

1-03-2005

Michigan Safety Plan:

Incident Reporting:

- Each employee will carry a complete set of incident forms, including both the Incident Reporting System directions and the example forms that Dana sent out in 2002.
- Each GOV will also contain this same set of forms and instructions located in the back of the Green Book.
- Crewleaders will review all of these forms with all new hires.
- Contact the Crewleader to obtain new forms when needed.

Vehicle Safety:

- All safety issues found during the monthly PM checks will be fixed in a timely manner. If a GOV is found not to be safe to drive it should not be driven until the needed repairs have been completed. The Crewleader and the employee assigned to the GOV will coordinate any repairs.
- All crews will review the vehicle Equipment List (Dated 2004) at the start of each week. If an item is missing or needs to be repaired notify the Crewleader. Do not operate the vehicle until the list is complete.
- If you are not currently using this form, start using it today. Items on this list are not optional. All trucks need to be fully equipped as noted on the List. All first aid kits need to be checked for expired items and keep fully stocked. This is the responsibility of the employee assigned to the specific GOV.
- Before leaving the office today review each truck. Also check for any outdated materials in the first aid kit.
- Each truck must contain a bag phone with a working external antenna. Check the point in the antenna wire where the wire connects to the phone to be sure that it is sound. Wrap duct tape around this point to toughen it up. If your antenna is broken inform your Crewleader. Parts are available at both Alltel Phone Centers and Radio Shack.
- All phones must be plugged in and turned on at all times.
- If you have a GPS antenna, duct tape the point where the cord connects to GPS to toughen it up.
- All PM checks need to be up-to-date as well as the 20,000 mile updates, oil changes, and tire rotations. Review these items during each PM check.
- All GOVs are to be kept clean and be cleaned out at the end of each week; a simple 5 minute sweep / wipe-down / trash dump will be sufficient.
- When you get gas clean windows – headlights - taillights, fill window wash, check tire pressure, dump any trash, and go through the carwash if needed.
- Always keep at least a ½ tank of gas.

Phones:

- All bag phones need to be plugged in and turned on with the external antenna attached while in the GOV. You are the closest help to another crew in trouble.
- Bag phone batteries need to be charged on a regular basis
- Each bag phone should contain:
 - A master FIA field office phone list
 - A master St Paul office phone list
 - A master FIA cell phone list
 - A master FIA employee home phone list for your office only.
 - A Local Emergency phone list including: State Patrol, Local Law Enforcement, Poison Control Center, FS Law Enforcement., and FBI
- All Crewleaders will carry their cell phones. Always leave on, even in the evening to ensure that a stranded crew can get in touch with you. Keep in mind that it could be an employee from another office. If you are working out of the office this phone should be brought home with you. In these days of Terror Alerts communication is key and these phones might be the only way to communicate. Employees are instructed to call this number after work hours only in a true emergency.....period.
- A tip to keep in mind is that there is usually an attendant at the Manistique FS office, from 8AM to 16:30 that may be able to get you a phone number for a tow truck. There number is 906-341-5666 – the extension will be for the attendant.

Office:

- All offices will post a sketch of office escape routes including doors, windows, fire extinguishers, stairs, and first aid kits posted.
- Review the location of this sketch with employees today.
- Post the same phone lists that are kept in the trucks in the office; assure that all employees know where it is posted.
- All offices and desks will be clean of clutter in order to facilitate a safe escape route.

Personal Safety Supplies:

- Provide each employee with the follow items in a zip lock bag to be **carried in their vests** (this is not to be confused with the other safety supplies kept in the trucks):
 - Lighter and matches
 - Small space blanket
 - Fire starter sticks
 - A small “AA” flash light
 - First aid kit
 - Bug net
- Add these items to the employees AD107 (equipment sign out form), if there are not already listed.
- Crewleaders will assure that all employees have these supplies by.

- Always eat a good breakfast
- Always bring a lunch
- Always carry water
- Always leave extra food, water, and clothing in the truck
- Always wear your vest and equipment, regardless if you are the tallier or the cruiser.
- Always wear your hardhat
- Always be prepared to spend the night in the woods

Homeland Security Alerts:

- See table of contents in final document

Office and Road Safety Plan for daily field work - general:

- Review job hazard analysis forms for FIA (see table of contents for full list of topics).
- Conduct monthly safety meetings as well as promote safety and point out “watch out” situations at weekly crew meeting in addition to when you notice them.

Office and Road Safety Plan for daily field work – Getting home safely:

Working out of the office:

- All crews get a hard copy of the crew schedule and carry it with them.
- Master list containing plot numbers and locations placed in office. This can be a copy of the sign out book. This book or copy there of, needs to always remain in the office in a location that all crew members are aware of.
- All crews sign out for the day where you are going **ON THE SIGNOUT BOARD or sign out sheet**. If you are going to go to more than one plot, or one of a few plots based on access list all of them in order of where you feel you will most likely be located.
- Second to last crew (last driver) will be in charge of contacting the last crew out or before leaving office; this person will be called the “contact person”.
 Designate someone else to be the “contact person” in the office if you are leaving and there is still someone else in the office. If you’re the last to leave the office before the last crew is back you need to **call the crew still out on cell phone**; then leave a note on the board so that they can call the “contact person” when they get in at home. If the crew is still not back by 8PM the contact person will notify the Crewleader or Acting Crewleader at that location and coordinate search and rescue operations with the local Police department.

- If a crew is out and knows they will not be back to the office by 8 pm they will call the office and leave a message.
- All crews need to know how to check messages on the office answering machine from external locations. Never erase messages that are not for you.
- Inform all crew members on how to access the office answering machine
- When the last crew is in the driver will call the “contact person” to let them know that they are back.

Working while in travel status:

- Designated “contact person” for the crew in that location. This will be the Crewleader if they are at the location. If the Crewleader is not at that specific location an acting Crewleader will be appointed for each location to serve as the “contact person”. This will show up on the weekly crew schedule. The “contact person” will have the sign out list on their hotel door (taped) with a note to hotel staff “please does not remove” (it can also be kept behind the front desk). It is the responsibility of all employees to assure that all employees have made it back home each night, not just the contact person. The specific responsibility of the “contact person” will be to maintain the sign out sheet on their door.
- Each employee will receive a hardcopy of the crew schedule
- Use the same sign out procedures as you do while working out of the office. Only instead of writing it on the board the Crewleader or acting “contact person” will leave taped to their door, so other employees will have that info available if it is the contact person that has gone missing.
- At this point follow the same procedures as working out of the office.
- All employees need to know how to access the GPS coordinates out of the data base and print plot sheets.
- Download data will provide the GPS coordinates for the plot. You can view this number by downloading the plot to the “A” drive and then double clicking on the plot file. A drop down box will appear asking which program do you want to use to open the file. You can choose Wordpad to open the file. Towards the bottom of the file you will find the GPS coordinate that was estimated in St. Paul. This will be in a different format than you are used to seeing on your GPS unit. In order to change to format to the one that we use with the plugger multiply the decimal number by 60 to get minutes and then just round the result down to the number of digits that we normally use in the plugger.
- If the sample is a remeasure plot, NCSK 6 or 8 we can download a new plot sheet. This will not have the DOQ or the DRG, but it will have the old SP map in the file. You can obtain this by going into the data manager and choosing “Plot Utilities” then to “Get plot sheets from NC.....” Choose the needed plot sheet just as you do when you are looking for a download file. Once the download is complete you will need to back into the “Plot Utilities” function and select “print a plot sheet” - the password needed at this point is fiaftp. Now you will have your own copy of the previous SP map.

Working alone or as a crew when you are the only crew working out of a location:

- Coordinate with another crew at a different location and follow the same procedures. Keep in mind that the crew that may be the closest to you may be a crew from a different office. This may be especially true if you are conducting check plot work.
- Never attempt a plot that you feel could present a safety problem while working alone.
- Obtain “doable” plots from the Crewleader at the start of the week
- Leave a note on the dash stating where you went. For safety reason you can limit this to the legal description down to the ¼ quarter; which will get help within 40 acres.
- Carry a cell phone with you at all times

Emergency Situations

Stuck in the mud or snow

- Call is made for help by crew to the office or hotel or other crew working in the area
- Rescue crew established--leave a message on board in the office or hotel so that there is no confusing on who is still out and unaccounted for and who is in the rescue crew.
- Designate another employee who is not in the rescue party as the contact person in the event additional help is needed.
- Crew calls contact person when they get back.
- Do not be shy about calling a tow truck or the Police right away.

Other emergency ** (search and rescue) **

- Same as above
- Call local Police department

Safety Certifications: see table of contents for requirements

- Snowmobile - Every 3 years, refresher every year
- ATV - Every 3 years, refresher every year
- Motor Boat - Every 3 years, refresher every year
- Canoe - Every 3 years, refresher every year

Hazardous weather office closure policy on and off the road:

- See table of contents.