical facility.

#### **D. Serious Injuries**

1. Render first aid immediately according to your training.
2. Call EMS at 911 or 7111 on Centrex phones.
3. Unless in a life-threatening situation, do not move the injured party, but monitor, treat if necessary, and wait for emergency personnel.
4. Keep onlookers away from the injured.

#### **E. First Aid Kits**

1. First aid kits shall be designated with a First Aid Symbol, visible to anyone who, in an emergency can readily find it.
2. First aid kits shall be provided in the park field offices, golf course maintenance buildings, clubhouses, beach houses, ice arena offices, nature center office, Expo offices and licensed vehicles.
3. The Park Foreman, Golf Course Superintendent, Clubhouse Supervisor, Ice Arena Coordinator, Aquatic Supervisor, Park Ranger Supervisor, Lead Expo Center Worker, and the Nature Center Supervisor are responsible for instructing all employees as to the kits location and restocking of the same. FIRST AID SUPPLY LISTS are to be obtained from your supervisor.
4. Notify your supervisor when first aid supplies need replacement and replace them as soon as possible. The kits shall be inspected monthly to verify that contents are in full inventory.

F. AED Maintenance

1. Check LED display daily to ensure “OK” is indicated. Notify your supervisor if “OK” is not indicated.
2. AED maintenance is conducted by the Sheriff’s Department bi-annually (you will be notified by your supervisor when maintenance is scheduled.)

## IV. PERSONAL SAFETY

A. Clothing

1. Employees shall wear County approved uniforms and other well-fitting outer garment work clothes which will not easily catch in machinery.
2. Employees shall wear reflective vests or cross straps when performing work in traffic.
3. Foot Wear
  - a) Footwear shall be sturdy, fully enclose the foot and shall have good traction on wet or dry surfaces.
  - b) Open toe footwear, such as sandals, is not acceptable.
  - c) Any questions on the appropriateness of footwear, shall be determined by the facility supervisor.

B. Personal Protection Equipment (PPE)

1. Refer to the County PERSONAL PROTECTIVE EQUIPMENT CHECKLIST for all tasks where the use of Personal Protective Equipment is mandatory or suggested.
2. For additional information, refer to the COUNTY PERSONAL PROTECTIVE EQUIPMENT PROGRAM AND ASSESSMENT (RM-1170-F). Copies are available from your supervisor and County Intranet.
3. Hearing protection is provided at each facility for employee use. For specific information, refer to the County Hearing Conservation Program. Copies are available from your supervisor.

C. Material Safety Data Sheet (MSDS)

1. Familiarize yourself with the location and use of MSDS (see sample in CHEMICAL HANDLING MANUAL).
2. Contact your supervisor for further information.

D. Avoid Skin Irritation

1. Prevent irritation by washing with soap and water or waterless soap.
2. Learn to recognize poison ivy, poison oak, poison sumac, wild parsnip, and nettles.
3. Wear proper protective equipment when handling potentially irritating materials.

E. Lifting

1. Lift heavy object with legs, arms, and shoulders, not your back.
2. Keep your back as straight up and down as possible.
3. If the object is too heavy to safely handle, get help, and/or use lifting equipment.

F. Drink Water Wisely

1. Do not drink water from an untested source.
2. Stay hydrated on a hot day.
3. Do not drink water from a non-potable hose.

G. Smoking

1. Employees shall not smoke near flammable material.
2. Smoking is prohibited in all County buildings and Park & Land Use vehicles, both licensed and enclosed.

H. Liquor and Illegal Drugs

1. No employee of the Department of Parks and Land Use shall partake of or be under the influence of any alcohol or illegal drugs during working hours.
2. Any employee found to be under the influence of alcohol or illegal drugs shall be subject to disciplinary action up to and including termination.
3. For additional information, refer to the County Alcohol and Other Drug Policy available from your supervisor and the County Intranet.

I. Medical Conditions

1. Employees with a medical condition or under medication must report any limitation caused by the condition or medication to their supervisor prior to returning to work.
2. A doctor's report, addressing restrictions, should be presented to his/her supervisor.

J. Handling Pressure Treated Wood

1. For information, refer to the County's Personnel Protective Equipment Program and Assessment. Copies are available from your supervisor and the County Intranet.
2. Don't sell as firewood, dispose of treated wood by ordinary trash collection.

K. Control of Hazardous Energy (Lock Out/Tag Out)

1. For information refer to the County's Control of Hazardous Energy (Lock Out/Tag Out) program, which covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. Copies are available from your supervisor.
2. A Lock Out/Tag Out Center is available at each facility, see facility supervisor for location.

L. Trenching and Excavation

1. For information refer to the County's Trenching and Excavation Policy, which safeguards personnel from injury or death, while working in underground trenches and excavations. Copies are available from your supervisor.

M. Confined Space

1. For information refer to the County's Confined Space Entry Program, which identifies confined spaces, prohibits unauthorized entry, establishes procedures for authorized entry and work within confined spaces. Copies are available from your supervisor.

N. Traffic

1. Signs or cones shall be placed at construction sites, allowing for curves and obstructions, so they provide ample warning to vehicle traffic.
2. Work shall be done on one-half of the road at a time when patching, filling cracks, etc.
3. Flaggers shall be used where conditions such as speed or traffic warrant.
4. Safety vest shall be worn when working on roadways.

## V. WORK PLACE SAFETY

### A. Housekeeping

1. All floors, work and storage spaces shall be kept clean and orderly. Walking aisles shall be clean and unobstructed. Spills shall be cleaned up immediately.
2. All tools and equipment shall be stored in appropriate locations.
3. All materials such as lumber, fertilizer, salt, chemicals & case goods shall be stored appropriately.
4. Chemicals shall be stored in accordance with the Chemical Handling Manual, a copy of which is available from your supervisor.
5. Combustibles (i.e. boxes, papers, wood, etc.) shall not be stored within 3 feet of a heating appliance to prevent fire.

### B. Safety Lighting

1. Any employee noticing a safety/exit light that is not working shall notify their facility supervisor as soon as possible.
2. Replace burned out bulbs immediately.
3. Check batteries in lights monthly per your SAFETY INSPECTION CHECKLIST.

### C. Gasoline, Diesel, and Kerosene

1. Flammable and combustible liquids shall be stored and used in accordance with OSHA 1910.106 and also reference NFPA 30.
2. Storage and Handling:
  - a) Listed or approved safety containers shall always be used when transporting flammable liquids.
  - b) Maintenance and operating practices shall be conducted in such a manner to control leakage and prevent accidental spills. Spills shall be cleaned up promptly using proper spill containment supplies and practices.
  - c) All containers shall be properly labeled and kept in good condition without rupture, leaks, or corrosion.
  - d) Keep containers closed except when transferring fuel into or out of the container.
  - e) Flammable liquid containers shall be kept in storage cabinets when not being used. The doors to the cabinets shall be kept closed and areas shall be neat and clean, free of trash, residues, etc...
  - f) Combustible material stored within one room and exceeding 15 gallons in quantity shall be stored in a non-combustible storage cabinet.
  - g) Store and transport **gasoline in a red** OSHA approved safety can, Type I and/or Type II safety can that is FM and/or UL approved.
  - h) Store and transport **diesel fuel in a yellow or green** OSHA approved safety can, Type I and/or Type II safety can that is FM and/or UL approved.
  - i) Store and transport **kerosene in a blue** OSHA approved safety can, Type I and/or Type II safety can that is FM and/or UL approved.
  - j) Do not use fuel to clean machinery parts or paint brushes.
  - k) Remove fuel soaked clothing and wash skin immediately whenever a fuel spill occurs.
3. Ignition Sources
  - a) Sources of ignition and all other open flame such as sparks, arcs, welding, cigarettes, and matches must be kept away from flammable and combustible liquids storage areas.

- b) "No Smoking" signs shall be conspicuously placed at designated flammable liquid storage areas.

D. Spray Painting

1. Whenever possible, spray paint outdoors. Indoor spraying operations, due to a lack of spray booth, are intended for short durations. Refer to MSDS for ventilation requirements.
2. When spray painting is performed, refer to the PERSONAL PROTECTIVE EQUIPMENT CHECKLIST for appropriate protective equipment. Respirator use is voluntary only but must be discussed with facility supervisor prior to use.
3. The workspace location shall take into account adjacent workspaces and equipment, as well as wind direction.

E. Exhausting Work Space

1. No gasoline or diesel engine shall be operated in an enclosed space unless the exhaust is connected to an exterior outlet, except when moving equipment in/out of buildings.
2. Use proper ventilation for any product that requires ventilation on the MSDS.

F. Electric Light and Extension Cords

1. Use only extension cords in good condition. Visually inspect cord prior to and after use. Those equipped with hand lamps must have globe guards on them.
2. Extension cords deemed not reliable shall be reported to the supervisor. Do not use an unreliable cord.
3. Do not leave extension cords where they will be run over by vehicles or where they may cause a trip hazard.
4. When using electrical cords through a doorway, make sure the door is held open and the cord is not pinched.
5. Coil and properly store all cords after use.

G. Compressed Air

1. Horseplay with compressed air is prohibited.
2. Any employee with exposed cuts or lacerations shall not use compressed air until the lacerations are adequately covered. This will minimize infection and other complications, which may be brought on by air intrusion into the body.
3. Compressed air is not to be used for personal cleanliness or cooling.

H. Welding, Brazing, or Cutting with Torches

1. For information, refer to the WELDING, BRAZING AND CUTTING POLICY.
2. Refer to the PERSONAL PROTECTIVE EQUIPMENT CHECKLIST for appropriate protective equipment prior to use.
3. A sparker-type lighter shall be used to light a torch tip.
4. Acetylene tanks shall be kept securely fastened in a vertical position on a rack or buggy.

I. Tool & Equipment Safety

1. Refer to the Owners Manual for specific tool or equipment information. For any specific questions, contact your immediate supervisor.
2. Prior to digging, supervisor shall determine whether Digger's Hotline needs to be called.
3. Proper Care of Tools and Equipment
  - a) Refer to the PERSONAL PROTECTIVE EQUIPMENT CHECKLIST for



- appropriate protective equipment prior to using tools.
- b) Keep tools in good working condition.
- c) Use the right tool for the job.
- d) Use tools in the way they were intended to be used.
- e) Put tools back in their proper place.
- f) Repair and replace tools as needed. Post pounders must be repaired by certified welder or replaced.

#### 4. Machinery Guards

- a) Safety guards shall be kept in place at all times except when the machine is being repaired.
- b) Proper lock out/tag out procedures shall be used when powered machinery is being repaired.

#### 5. Non-Powered Hand Tools

- a) Stored tools shall be kept clean and free of accumulated dirt to detect defects.
- b) Handles shall be smooth without cracks or splinters and well fastened.
- c) Do not allow tools to lie around. They may pose a trip hazard.
- d) Make sure the tines of a rake or fork are placed down when the rake or fork is not in use.
- e) Don't pick up or flip tools with your feet.
- f) Keep the tool sharp.
- g) Be sure no one else is within tool operating distance while using the tool.
- h) Be careful that the tool does not catch in a branch or bush as you swing it.
- i) When carrying a sharp-edged tool, hold it so it cannot cut you if you fall or stumble.
- j) Do not use tools with mushroomed heads.

### J. Equipment Safety

1. Refer to the Owners Manual for equipment information.
2. All employees shall maintain and operate equipment with all possible regard for their own safety, for the safety of others, and for the safe operation of the equipment. Operator compartment shall be kept clean and safe.
3. Prior to using equipment, make sure all safety guards and devices (brakes, lights, cut off switches, etc.) are operational and check oil and fuel levels where applicable.
4. Obey all Federal, State, and Local Laws including CDL (Commercial Drivers License) requirements.
5. Use all equipment for what it is intended and designed to do.
6. Drivers responsibilities include the following:
  - a) Adherence to the WAUKESHA COUNTY VEHICLE USE POLICY is required.
  - b) Have a hand-held radio, whenever possible, with the vehicle.
  - c) Keep windshields and windows clean, permitting good visibility.
  - d) Use caution around signs, curbs, light standards, trees, shrubs, etc to prevent damage.
  - e) The width indicators on the end of the blades and snowplows shall be properly installed and kept in good condition.
  - f) Equipment operator shall report unusual sounds, vibrations, etc. which may indicate equipment failure to their supervisor.
  - g) Sources of ignition and open flames shall be kept away from gasoline, oil or diesel fuel.
  - h) Load is appropriately tied down and covered.

- i) Excessive speed and fast turning is not tolerated.
- j) Always operate equipment so discharge is directed away from people, autos or anything that could be damaged by articles thrown from equipment.

#### 7. Fueling

- a) Fill on pavement whenever possible.
- b) Know where the emergency fuel shut-off switch and spill containment kit is located.
- c) Shut off the equipment motor prior to fueling.
- d) Do not smoke near fuel pumps.
- e) Pay attention to type of fuel required, gas or diesel, in the piece of equipment.
- f) Keep the hose nozzle within the filler pipe.
- g) Stay with the vehicle while fueling.
- h) To avoid spilling fuel, do not fill the tank too fast or top the tank off.
- i) If a spill occurs, contain the spill and immediately report the spill to your supervisor.

#### 8. Warning Light Operation

Use flashing warning lights when operating the following vehicles.

- a) All units engaged in working within the roadway pavement and shoulder area.
- b) All units engaged in snow and ice control operation.
- c) All units towing a vehicle or other piece of equipment not equipped with stop lights.
- d) At any other time as directed by supervisor.

#### K. Loading of Trucks

- 1. The driver is responsible to ensure that the load is secure. Trucks shall be loaded so that the load does not spill or endanger others.
- 2. The driver is responsible to ensure that the load is not excessive in weight or dimensions.
- 3. Projecting loads of 4 feet or less must be marked with a red flag during the daytime or a flasher at night. Any load projecting over 4 feet shall be placed on a trailer.
- 4. Shovels and similar tools shall be placed in or on the truck so that they do not project beyond the body and cannot fall off.
- 5. The driver of the vehicle must be in the cab or standing further than 20 feet away from the truck while it is being loaded with a pour-able material from a front-end loader, as should any other employee in the vicinity.

#### L. Backing of Equipment

- 1. Minimize the need to back up. When possible try to park vehicles so driver can pull forward upon leaving instead of backing.
- 2. Backing of vehicles shall be done with the assistance of a guide whenever possible.
- 3. The guide is responsible for making sure that the vehicle is free of obstructions when backing. The guide shall get out of the vehicle and use the appropriate hand/voice signals to assure that backing is done safely.
- 4. If the driver is alone, it is his/her responsibility to assure that there are no obstructions, and that backing is done safely by using the following precautions: back slowly, back and turn towards drivers side when possible for better visibility, review path of travel for clearances prior to backing, beep your horn if not equipped with back up alarm to warn others, use the mirrors.

M. Parking

1. Set hand or foot brake each time vehicle is parked on a grade.
2. Put gearshift in park, low gear, or reverse.
3. Remove ignition key from unattended vehicles parked outside.
4. Block rear wheels if grade is steep.
5. Do not obstruct traffic signs with the vehicle.
6. Exercise care when leaving parking space to avoid accident with moving traffic.
7. Do not park on the inside of a park road curve, on a hill or in a dip in the road unless performing authorized maintenance duties, and having appropriate warning devices in operation.
8. When appropriate, avoid parking within close proximity of any other vehicle parked on the opposite side of the road.

N. Entering and Dismounting

1. Do not jump on or off equipment.
2. Maintain a three-point contact and face vehicle with steps and/or handholds. (two hands and a foot or two feet and a hand)
3. Take caution in rain, snow or sleet to avoid slipping and falling.

O. Equipment Breakdowns

1. Move the equipment to a safe location, if possible.
2. Licensed vehicles that cannot be moved shall be marked with flags, triangles, or emergency four-way flashers.
3. Employee shall contact supervisor as soon as possible to inform of equipment breakdown.
4. Employees making repairs in the field shall be governed by the same safety rules as when in the shop.

P. Assisting Disabled Vehicles

1. The mechanical well-being and safety of the unit being pulled is the responsibility of both unit's driver/operator and the driver/operator of the unit doing the towing.
2. Prior to hooking up to a stuck vehicle, consult owner's manual for proper towing procedures.
3. Visual contact will be maintained at all times between both vehicles' operators. If this is not possible, a spotter will be used. The spotter will maintain visual contact with both vehicle operators and direct them with mutually understood hand signals.
4. The operator of the stuck vehicle will not apply power prior to the towing vehicle exerting towing force.
5. The operator of the towing vehicle will apply power gradually and only after he/she has received the go-ahead signal from the stuck vehicle operator or a spotter.

Q. Raising Equipment with a Jack

1. Be sure wheels are blocked and emergency brake engaged before jacking up a vehicle to change a tire.
2. Do not lean over a jack handle when the jack is under load. Remove handle if possible.
3. When changing tires, auxiliary vertical blocking, such as a jack stand, shall be used to support the load.
4. Do not crawl under vehicle that is supported by a jack. Use extreme care around jacked vehicle, even when properly blocked.

## **VI. EMERGENCY SAFETY**

### **A. Fire Extinguishers**

1. Fire extinguishers shall be placed and maintained in accordance with local fire inspector and state regulations.
2. All employees must know the location and proper use of fire extinguishers in their work areas.
3. Do not place a discharged extinguisher back on its bracket. Tag it and report it at once to your supervisor so that it can be recharged or replaced.
4. Any employee noticing an extinguisher with a low pressure gauge reading or an expired inspection tag shall notify their supervisor at once.
5. A park employee, designated by the Park Foreman, Golf Course Superintendent, Clubhouse Supervisor, Ice Arena Coordinator, Lead Expo Worker or Nature Center Supervisor, shall make monthly inspection of each extinguisher. Inspections shall ensure the extinguishers are in their designated space, fully charged, have not been tampered with, and that there is no obvious physical damage or condition to prevent operation. By signing monthly inspection report, this ensures that extinguishers have been inspected.

### **B. Severe Weather – Electrical storms with or without thunder and rain.**

1. Staff will be alerted to weather conditions by the following:
2. Weather Radios – located at each site and equipped with automatic alert feature
3. Park/Police Radios and Handi-Talkies – emergency weather information is automatically broadcast.
4. Radio – local radio stations with current forecasts.
5. Internet weather sites – [www.crh.noaa.gov](http://www.crh.noaa.gov)
6. Visual – watch clouds, wind, and temperature and be sensitive to sudden changes.
7. Emergency Sirens – sirens from local communities sounding whenever an emergency exists; does not identify type of emergency.

### **C. Tornado/Severe Weather Watches – Conditions are favorable for the development of tornados.**

1. Activities to continue, staff to continue monitoring weather conditions
2. Parks and golf courses – make announcements to patrons that weather conditions are changing and they should be prepared to take shelter.

### **D. Tornado/Severe Weather Warnings – Funnel clouds have been sighted or indicated by radar as being in the area.**

1. Park staff shall notify park patrons to take shelter immediately, either in a park building, in a windowless interior and close to the floor, or in a low spot on the ground. Do not have patrons take shelter in a vehicle. Remain sheltered until all clear.
2. Beach staff to clear water, offer shelter in beach house, wait 30 minutes after last lightening flash before re-entering water. If closing for the day, guards to remain until all children have left with a parent or adult.
3. Golf Course personnel to drive course and advise groups of weather conditions. Advise groups before tee-off and close course until severe weather has passed.
4. Expo staff to notify patrons, advising to take shelter.

### **E. Tornado Touch Down**

1. Check for injuries of staff and patrons.
2. Staff should regroup and account for all employees.
3. Set up first aid area, if needed.

4. Request emergency medical care as needed.
5. Clear all roads of debris for emergency vehicles.
6. Barricade any fallen wires or dangerous areas.
7. Report to Park Supervisor.
8. Fill out proper accident and incident reports.

#### F. Winter Pond Safety

1. Install "Ice Activities Not Supervised" signs at well used access areas to the pond before ice forms (early November).
2. If you see someone fall through the ice, call 911 immediately. Let the person that fell through the ice know that help is on the way. You may help from shore, but do not go on the ice to attempt a rescue as you may become another victim. Water/ice rescue is very technical, the field staff is not trained or equipped to attempt water/ice rescues.
3. Direct EMS to the site as soon as they arrive.

#### G. Fire

1. Upon discovering a fire, immediately alert other employees and the public by voice, fire alarm, and/or park radio, evacuate and secure area.
2. Call 911 or radio or direct available personnel to call.
3. Close doors as leaving building.
4. Obtain closest fire extinguisher (truck or building) and attempt to extinguish the fire. Employees are not expected to extend themselves beyond their fire fighting capabilities.
5. After a fire emergency, write up an Incident Report and have fire extinguisher recharged as soon as possible.
6. Some facilities are equipped with an automatic fire detection system, (smoke/heat detectors.)

#### H. Terrorist Threat

1. Should a terrorist threat be communicated over the telephone, the receiver of the call must remain calm and concentrate on listening. Don't ever put the caller on hold or attempt to transfer the call to another party. After the call is complete, the receiver should immediately report the call to immediate supervisor and then attempt to fill in as much of the data on the attached TERRORIST THREAT REPORT.
2. The supervisor shall immediately telephone all available information to the Waukesha County Dispatcher at 262-446-5026 If there is cause to be suspicious about the intent of the call, advise the Dispatcher of this.
3. If the threat warrants the need to evacuate the park facility, proceed to evacuate as follows, proceed as a group to evacuate the building area in an orderly manner. The evacuation route is the closest exit away from the building, unless that route is part of the threat.
4. Once outside, do not leave this area or return to the threatened area until advised by authorities or supervisor.

## TERRORIST THREAT REPORT

Name of person receiving the call \_\_\_\_\_

Date of call \_\_\_\_\_

Time of call \_\_\_\_\_ am      pm

### Origin of Call:

Internal \_\_\_\_\_

External \_\_\_\_\_

Unknown \_\_\_\_\_

### Identity of Caller

<u>Voice</u>	<u>Speech</u>	<u>Language</u>	<u>Accent</u>
_____ Loud	_____ Fast	_____ Intelligent	_____ Local
_____ Soft	_____ Slow	_____ Poor	_____ Foreign
_____ High Pitch	_____ Distinct	_____ Foul	_____ Regional
_____ Deep	_____ Distorted	_____ Other	_____ Heritage
_____ Raspy	_____ Stutter		_____ Other
_____ Pleasant	_____ Nasal		
_____ Other	_____ Intoxicated		
	_____ Other		

<u>Mannerism</u>		<u>Background Noise</u>	
_____ Calm	_____ Emotional	_____ Office Machines	_____ Trains
_____ Angry	_____ Righteous	_____ Factory Machines	_____ Airplanes
_____ Rational	_____ Nervous Laugh	_____ Voices	_____ Autos
_____ Irrational	_____ Deliberate	_____ Music	_____ Quiet
_____ Coherent	_____ Other	_____ Animals	_____ Other

Who did you inform about the call? \_\_\_\_\_

If caller seemed familiar with your building or operations, indicate how. \_\_\_\_\_

As you recall, write what the caller said \_\_\_\_\_

## EMPLOYEES ACKNOWLEDGEMENT OF UNDERSTANDING

I acknowledge that a copy of the Waukesha County Park System Safety Manual has been provided to me for my use in understanding and practicing safety awareness in my daily work.

I have read this manual and understand the information contained in it.

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Employee Signature

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Date

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Employee Printed Name

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Facility (i.e. park, golf course, ice arena, etc.)

Upon completion of reading the manual, return the Employee's Acknowledgement of Understanding form to your supervisor.

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Supervisor Signature

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Date