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Regional Refuge Supervisor, FWS, Twin Cities, MN (RF2)

Safety Plan

Refuge Manager, Swan Lake NWR, Sumner, MO

Your Safety Plan was reviewed by the Regional Safety Officer and this Office and is approved. We made a few minor corrections. These are listed below:

Page 2, 3.b--OSHA (29 CFR 1910.157) requires monthly visual inspection of fire extinguishers.

Page 3, b. --Deleted:...while transporting personnel.

Page 5, e. --Changed to read: Any scaffold above 10 feet must have guard rails. (This is an OSHA regulation for all scaffolds--29 CFR 1910.28)

Page 5, 8.a--Added: Employees must review Material Safety Data Sheet before working with penta. Use of penta requires Regional Office approval.

Page 10, 4.1--Changed to:...blockage frequently. (See Regional Release 24-85, 24 AM 12.)

Page 11, c. --Added: See 24 AM 1.13 for DI-134 detailed requirements.

Page 12, 8. --Changed Safety Officer telephone number to 1-612/725-3512.

Thanks for a well prepared plan.

John W. Ellis

Attachment

cc: SA

SAFETY PLAN

Swan Lake National Wildlife Refuge
Sumner, Missouri

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Introduction

This Station Safety Plan is intended to provide the refuge with a written safety management program. The goals of this plan are to achieve safe working conditions and attitudes for employees, provide a safe environment for the visiting public, and provide an up-to-date reference for emergency assistance. All station personnel should be familiar with the contents of this plan. It should be reviewed at least once a year at a station safety meeting and updated as needed.

I. REFUGE OPERATIONS, FACILITIES AND EQUIPMENT

A. Fire Suppression

1. Equipment Operation and Maintenance

- a. All refuge vehicles, farm tractors, and heavy equipment should be kept in good operating condition. During cold weather each vehicle should be started occasionally to insure that batteries are adequately charged.
- b. The 120 gallon Panama pump unit will be filled with water and set in an unobstructed position at all times. During cold weather it will be located in a heated area or the heating cable shall be connected.
- c. Drivers of fire suppression vehicles will not drive at excessive speeds or in a reckless manner when traveling to the scene of a fire.
- d. All fire tools and equipment will be stored so as to be easily accessible, and will not be obstructed by other equipment or materials.
- e. All refuge personnel will be given training in the use of all fire fighting equipment.
- f. The Fire Boss will give first consideration to the personal safety of participating personnel during fire suppression operations.
- g. Employees are advised to periodically read the refuge fire plan.
- h. Two-way radios will be used for communication in the event of a fire.
- i. NO SMOKING signs will be observed in the oil house and welding shop.

2. Field

- a. The refuge two-way radio system will be checked periodically.
- b. Extra caution will be used in all field activities in times of high fire danger.

3. Buildings

- a. An adequate supply of ladders will be available at all times.
- b. All buildings will have adequately inspected fire extinguishers in place. These shall be checked monthly and date of inspection noted on attached tag.
- c. Buildings and grounds will be policed regularly to prevent buildup of combustible materials.
- d. Heating systems and chimneys will be inspected and cleaned if necessary before each heating season.
- e. The vents of gas water heaters should be checked periodically to assure that they are open.
- f. Flammable liquids, such as gasoline and kerosene, will be stored in properly marked containers away from the shop. Rags soaked with paints, varnish, oil, grease, or any possible combustible material should be stored in fireproof containers. Soiled clothing should be washed or kept in vented metal lockers.
- g. A clean working environment will be maintained. Aisles will be kept clear and materials properly stored.
- h. Multiple-socket extensions will be forbidden. Only heavy duty extension cords should be used and cords should not be over 50' in length.

B. Construction and General Maintenance

1. Equipment Operation and Repair

- a. All operators will remain alert for any indication of faulty parts on road vehicles, tractors, and heavy equipment. Special attention will be given to tires, brakes, lights, windshield wipers, mufflers, tailpipes, fuel lines, clutches, tie-rods, and defrosters. Any discrepancies will be immediately reported and repaired. An additional check will be made on equipment during lubrications and oil changes.

- b. All internal combustion engines will be stopped prior to refueling operations, and no smoking or open flames will be allowed within 50' of fueling operations. Flammable liquids will not be transported inside motor vehicle cabs or passenger car trunks.
 - c. Only experienced personnel or persons under their supervision will be allowed to operate equipment.
 - d. Anyone working with or around refuge equipment will be properly oriented to the hazards involved.
 - e. Brakes on tractors should be locked together when traveling in road gear.
 - f. Grading will be done at a slow enough speed so that the operator can maintain control if the blade strikes a rock.
 - g. Personnel should use extreme caution on levee roads when grading, surfacing, or mowing to avoid overturning a vehicle on the steep slopes.
 - h. Only tractors with wide front-ends will be used for mowing levees.
 - i. Roll bars and seat belts will be installed on all tractor equipment.
2. Shop and Hand Tools
- a. All employees are required to read safety leaflets regarding the safe use of hand and power tools.
 - b. New employees shall be instructed in the proper use of all shop tools.
 - c. All power tools will have guards and shields securely in place.
 - d. Electrical equipment must be properly wired. Special attention must be given to insulation and grounding. Electrical installations or repairs will be made by qualified personnel only.
 - e. Hand tools will have handles firmly in place and free of splinters.
 - f. Tools should be put away immediately after use.
 - g. Gasoline will not be used as a cleaning agent or solvent.
 - h. All defective or broken switches, plugs, cover plates, etc., will not be used until repaired or replaced; coffee pots will be unplugged when not attended.

3. Tree Felling and Pruning

- a. All equipment should be maintained in good working condition.
- b. Personnel not familiar with the operation of a chain saw should be given training in its use by an experienced operator.
- c. Close fitting clothing will be worn when operating a chain saw.
- d. Tools will be raised or lowered with a rope. Hard hats will be worn.
- e. Before work begins, the direction of fall should be determined as closely as possible. A loud vocal warning should be given just before the tree or limb falls. Allow motor to cool before refueling.
- f. Protective chaps, gloves, ear protectors, and a face shield should be worn when using a chain saw.

4. Welding

- a. Welding shall be done only by a competent welder or under direct supervision.
- b. Protective clothing will be worn when welding or cutting.
- c. No one should look in the direction of an electric welding arc unless they are wearing protective goggles.
- d. Welding areas must be adequately ventilated.
- e. All work will be done under safe lighting conditions.

5. Ears, Eyes, and Mouth Protection

- a. Excessive sounds will not be tolerated. Ear plugs or headsets will be worn to alleviate this problem.
- b. Personnel must wear safety goggles or have shields in place when operating any power tools which throw dust.
- c. Personnel will wear goggles and a mouth mask when working under dusty conditions or spray painting.

6. Ladders and Scaffolding

- a. Ladders should be placed on solid footing, and at such an angle so as to be in no danger of falling backward.

- b. Ladders that have deteriorated to the point where they are unsafe should be destroyed.
- c. Ladders should be used for their intended purpose and not for scaffolds. Scaffold should be constructed properly and of adequate materials.
- d. Safety belts will be used if necessary.
- e. Scaffolds must be easily accessible and kept free of loose materials. Any scaffold above 10' must have guardrails.

7. Handling and storage of Construction Materials

- a. Materials should be stacked so there is no danger of them falling. Such materials as lumber and bags should not be stacked over 4' high without cross stacking, and stacks should not exceed 8' high.

8. Creosoted and Penta-treated Materials

- a. Personnel should wear gloves and clothing which are adequate to protect skin and eyes from these materials.
- b. Employees must review Material Safety Data Sheet before working with penta. Use of penta requires Regional Office approval.

9. Capacity of Ice

- a. Personnel will check ice for thickness and strength before walking on it. It is also advisable to wear some type of ice creeper when on the ice.

10. Fence Construction

- a. Personnel should be alert for breaks when stretching wire, and avoid being in a position where they would be injured if a break occurred. Secure wire on both sides of pliers to prevent backlash when cutting wire under tension.
- b. When handling fencing tools and barbed wire, personnel will wear chaps, heavy gloves, and protective eye equipment.
- c. Do not work on wire fences when lightening storms are in progress.
- d. Before crawling under a fence, place the objects being carried on the other side.
- e. When stretching wire, use stretchers of heavy construction with ropes no smaller than $\frac{1}{2}$ ".
- f. Kinks shall be spliced or straightened before any wire is stretched. Make sure there are no weak spots such as nicks and splices.

11. Lifting

- a. All personnel should become familiar with proper lifting procedures.
- b. Equipment should be used to lift heavy objects.

12. Cannon Net Trapping

- a. All persons will be instructed in the safe use of cannon nets before using.
- b. Never go in front of the cannons after they are loaded.
- c. Loaded shells should not be carried in the cab of a vehicle.
- d. Two-way radios should be turned off when shells are being carried in the back of a vehicle.
- e. Squib wires must remain twisted together until they are connected to the trap circuit.
- f. Cannons should never be kicked into place.
- g. The detonator wires will be connected to a ground rod in the banding blind at all times except when actually trying for a shot.
- h. Cannons should not be used during electric^{al} storms.

C. Transportation

1. Motor Vehicles

- a. Motor vehicles will be operated at a speed which is safe under existing conditions, and the legal speed limit will not be exceeded under any conditions whether on or off the refuge.
- b. Operators will be especially cautious when roads are wet or ice covered and at times when visibility is poor. Frosted windshields and windows will be completely cleared before vehicles are driven.
- c. Vehicles will be equipped with first aid kit, fire extinguisher, flashlight, screwdriver, pliers, crescent wrench, and accident forms.
- d. Operators and passengers will wear safety belts at all times.
- e. Fuels will be transported only in tightly-sealed, sturdy, red containers.
- f. Safety and maintenance checks will be made every 5000 miles or annually.
- g. If any equipment on a vehicle is not operating properly, report immediately so it can be remedied.

- h. Extra caution will be exercised by motor vehicle operators when driving on narrow roads on the refuge.
- i. Vehicles will be equipped with protective devices and appropriate emergency gear where needed.

2. Watercraft

- a. All watercraft should comply with US Coast Guard standards and State standards as they apply.
- b. Boat operators will assure all passengers are wearing approved life jackets.
- c. At no time will the limits for motor size or passengers as posted on the boat be exceeded.
- d. Watercraft will be properly tied to the boat trailer or truck while being transported.
- e. Non-skid mats will be installed in the bottom of each craft.

D. Poisons

1. Chemicals

- a. Poisons will require careful storage in clearly marked containers and will be stored in a locked cabinet or building.
- b. No pesticides shall be used without prior approval.
- c. Poisonous chemicals will be used strictly in accordance with the directions on the label.
- d. Instructions on file shall be followed closely on disposal of all chemicals.
- e. Additional information can be obtained from the following Poison Control Centers:

Kansas City, MO - 1-471-5250 Ex.213 (night) Ex.220	Poison Control Center Childrens Mercy Hospital 1710 Independence Avenue
Kirksville, MO - 1-665-4611 Ex.224 Ex.298 1-665-4883 (night) 1-665-8949 (night)	Poison Info. Center Kirksville Osteop.Hospital 800 W. Jefferson St.

2. Snakes

- a. Personnel should wear leather boots and remain alert while working in snake infested areas.
- b. If bitten:
 - 1) identify snake, if possible
 - 2) apply ice pack, if available
 - 3) keep person as still as possible
 - 4) go directly to Pershing Hospital, Brookfield (have someone call ahead to see that anti-venom is available and ready)

3. Insects

- a. Persons having a history of acute sensitivity to insect bites should be vaccinated and carry emergency medication.
- b. Other insect bites should be properly treated to prevent infection.
- c. Remove ticks from body by applying vaseline or alcohol which forces the tick to disengage itself to breath. Apply disinfectant.

4. Plants

- a. Personnel should become familiar with poisonous plants which occur in the area.
- b. Do not touch poisonous plants if possible, but if necessary, wear gloves and keep the exposed part away from hands, face or other skin surfaces.
- c. Clean tools and wash exposed clothing.

E. Recreation Activities

1. Public Hunting and Fishing

- a. Any unsafe act which is observed by refuge personnel or the public should be brought to the attention of the offending party and corrected.

2. Public Use Areas

- a. All garbage and trash will be cleaned up regularly to prevent contamination and injury.
- b. Public water will be periodically tested.

3. Trails and Observation Tower

- a. All structures will be soundly constructed and safe.
- b. Hand rails and protective barriers will be constructed where needed.
- c. Structures will be routinely checked for safety hazards and general maintenance.

4. Roads

- a. All roads should be graded and be free of ruts, bumps and soft spots which might cause damage to vehicles or discomfort to passengers.
- b. Underbrush and branches along the roadsides should be cut back to prevent damage to vehicles and to allow safe visibility.
- c. Overhanging limbs should be pruned back to a minimum height of 12'.
- d. Regulation and information signs should be installed where necessary.
- e. Motorists should be made aware of unsafe road conditions, and if necessary, roads may be closed to protect the public.

F. Office and Headquarters Area

1. Grounds and Yard

- a. Parking should be allowed only in designated areas.
- b. Sidewalks and trails will be kept free of obstructions.
- c. Yard will be maintained in a safe condition.

2. Office

- a. Unsafe equipment will be replaced when necessary.
- b. Non-skid mats will be placed at entrance doors.
- c. Fire extinguishers will be located in appropriate areas and emergency exits will be identified.
- d. A first aid kit will be available.
- e. Emergency numbers will be posted by all telephones.

3. Shop

- a. All tools will be returned to their proper locations when not in use.
- b. All tools which are broken or unuseable will be repaired or replaced.
- c. When equipment is being held off the ground for extended period of time, whether working underneath it or not, it will be solidly supported. A jack is considered the wrong support.

4. Residences - Wood Burning Stoves

- a. Place stove on a brick platform, fireproof stoneboard, or other noncombustible material.
- b. Do not use charcoal or other fuels not intended for the stove.
- c. Keep stove door closed or use a metal screen while the fire is burning to keep sparks from flying out.
- d. Never use gasoline or other flammable liquids to start a fire.
- e. If a low fire is burned for a length of time be sure chimney is checked for creosote before burning another fire.
- f. Burn only seasoned wood which has dried for at least 6 months.
- g. Place ashes in a metal container and dispose of when cool.
- h. Inspect stove once a year for cracks, faulty legs, hinges, loose or missing guards and other defective parts.
- i. Inspect and clean chimney of soot and blockage.

G. Accidents

1. Accident Reporting (24 AM 2.1)

- a. Any accident which involves work injuries, property damage of \$100 or more, damage to motor vehicles including vandalism, fires or possible tort claims, will be reported on DI-134. Damage in excess of \$5000 is considered a serious accident.
- b. Serious injuries to employees or the public will be promptly reported to the Regional Director by phone, and followed with a confirming memorandum or DI-134.

- c. All other minor accidents/incidents will be documented on a DI-134 and kept in the refuge files. See 24 AM 1.13 for DI-134 detailed requirements.

2. Fatalities

- a. Service connected fatalities are reported immediately by phone to the Regional Director. A DI-134 or memorandum will follow within 48 hours explaining the details. If possible, attach copies of the coroner's, physician's, and/or autopsy reports.
- b. The procedure for a non-employee fatality is the same as above. The local law enforcement authorities should notify relevant parties involved. A DI-134 should be completed giving a detailed narrative in Section C.

II. STATION ACTION PLAN

A. Emergency Telephone Directory

1. Ambulance: 1-548-3110 (Brunswick) 1-258-2261 (Brookfield)
2. Hospital: 1-258-2222 (Brookfield) 1-376-3521 (Marceline)
3. Doctor: 1-258-3397 (Brookfield) 1-376-2038 (Marceline)
M.R. Crist, DO S.P. Galvez, MD
4. Fire: 856-3590 (Sumner) 272-3300 (Mendon)
5. Poison Control: 1-471-5250 EXT 213 (day) EXT 220 (night)
(Kansas City, MO)
1-665-4611 EXT 224 or 298 (day) 1-665-4883 (night)
(Kirksville)
6. Police: 1-895-5312 (Laclede) 1-288-3277 (Keytesville)
(Sheriff - Linn County) (Sheriff - Chariton County)
1-385-2132 (Macon) 1-258-3341 (Brookfield)
(Missouri Highway Patrol) (Police Department)
7. FBI: 1-221-6100 1-417/882-3303 1-314/241-5357
(Kansas City, MO) (Springfield) (St. Louis)
8. Regional Office: Safety Officer 1-612/725-3512

B. Training received by refuge staff

<u>First Aid</u>	<u>Date</u>	<u>:CPR</u>	<u>Date</u>	<u>:Defensive Driving</u>	<u>Date</u>
Burnside		:		: x	1984
Hull		:		: x	1984
Manke		:		: x	1984
Miller		:		: x	1984
Milligan	1982	: x	1982	: x	1984
Root	1983	: x	1984	: x	1984
Thomsen		:		: x	1984
Toll		:		: x	1984

Submitted By:



11-26-84

Refuge Manager

Date

Swan Lake National Wildlife Refuge

Approved By:



11/29/84

Safety Manager

Date

Twin Cities Regional Office

Approved By:

Regional Refuge Supervisor RF2

Date

Twin Cities Regional Office