

AGENDA OPERATIONS COMMITTEE

DATE: Tuesday, May 7, 2024
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 114

1. Call meeting to order
2. Public Comments
3. Election of Vice Chair
4. CONSENT AGENDA
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
5. Review items, if any, pulled from consent agenda
6. Discuss American Rescue Plan Act
7. **WELLNESS COORDINATOR UPDATE**
8. **FINANCE**
 - a. Finance Department update
 - b. Resolution – Amend 2024 DATCP grant budget
 - c. Resolution – Amend 2023 Health Fund
 - d. LATCF discussion
 - e. Debt timeline
 - f. Edgewater Haven compressor
 - g. CIP discussion
9. **HUMAN RESOURCES**
 - a. Proposal for Sheriff's Department Lieutenants
 - b. Safety & Risk Management Manual
10. Comments from the Chair
11. Consider any agenda items for next meeting
12. Set next regular committee meeting date
13. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2492 103 9824

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=maf26b3b417da840ade8922521e8186cf>

Meeting number (access code): 2492 103 9824
Meeting password: 050724

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, April 2, 2024
TIME: 9:00 AM
PLACE: Courthouse – Room 115

MEMBERS PRESENT: Ed Wagner, Lance Pliml, Adam Fischer, Donna Rozar, Laura Valenstein

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Fischer/Valenstein to approve the consent agenda. Motion carried unanimously.
4. Pliml reported of the issue with the water infrastructure at the Wood County Annex & Health Center in Marshfield that may require some adjustments to some ARPA funding. There may be a meeting prior to county board to review some allocations. More information will be forthcoming.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. County Clerk Miner presented a request for rolling election bags to replace the steel boxes that have been in use since the early 1990s. The bags will be easier for poll workers and clerks to maneuver while still providing a sealable container for transporting. Funding will come from the elections non-lapsing fund and will total about \$5,300. Depending how the year unfolds, there may need to be a resolution to backfill the budget. Motion by Pliml/Rozar to approve the expenditure for the purchase of the rolling election bags. Motion carried unanimously.
7. Finance Director Newton provided a departmental update.
8. Newton presented a resolution for the Criminal Justice Coordinator to fund additional expenditures with an increase in state aid revenues. Motion by Rozar/Valenstein to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
9. Newton reminded the committee about the LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND (LATCF) dollars the county received and how these funds could be used to help fund various projects. The committee will review this as various budgeting allocations move forward.

10. This being his last meeting, Chairman Wagner thanked the committee and staff for their work and stated how he enjoyed serving on this committee during his tenure on the county board.
11. The next meeting date will be determined at a later date.
12. Chair Wagner adjourned the meeting at 9:38 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

April 2, 2024

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Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – May 2024

- As I mentioned on County Board, I was somewhat disappointed in the spring election turnout. Granted, the Presidential Primary, at this point, is a done deal but I still thought we might break 40-45%. Our countywide turnout was 37.77%. Top municipalities were:
 - Village of Port Edwards – 50.81%
 - Village of Rudolph – 47.45%
 - Town of Lincoln – 46.69%Lowest turnouts were the Town of Arpin (25.59%) and Town of Remington (29.09%)
- You will notice on the bill listing that I bought some election envelopes from Marathon County. This is for provisional ballot envelopes. They are blue in color and we use VERY few of them, however, I was running low and the printer that Marathon County uses in Edgar could do it cheaper than anyone else, so her and I split a box. It used to be that you could order what you needed, but so many printers are going with larger minimum quantities. Granted, we will use them up, but it a hit to the budget when you order them.
- A family, whose father wished to obtain a marriage license but was on hospice care at home and was not able to come to the courthouse, contacted me. This is not the first time in my tenure a request such as this has occurred. We went over to their house and did the license process there. He passed away less than a week later. While this is a sad time for the family, they were very thankful we came and did the license there so his final wish could be realized.
- I have been asked to do two presentations in May. On May 13th, I will be in Madison at the State Bar Association Conference presenting on redistricting and the county clerks role in that process. The Marathon County Clerk and I will represent the county clerks. We will be presenting along with the City of Green Bay Clerk and the Elections Commission Administrator. Along with that, on May 22nd, I will be in Clintonville at the Wisconsin Municipal Clerks Association district meeting doing a 2 hour training session on elections. Both of these are just a couple hours in duration so I will not be out of the office all day either of those days.
- We are wrapping up the update to the annual directory and will be going to print soon. In the past we have printed almost 700 of them, and given them out to various entities and groups, including departments. After doing a quick poll, it was determined that most all of the departments could get by with the online version of the directory and do away with the printed version. Many counties in the state are strictly online with their directories. This year, we will print only 125 of them. I will give a couple of them out to

each municipal clerk, and one to the county board members. We will still have a few for sale in the office. I also went with a different printer after requesting quotes. This year, they will be printed by Heinzen Printing in Marshfield. In addition, we will make sure the online version has the most up-to-date information on it. It never fails that after we sign off on the directory to go to print, there is a resignation and it is outdated right away.

- The NO NAMES party has petitioned for ballot access in Wisconsin and it appears their petition will be accepted. They will go along with the Democratic, Republican, Constitution, Libertarian, and Wisconsin Green parties that already have ballot access. What does this mean? It means that each party that is on the Partisan Primary ballot has to have each elected position attached to it. So from US Senator, all the way through County Clerk will have to be listed under each party. Again, what does THAT mean? It means we will have a longer ballot and need to purchase longer ExpressVote cardstock. We try and make our ballots 14", but with 6 parties and a the number of contests in each party, I do not see how we can squeeze all of that onto a 14" ballot. Add to the fact the legislature added two constitutional amendment questions to this ballot and space will be extremely tight. This will increase the cost of ballots as well as the storage area needed post-election. Stay tuned!
- When turning in your vouchers every month, please make sure you are sending those to Sheri. Her email is sheri.evanson@woodcountywi.gov.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 30, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – April 2024

Human Resources Activity

	April 2024	2024 Year-to-Date
Applications Received	171	666
Positions Filled	19	58
Promotions/Transfers	6	31
New Hire Orientations	13	39
Terminations, Voluntary	11*	39
Terminations, Involuntary	0	3
Retirements	2	3
Exit Interviews	4	13

*Five of these are casual

Human Resources Narrative

General Highlights

1. In regards to the 2024 Market Update on our general county and care facilities wage plans, Department Heads were provided an opportunity to meet 1:1 with the consultant to discuss their positions and any challenges related to the current pay structure. A total of 19 departments expressed interest; all departmental meetings occurred on April 17th, 18th, and 25th. Thank you to all of the Department Heads that made time for the meetings and provided valuable information to the consultant. Over the next month, McGrath Human Resources Group will request and gather market data from our comparables.
2. After receiving a request from the Sheriff's Department Patrol, Investigative, and Security Lieutenants requesting review of their wages and benefits related to wage compression with staff they supervise and market data, worked with Sheriff Becker on a draft proposal which was presented to the Public Safety Committee in April and will be discussed with the Operations Committee at their May meeting.

Meetings & Trainings

1. Attended the Operations Committee meeting on April 2nd.
2. Attended the Public Safety Committee meeting on April 8th.
3. Attended New County Board Supervisor Orientation on April 10th.
4. Attended County Board on April 16th.

5. Held the monthly conference call with The Horton Group on April 23rd to discuss various benefit topics.
6. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
7. Staff attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Began gathering reports and data for the 2024 OPEB Valuation that is due for completion.
2. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
3. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
4. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
5. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
6. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Assisted multiple departments with interviews and selection process.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.
8. Participated as guest speaker in a virtual event for post-graduates hosted by the Epidemiology section of the Wisconsin Public Health Association on April 2nd. Topics included the application and hiring process, tips and tricks for getting your resume to the top of the pile, successful interviewing strategies, and leveraging networks.
9. Attended the Job, Resources, and Transfer Fair on April 16th at Mid-State Technical College, partnering with Chamber of Commerce and Job Center of Wisconsin.

The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Branch I	Legal Admin Assistant (Floater)	Position posted, interviews conducted, references and background completed, offer extended and accepted. Filled 5/6/2024.
Replacement	Clerk of Courts	Information Clerk	Position posted, interviews conducted, references completed, offer extended and accepted. Filled 4/22/2024.

Replacement	Clerk of Courts	Court Clerk – Branch I	Position posted, interviews conducted, references complete, offer extended and accepted. Filled 4/15/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, interviews conducted, references and background completed, offer extended and accepted. Filled 4/8/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, deadline 5/6/2024.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 7/11/2024.
Replacement	Health	Program Assistant – Bilingual	Position posted, interviews conducted, final candidate selected, references and background being completed.
Replacement	Health	Epidemiologist	Position posted, interviewing 4/30/2024.
Replacement	Highway	LTE Truck Operator	Position posted, interviews scheduled.
Replacement	Highway	Summer Help	Position posted, interviews scheduled.
Replacement	Human Services	EMH/APS Coordinator	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 5/6/2024.
Replacement	Human Services	Case Mgr/SW-Youth Justice	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	Intake Coordinator – Outpatient	Position posted, interviews conducted, filled internally 4/15/2024.
Replacement	Human Services	Crisis Interventionist – Casual	Position posted, deadline 5/6/2024.
Replacement	Human Services	Program Assistant – BH/Outpatient	Position posted, interviews conducted, filled internally 4/15/2024.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 5/6/2024.
Replacement	Human Services	Admin Asst II-OPC/ Scheduler/Reception	Position posted, interviews conducted, final candidate selected, references and background completed. Filled 4/29/2024.
Replacement	Human Services	Admin Asst II-Admin FS	Position posted, interviews being conducted.
Replacement	Human Services	CCS Service Facilitator	Position posted, deadline 5/6/2024.
Replacement	Human Services	Emergency MHS Program Manager – Marshfield	Position posted, deadline 4/30/2024.
Replacement	Human Services	Admin Asst II-CCS/CSP	Position posted, deadline 5/12/2024.
Replacements	IT	Systems Tech (2)	Positions posted, interviews conducted. One position filled internally on 4/22/2024, and the other position filled externally on 5/6/2024.

Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 5/20/2024.
Replacement	Planning & Zoning	Code Technician	Position posted, interviews conducted, filled internally 4/15/2024.
Replacement	Planning & Zoning	Program Assistant	Position posted, interviews to be conducted.
New	Sheriff	Corrections Officer (4)	Position posted, deadline 6/24/2024.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Provided HeartSaver CPR/First Aid training for 10 Highway employees on April 1st, and 6 employees on April 22nd.
5. Attended Edgewater Safety Committee meeting on April 3rd and Norwood Safety Committee meeting on April 9th.
6. Conducted N95 fit testing for Edgewater Haven and/or MSTC staff on April 3rd (18 staff), April 4th (11 staff), April 12th (7 students and 5 staff), and April 24th (6 students).
7. Met with Emergency Management, Dispatch, and IT staff on various dates to discuss messaging in the Everbridge System.
8. Initiated internal messaging test in conjunction with Severe Weather Awareness Week. The message went out to 623 employees through email, phone call, and text message.

NEW Workers' Compensation Claims (1)

1. 4/10/24 – Norwood – Employee strained lower back while lifting resident from floor to wheelchair

OPEN Workers' Compensation Claims (2)

1. 12/7/23 – Sheriff – Employee is seeking treatment for mental health conditions as a result of employment with the Department
2. 1/12/24 – Sheriff – Employee is experiencing lingering effects from conceded WC injury to L shoulder from 2003

CLOSED Workers' Compensation Claims (2)

1. 2/2/24 – Sheriff – Employee cut L thumb nailed on uniform pants, became infected
2. 2/13/24 – Parks – Employee struck lower R leg with tool while pulling logs at North Park

First Aid Injuries (2)

1. 4/5/24 – Highway – Employee strained lower back while pulling exhaust manifold at Highway Shop
2. 4/9/24 – Clerk – Employee strained L foot/ankle during fall in front of Courthouse

Property/Vehicle Damage Claims (6)

1. 2/22/24 – Highway – Claimant alleges mailbox damage due to Highway tree trimming operations (settled for \$75.00)
2. 3/26/24 – Highway – Claimant alleges mailbox damaged during plowing operations (claimed damage \$94.94)
3. 4/2/24 – Highway – Highway truck backed into unoccupied trailer at Pittsville salt shed location (actual damage \$313.98)

4. 4/15/24 – Sheriff – Squad 8 windshield was damaged while Deputy was removing weapon during an emergency response (actual damage \$384.92)
5. 3/6/23 - River Block power loss - the claim has been accepted by Hartford Steam Boiler and will be paid under the County's equipment breakdown coverage. As of current, a total of \$114,645.34 has been received from various property and liability insurance providers.
6. 9/25/23 - River Block power surge - we received some of the final invoices for replacing HVAC components damaged during the power surge, and have now exceeded the County's deductible. A claim will be submitted to Aegis/County Mutual for cost reimbursement. As of current, Wood County has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building's HVAC units, elevator controls, lighting modules, and security panels and various pieces of equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments.

Liability Claims (1)

1. Concurrent claims were filed with two of the County's insurers for the incident involving resident funds at Norwood Health Center. On April 8, 2024, Risk Management was notified that under the terms of the County's Crime Policy, the County would receive reimbursement for \$23,512.16 from Zurich, N.A. The check was received and deposited on April 17, 2024. Any restitution that may be ordered from the former employee would be applied to the County's deductible (\$1,000) and the insurer would recoup the rest.

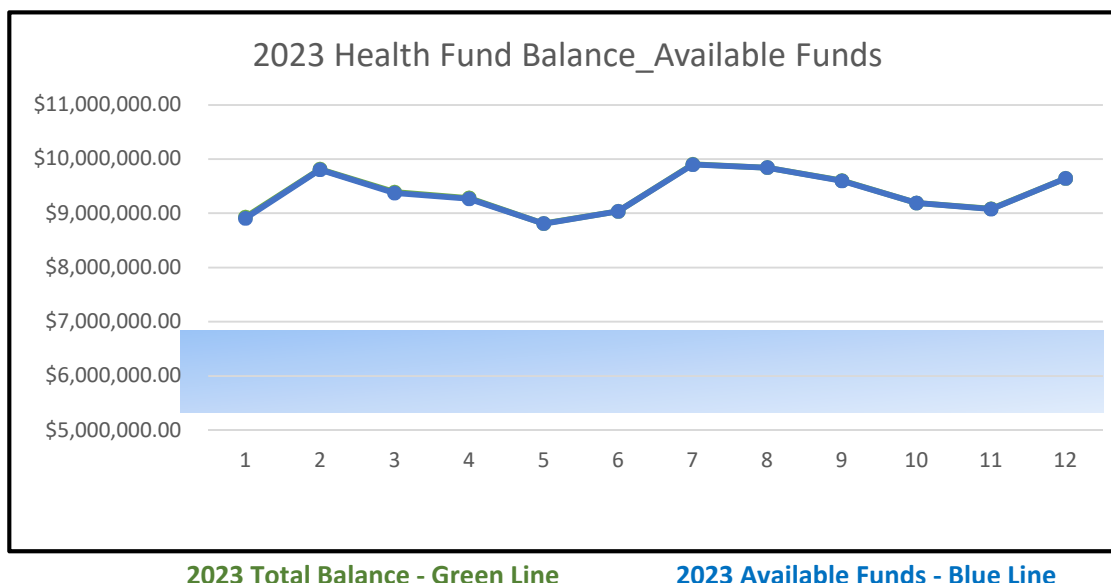
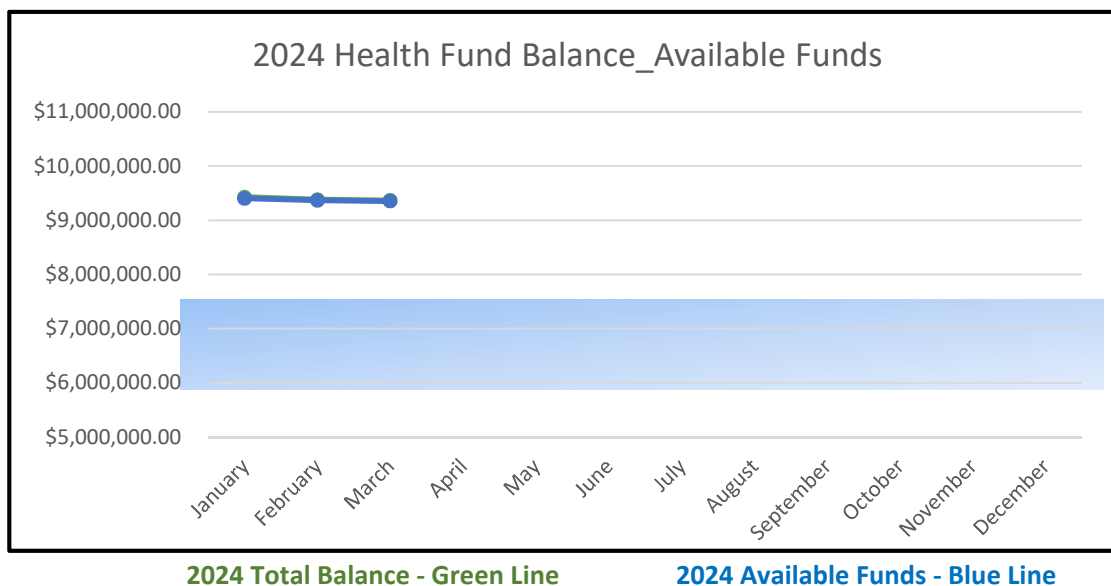
OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Hearing decision was received on March 21, 2024. The judge found no probable cause on three counts and probable cause on one count. We are in discussions with counsel and our insurer on next steps.

Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the March Unemployment Insurance payment.
5. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
6. Facilitated New Hire Orientation on April 1st, 8th, 15th, 22nd, and 29th.
7. Conducted exit interviews on April 4th, 8th, 9th, and 25th.
8. Responded to multiple verifications of employment.
9. Replied to requests from surrounding counties with varied information.
10. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	2024		2023	
	Total	Available	Total	Available
January	\$ 9,427,766.51	\$ 9,404,475.83	\$ 8,930,525.31	\$ 8,907,992.93
February	\$ 9,380,675.69	\$ 9,368,060.10	\$ 9,812,561.93	\$ 9,803,088.17
March	\$ 9,366,727.89	\$ 9,354,191.44	\$ 9,389,238.55	\$ 9,372,293.86
April			\$ 9,280,719.81	\$ 9,266,233.16
May			\$ 8,812,064.51	\$ 8,809,711.19
June			\$ 9,038,126.24	\$ 9,035,294.50
July			\$ 9,903,399.31	\$ 9,897,749.54
August			\$ 9,842,898.87	\$ 9,841,374.62
September			\$ 9,601,891.13	\$ 9,598,265.15
October			\$ 9,189,858.21	\$ 9,189,539.63
November			\$ 9,082,480.97	\$ 9,078,920.25
December			\$ 9,643,399.06	\$ 9,642,537.95



For further information on HR activities, please contact the HR department.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—MAY 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in April.
2. Paid out bonding interest due on April 1. Again, we seem to have the same issue with the company and missing the new bonding CUSIP's. I do not know where the lack of communication of this new information comes from, but I reached out to Baird to get this information to supply to the company.
3. Compiled all the personal property chargebacks for the municipalities that turned them in and sent reimbursement. There has not been a clear answer as to whether the municipalities will be able to chargeback all unpaid personal property from 2023 next year now that the state has eliminated it.
4. Attended the Operations Committee meeting on April 2.
5. Participated via webex a call with Dept. of Natural Resources, staff, and Jason G. from Planning & Zoning on April 11 regarding a property that can be tax deeded in Marshfield. This parcel has known contamination on it and the former owner did do some remediation, however, this call was to discuss options and liabilities. Some follow up has been had with the City of Marshfield, however, it does not seem at this time the City is interested. I believe that the County will hold off until 2025 to take this property after more discussion can be had. The parcel is 3303180B—912 S Central Ave.
6. Paid out lottery credit payments to school districts and municipalities on April 15.
7. Attended County Board meeting on April 16.
8. Participated in a virtual meeting with McGrath Company to discuss positions in the office on April 17.
9. Participated in a virtual meeting on April 17 with LandNav to discuss the upcoming implementation of the new tax collection and property assessment programs. This will need to be a future discussion item regarding the municipalities switching over to the new system after the county has been on for a year.
10. Participated in a virtual meeting on April 24 with 3 other county treasurer's to discuss upcoming class that we are teaching for UWGB in July.
11. Attended United Way Officers meeting on April 26.
12. Attended United Way Committee meeting on April 30.
13. Although it was late, recognized all the Municipal Treasurer's via e-mail with a copy of the Proclamation by the Governor's office regarding April 21-27, as Municipal Treasurer's Appreciation Week.



Wood County WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – April 2024

- The table below indicates statistics from the last three years of the qualifying activities. There was a slight increase this year in the number of people who completed the first two activities (biometrics + health assessment). The 2024 number for health coaching will continue to increase as I will be completing health coaching sessions with participants until June 30, 2024. As of writing this, I have met with over 50% of participants for either telephonic or in-person coaching sessions.

Annual Report of Qualifying Activities			
	<u>2022</u>	<u>2023</u>	<u>2024</u>
Biometric Screening	449	448	452
Health Assessment	446	446	449
Health Coaching	450	448	*

**Deadline for Health Coaching is June 30, 2024*

- The quarter 2 wellness challenge is open for registration as of April 22. This will entail the annual step challenge which will run Monday, May 6 to Sunday, June 16. This year's theme will be Alaska, so participants will visit and learn about 11 different Alaskan destinations as they accrue daily steps. I will be bringing back a feature from 2023 that allows participants to choose between two goal options.
- I wrapped up InBody body composition testing for the Spring season. I completed 2 days in Wisconsin Rapids and 1 day at the Marshfield locations which totaled 23 participants. This is comparable to past numbers regarding body composition testing. This service will be back for the Fall season.
- I am working closely with any new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.

COUNTY BOARD CLAIMS

Mar-24

Paid April 2024

	MONTH	PER DIEM	MILEAGE	Other Expense	TOTAL
Allen Breu	March-24	\$ 365.00	\$ 120.60		\$485.60
Thomas Buttke	March-24	\$ 365.00	\$ 85.76		\$450.76
William Clendenning	March-24	\$ 900.00	\$ 475.03		\$1,375.03
Adam Fischer	Jan-April 24	\$ 1,195.00	\$ 428.80		\$1,623.80
Jake Hahn	March-24	\$ 415.00	\$ 93.80		\$508.80
Brad Hamilton	March-24	\$ 550.00	\$ 89.78	\$24.00	\$663.78
John Hokamp	March-24	\$ 250.00	\$ 6.70		\$256.70
David La Fontaine	March-24	\$ 400.00	\$ 152.09		\$552.09
Bill Leichtnam	March-24	\$ 515.00	\$ 258.62		\$773.62
Jeff Penzkover	March-24	\$ 350.00	\$ 50.92		\$400.92
Dennis Polach	March-24	\$ 350.00			\$350.00
Laura Valenstein	March-24	\$ 380.00			\$380.00
William Voight	March-24	\$ 300.00	\$ 92.46		\$392.46
Ed Wagner	March & April	\$ 580.00	\$ 221.10		\$801.10
William Winch	March-24	\$ 350.00	\$ 44.22		\$394.22
Joseph Zurfluh	March-24	\$ 365.00	\$ 29.48		\$394.48
Kristen Iniguez	7/2022-3/2024	\$ 800.00	\$ 83.21		\$883.21
Rebecca Spiros	March-24	50.00			\$50.00
		\$8,480.00	\$2,232.57	\$24.00	\$10,736.57

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: APRIL 2024

For the range of vouchers: 06240046 - 06240063

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240046	MARATHON COUNTY TREASURER	Provisional Ballot Envelopes	04/02/2024	\$490.00	P
06240047	PITTSVILLE RECORD THE	Election Ad - Spring Election	04/04/2024	\$720.00	P
06240048	CEPRESS CINDY	Canvass Board - Spring Elec.	04/04/2024	\$50.00	P
06240049	HOKS DAVID E	Canvass Board - Spring Elec.	04/04/2024	\$50.00	P
06240050	QUADIENT LEASING USA INC	Lease payment - Mail Machine	04/01/2024	\$1,496.55	P
06240051	ELECTION SYSTEMS & SOFTWARE	Ballots - Spring Election	03/05/2024	\$11,165.05	P
06240052	ELECTION SYSTEMS & SOFTWARE	Test Ballots - Spring Election	03/05/2024	\$469.56	P
06240053	AMAZON CAPITAL SERVICES	Office Supplies	04/03/2024	\$9.99	P
06240054	UNITED MAILING SERVICE	MAIL FEES MARCH 2024	04/09/2024	\$1,065.89	P
06240055	WCCA (COUNTY CLERK'S ASSOC)	2024 WCCA Summer Symposium	04/17/2024	\$145.00	P
06240056	GANNETT WISCONSIN LOCALIQ	VARIOUS ADS MARCH 2024	04/17/2024	\$2,650.46	P
06240057	STAPLES ADVANTAGE	Office Supplies	03/23/2024	\$41.60	P
06240058	STAPLES ADVANTAGE	Credit	03/23/2024	(\$41.60)	P
06240058R	STAPLES ADVANTAGE	CREDIT	03/23/2024	(\$41.60)	P
06240059	US BANK	VISA Charges	04/17/2024	\$202.95	P
06240060	OFFICE ENTERPRISES INC	Mail Machine Ink Tank	04/24/2024	\$275.59	
06240061	VERIZON	Monthly Modem Fee	04/19/2024	\$226.36	
06240062	WI DEPT OF NATURAL RESOURCES	Fire Suppresion Cost	04/26/2024	\$1,920.02	
06240063	ELECTION SYSTEMS & SOFTWARE	ExpressVote Ballots - 17"	04/24/2024	\$1,322.90	
Grand Total:				\$22,218.72	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: APRIL 2024

For the range of vouchers: 14240076 - 14240095

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240076	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	04/04/2024	\$417.94	P
14240077	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	04/04/2024	\$246.92	P
14240078	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	04/04/2024	\$34.63	P
14240079	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	04/04/2024	\$505.34	P
14240080	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	04/04/2024	\$5,927.85	P
14240081	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/04/2024	\$3,088.01	P
14240082	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/04/2024	\$4,297.94	P
14240083	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	04/04/2024	\$355.85	P
14240084	AMAZON CAPITAL SERVICES	BUSINESS PRIME MEMBERSHIP	04/05/2024	\$1,299.00	P
14240085	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	2ND QTR 2024 TAX LEVY	04/01/2024	\$49,569.50	P
14240086	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	04/08/2024	\$18.98	P
14240087	BANK-A-COUNT CORPORATION	A/P CHECK STOCK	04/16/2024	\$1,000.00	P
14240088	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	04/18/2024	\$391.86	P
14240089	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	04/18/2024	\$246.92	P
14240090	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	04/18/2024	\$539.97	P
14240091	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	04/18/2024	\$5,713.62	P
14240092	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	04/18/2024	\$3,041.95	P
14240093	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	04/18/2024	\$4,164.05	P
14240094	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	04/18/2024	\$355.85	P
14240095	WIPFLI LLP	2023 AUDIT PROGRESS BILLING	04/19/2024	\$59,100.00	P
Grand Total:				\$140,316.18	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Human Resources

For the period of: March 2024

For the range of vouchers: 17240026 - 17240039 23240015 - 23240017

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240026	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	03/06/2024	\$394.00	P
17240027	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	01/30/2024	\$35.00	P
17240028	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	03/01/2024	\$53.00	P
17240029	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	03/01/2024	\$15,352.50	P
17240030	ASPIRUS OCCUPATIONAL HEALTH	Audiogram Screenings	03/01/2024	\$1,380.00	P
17240031	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	02/28/2024	\$70.00	P
17240032	WI DEPT OF WORKFORCE DEVELOPMENT	February 2024 Unemployment	03/25/2024	\$942.88	P
17240033	CONCENTRA HEALTH SERVICES INC	Drug & Alochol Testing	03/20/2024	\$265.00	P
17240034	WELD RILEY SC	Legal Fees	03/12/2024	\$1,160.00	P
17240035	HEART OF WI CHAMBER OF COMMERCE	Service & Recognition Program	03/14/2024	\$100.00	P
17240036	US BANK	P-Card Charges	03/18/2024	\$3,655.21	P
17240037	ASPIRUS INC (Chicago Address)	Audio Testing	02/29/2024	\$235.00	P
17240038	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	03/22/2024	\$92.00	P
17240039	AMAZON CAPITAL SERVICES	Office Supplies	03/19/2024	(Voided)	P
23240015	WI COUNTY MUTUAL INS CORP	ODIP Jail Construction	03/05/2024	\$13,659.00	P
23240016	COMPLETE CONTROL	RB Power Surge Damage 09/23	02/28/2024	\$8,285.38	P
23240017	AMAZON CAPITAL SERVICES	Office Supplies	03/27/2024	\$50.00	P
Grand Total:				\$45,728.97	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Human Resources

For the period of: April 2024

For the range of vouchers: 17240040 - 17240051 23240018 - 23240024

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240040	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	03/29/2024	\$105.00	P
17240041	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	02/28/2024	\$113.00	P
17240042	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	04/01/2024	\$17,212.50	P
17240043	NORTHWOODS LASER & EMBROIDERY	Service Recognition Program	04/03/2024	\$87.00	P
17240044	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	03/01/2024	\$212.00	P
17240045	WI DEPT OF WORKFORCE DEVELOPMENT	March 2024 Unemployment Charge	04/23/2024	\$4,686.03	P
17240046	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	04/01/2024	\$318.00	P
17240047	US BANK	P-Card Charges	04/16/2024	\$1,416.95	P
17240048	HEART OF WI CHAMBER OF COMMERCE	Service & Recognition Program	04/19/2024	\$150.00	P
17240049	MARSHFIELD AREA CHAMBER OF COM	Service Recognition Program	04/22/2024	\$135.64	P
17240050	AMAZON CAPITAL SERVICES	Office Supplies	04/19/2024	\$24.44	P
17240051	WELD RILEY SC	Legal Fees	04/15/2024	\$660.00	P
23240018	WI COUNTY MUTUAL INS CORP	Jail-ODIP	04/01/2024	\$20,037.00	P
23240019	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/18/2024	\$1,094.00	P
23240020	APHE WISCONSIN LLC	AHA Heartsaver	04/17/2024	\$200.00	P
23240021	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/23/2024	\$7,003.00	P
23240022	PROASSURANCE CASUALTY COMPANY	Prof Liability Ins Qtrly Prem	04/23/2024	\$1,495.00	P
23240023	AMAZON CAPITAL SERVICES	Office Supplies	04/21/2024	\$46.20	P
23240024	SAFELITE FULFILLMENT INC	Replace Visor - Sheriffs Dept	04/17/2024	\$384.92	P
Grand Total:				\$55,380.68	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: APRIL 2024

For the range of vouchers: 28240071 - 28240101

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240071	CALLI PENNY	TAX OVERPAYMENT REFUND	04/03/2024	\$293.96	P
28240072	CITY OF MARSHFIELD	MARCH SPECIAL CHARGES	04/03/2024	\$8,545.39	P
28240073	CITY OF NEKOOSA TREASURER	MARCH SPECIAL CHARGES	04/03/2024	\$3,397.09	P
28240074	CITY OF PITTSVILLE TREASURER	MARCH SPECIAL CHARGES	04/03/2024	\$119.30	P
28240075	CITY OF WISCONSIN RAPIDS	MARCH SPECIAL CHARGES	04/03/2024	\$2,665.93	P
28240076	FULLER NATHAN	TAX OVERPAYMENT REFUND	04/03/2024	\$42.54	P
28240077	STATE OF WISCONSIN TREASURER	1ST QTR PROBATE & BIRTH FEES	04/03/2024	\$29,342.85	P
28240078	TOWN OF PORT EDWARDS	MARCH SPECIAL CHARGES	04/03/2024	\$1,976.51	P
28240079	TOWN OF REMINGTON	MARCH SPECIAL CHARGES	04/03/2024	\$22.70	P
28240080	TOWN OF SARATOGA	MARCH SPECIAL CHARGES	04/03/2024	\$3,199.68	P
28240081	TOWN OF GRAND RAPIDS	MARCH SPECIAL CHARGES	04/03/2024	\$1,667.25	P
28240082	TOWN OF HANSEN	MARCH SPECIAL CHARGES	04/03/2024	\$1,614.17	P
28240083	TOWN OF LINCOLN	MARCH SPECIAL CHARGES	04/03/2024	\$299.88	P
28240084	TOWN OF MARSHFIELD	MARCH SPECIAL CHARGES	04/03/2024	\$501.66	P
28240085	TOWN OF MILLADORE	MARCH SPECIAL CHARGES	04/03/2024	\$495.37	P
28240086	TOWN OF RICHFIELD	MARCH SPECIAL CHARGES	04/03/2024	\$2,354.44	P
28240087	TOWN OF ROCK	MARCH SPECIAL CHARGES	04/03/2024	\$368.63	P
28240088	VILLAGE OF VESPER	MARCH SPECIAL CHARGES	04/03/2024	\$200.00	P
28240089	VILLAGE OF HEWITT	MARCH SPECIAL CHARGES	04/03/2024	\$229.50	P
28240090	VILLAGE OF MILLADORE	MARCH SPECIAL CHARGES	04/03/2024	\$3,631.31	P
28240091	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIAL CHARGES	04/03/2024	\$2,445.81	P
28240092	VILLAGE OF RUDOLPH	MARCH SPECIAL CHARGES	04/03/2024	\$521.59	P
28240093	WI DEPT OF ADMINISTRATION	MARCH WIS LAND INFO	04/03/2024	\$4,746.00	P
28240094	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	04/10/2024	\$19.34	P
28240095	PACKER RICHARD CHARLES	TAX OVERPAYMENT REFUND	04/10/2024	\$96.73	P
28240096	PORT EDWARDS WATER UTILITY	TAX DEED UTILITIES	04/10/2024	\$35.48	P
28240097	BERG JON	TAX OVERPAYMENT REFUND	04/17/2024	\$6.32	P
28240098	CATALIS TAX & CAMA INC	LANDNAV SOFTWARE FEES	04/17/2024	\$16,600.50	P
28240099	STATE OF WISCONSIN TREASURER	MARCH CLERK OF COURTS REVENUE	04/17/2024	\$128,496.99	P
28240100	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED SNOW REMOVAL	04/24/2024	\$235.00	P
28240101	WISCONSIN CO TREAS ASSN SEC TR	BOAT TOUR WCTA	04/24/2024	\$35.00	P

Grand Total:

\$214,206.92

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: May 7, 2024
To: Operations Committee

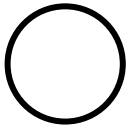
Subject: Finance Department Update
From: Ed Newton & PaNyia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2023 Annual Audit and Reporting (Newton/Yang).
- 2023 Single Audit (Newton/Yang).
- 2023 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2023 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file semi-annual Opioid report (Newton).
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB) (Newton/Yang).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2025 – 2029 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2025 CIP projects/Jail (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement information (Newton/Yang).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 – (Subscription-Based Information Technology Arrangements-SBITA) review (Newton/Yang).
- Account Payable ACH project (Nelson).
- Send out various ACFR information to various departments and municipalities (Nelson).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend Joint Review Board – TID 15 Marshfield (Newton).
- Various discussions with WIPFLI (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton).
- Various discussions with departments regarding year-end budgets/reconciliation/audit (Newton/Yang).
- Various discussions and meetings with Human Resources. (Newton/Yang).
- Various discussions with Corporate Counsel (Newton).
- Various discussions with Edgewater regarding compressor (CIP) (Newton).
- Various discussions with IT regarding GASB 96 (Newton).
- Various discussions with Baird regarding debt financing (Newton/Yang).
- Various discussions with Samuels Group regarding Jail budgeting (Newton/Yang).



RESOLUTION#

Introduced by CEED and Operations Committee
Page 1 of 1

ITEM# 4 -
DATE May 21, 2024
Effective Date Upon Passage and Publication

BAP

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

INTENT & SYNOPSIS: To seek County Board approval to amend the 2024 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies and to appropriate those monies to the DATCP grant budget expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from the DATCP in the form of 2023 DATCP Bond and SEG grant funds.

		NO	YES	A
1	Schulz, W			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R			
5	Hovendick, T			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
56122	DATCP Grant		\$32,611.29
43586-480	State Aid	\$32,611.29	

WHEREAS, the Land & Water Conservation Department received 2023 grant funds in the amount of \$32,611.29 to disburse as cost-share payments to landowners, and

WHEREAS, the 2023 grant funds were not rolled over and not included in the 2024 budgeted amount, and

WHEREAS, the \$32,611.29 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County State Aid Land & Water Conservation Department account (43586-480) be amended to accept \$32,611.29 of state aid monies and appropriate those monies to the DATCP Grant budget expenditures (56122) for disbursing as cost-share payments for participants, and

BE IT FURTHER RESOLVED, that pursuant to §65.90 (5), Wisconsin Statutes, the County Clerk is directed to post a notice of this budget change within fifteen (15) days.

{ }

Bill Leichtnam (Chair)

Timothy Hovendick

Russel Perlock

Wayne Schulz

Tom Buttke (Vice Chair)

Joe Behlen – Citizens Member

Laura Valenstein (Chair)

Donna Rozar

Jack Hahn

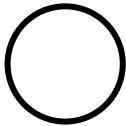
Lance Pliml

Joe Zurfluh

Adopted by the County Board of Wood County, this day of 20 24 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE
Effective Date May 21, 2024

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

		NO	YES	A
1	Schulz, W.			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R.			
5	Hovendick, T.			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S.			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

INTENT & SYNOPSIS: To amend the 2023 budget for Employee Health Benefits (51430) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from Health Fund Stop-Loss Reimbursement. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51430	Health Fund Benefit Payments		\$500,000
48440	Health Fund Stop-Loss Reimburse	\$500,000	

WHEREAS, the Health Fund Benefit Payments were approximately \$500,000 higher than anticipated, and

WHEREAS, the Health Fund Stop-Loss reimbursement was \$500,000 higher than anticipated and is sufficient to cover the additional expenditures of claim payments, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that an amendment to the budget is required any time the actual costs will exceed the budget at the function level.

NOW, THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2023 Employee Health Fund Benefits Payments (51430) by appropriating \$500,000 from Health Fund Stop-Loss Reimbursement (48440), and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

()

Laura Valenstein (Chair)

Jack Hahn

Lance Pliml

Donna Rozar

Joseph Zurfluh

Adopted by the County Board of Wood County, this

day of

20

24

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County Clerk

County Board Chairman

Wood County
Tentative Financing Timetable⁽¹⁾
General Obligation Promissory Notes



July 2024							August 2024							September 2024							October 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Monday, July 8, 2024	Official Statement Disclosure Questionnaire sent to the County for the preparation of the Preliminary Official Statement ("POS").
Monday, July 22, 2024	Requested information due to Baird from the County.
Wednesday, July 24, 2024	Draft POS to Support Banker and Banker for review.
Tuesday, July 30, 2024.....	Comments received from Support Banker and Banker. Updated Draft POS e-mailed to the County and Bond Counsel for review.
Tuesday, August 6, 2024	Operations Committee considers plan of finance and "Not to Exceed" Parameters Borrowing Resolution for the GO Promissory Notes. Comments received from the County and Bond Counsel on the Draft POS. Updated Draft POS forwarded to Moody's, County and Banker.
Between Wednesday, August 7 and Monday, August 12, 2024	Moody's conference call scheduled.
Tuesday, August 20, 2024	County Board considers Parameters Resolutions for GO Promissory Notes.
Monday, August 26, 2024	Baird due diligence call. Moody's rating report received.
Tuesday, August 27, 2024	Preliminary Official Statement distributed.
Early September, 2024.....	GO Promissory Notes sale when ready and timing is optimal. Authorized Officer signs Approving Certificate.
Early October, 2024	Settlement Date.

⁽¹⁾Baird will be closed on Monday, September 2, 2024 in observance of Labor Day.

Wood County, WI
Capital Improvement Plan 2025

PROJECTS BY FUNDING SOURCE
2025 CIP

Debt				Proposed	Proposed (Revised)	
Description	Department	Project #	Priority	2025	2025	Notes
Connector Roof Replacement	UWSP-Marshfield	UW-25-001	Necessary	82,500	-	Connector roof replacement Arboretum Drainage structures and Trail Surface
Arboretum Drainage structures and Trail Surface	UWSP-Marshfield	UW-25-002	Necessary	7,500	-	
				90,000	-	
Higher Ground Recording Software Server	Dispatch	08-25-001	Necessary	45,000	-	The current server has been operational for 6 years already and by the time these funds are available it will be 7 years. After discussing the server with the Wood County IT department, it was found that Mainstream Support for the 2016 Server ended in 2022 and will soon end all support in the near future. They also recommend replacing servers every 7-8 years.
500 Unit Air Handler / Compressor	Edgewater	12-25-001	Urgent	40,000		Current Air Handler is 40+ years old, and is the oldest air handler in the facility. As the current unit has outlived its useful life and is aged being prone to potential failure, which could affect the health and safety of 24 residents.
Simons Design Building Controls 300 / 500 wing	Edgewater	12-25-002	Necessary	30,000		The system will provide prompt notification to maintenance staff in the event of a failure of HVAC component or domestic hot water system temperatures. Additionally, if temperatures fall outside of a set parameter for patient safety, notifications will occur to maintenance staff which will pin-point area of concern.
Resident Lifts	Edgewater	12-25-003	Necessary	14,000		The majority of residents utilize a Mechanical lift for ambulation. These current lifts are over 20 years old and are obsolete and may pose resident safety issues. Furthermore as indicated in the above a minimum of 50% of the cost will be covered through the bariatric incentive through the Medicaid program, and the remaining amount may be covered through SP award.
Resident Tub	Edgewater	12-25-004	Necessary	26,000		This would replace only tub in facility. Currently the tub has not had issues, however it is nearing end of useful life. There are no other tubs in the facility, therefore residents would be required to have either a shower or bed bath. Pending on the resident's prognosis, they may not be appropriate for a shower based off core strength, therefore would need to have a bed bath while waiting for replacement parts.
Laundry Machines	Edgewater	12-25-005	Necessary	66,000		With infection control standards facility must ensure sanitized linens and personal items to comply with federal regulations. The commercial machines utilize high temperatures and chemicals to meet these standards, and are in use 7 days per week, 365 days per year. When a machine is inoperable, it poses difficulty to maintain the demand in sanitizing these items.
AC Unit - Lower Breakroom	Edgewater	12-25-006	Necessary	14,000		Current unit has outlived its useful life. Even though unit does not impact resident care, this unit will ensure comfortable temperatures for employees during rest periods.
				190,000	-	
Bituminous Overlays/Construction	Highway	16-25-001	Necessary	2,692,684		Replacement of worn driving surfaces - includes LRIP reimbursement of (\$236,316) Total project \$2,929,000 Replacement of worn bridge Engineering and right of way acquisition Replacement of aging fuel system
CTH N Bridge Replacement	Highway	16-25-002	Necessary	100,000		
CTH U Engineering	Highway	16-25-003	Necessary	500,000		
Marshfield Fuel System	Highway	16-25-006	Necessary	400,000		
				3,692,684	-	
Courthouse Heating System Replacement	Maintenance	19-25-005	Necessary	3,000,000		All major components of current heating system are beyond their useful life and being less reliable. System needs to be replaced to provide facility with safe and reliable heat.
Water Pipe Repl. Phase 2	Norwood	20-25-001	Urgent	750,000		Phase 2 of 3 to replace deteriorating galvanized water pipe and sewer lines. Replace elevator cylinder and power unit and update car finishes. Replace worn bearings, pulleys, louvers, mechanical parts. Bariatric patient full body lift with 700 lb weight capacity and built-in scale and extra sling. Replace 1 of 2 Laundry water heater. Replace tile with tile or epoxy-type material.
Passenger Elevator Repairs	Norwood	20-25-002	Necessary	150,000		
Circulating Fan Repairs	Norwood	20-25-003	Necessary	50,000		
Bariatric Lift	Norwood	20-25-004	Necessary	8,000		
Laundry Water Heater #1	Norwood	20-25-005	Necessary	12,000		
Kitchen Flooring	Norwood	20-25-006	Desirable	40,000		
				1,010,000	-	
Road/Parking Lot Improvement - Dexter Park	Parks	21-25-002	Necessary	80,000		Existing surface is end of life on several roads & parking lots in parks
Mini Excavator	Parks	21-25-003	Necessary	60,000		Purchase of a used mini-excavator eliminates the need for annual rental of similar machine. Increased trail construction and maintenance has created a need for this machine to efficiently and effectively get work done.
North Park Shelter Bridge Replacement	Parks	21-25-004	Necessary	100,000		Bridge was inspected by Hwy Dept. Recommendation of budgeting for replacement in the near future.
Playground Replacement - South Park	Parks	21-25-005	Necessary	50,000		Remove outdated structures and do not replace.
Boat Dock Replacement - Nepco Lake	Parks	21-25-008	Necessary	5,000		(\$5,000 Debt & \$5,000 State Grant) Existing dock continues to have high repair expenses each year due to broken plastic surface panels. Need to replace dock with more commercial heavy duty structure.
				295,000	-	
Video Conferencing System Upgrade	Information Tech	27-25-001	Urgent	98,500		Video Conferencing is heavily relied upon to provide remote communication meetings. Keeping equipment and systems up to date and supported is critical to providing this service and using VC as a resource.
Courthouse Switch Refresh	Information Tech	27-25-002	Urgent	225,000		As departments and services grow in the Courthouse network switch equipment is critical in keep current and new hardware connected to County network systems. This project will refresh equipment that has been in place running 24X7 as well as handle the growth that is occurring.
				323,500	-	
Debt Total	Total			8,646,184	-	

Tax Levy				Proposed	Proposed (Revised)	
Description	Department	Project #	Priority	2025	2025	Notes
Fleet Vehicle Replacement	Parks	21-25-001	Necessary	60,000		With a total of 21 fleet vehicles, annual replacement is necessary. With the year round rental of this shelter, hosting a variety of events, there has been multiple requests to provide this AV equipment.
Nepco Shelter AV Equipment	Parks	21-25-006	Desirable	10,000		
Campground Storage Shed	Parks	21-25-007	Necessary	25,000		
				95,000	-	The old storage shed was removed 3 years ago due to end of life condition. We have not replaced it with anything since then.
Vehicles	Sheriff	25-25-001	Urgent	398,540		Mileage per vehicle on patrol scheduled to be replaced will be at 125,000 to 140,000 miles. Costs in expenditure schedule for years 2026-2029 reflect an estimated eight percent increase per year due to anticipated inflation which has been significantly higher than normal over the past several years. Emergency operation with high mileage vehicles exposes departments to increased chance of equipment failure and potential injury. Current Rescue vehicle is 15 years old. Overall project cost is anticipated to be \$380,000, majority of this project will be funded through already secured grants and fundraising.
Rescue Truck	Sheriff	25-25-002	Urgent	75,000		
				473,540	-	
Van Replacement	Human Services	40-25-001	Necessary	32,000	-	Current vehicle will be 12 years old and over 120,000 miles. In 2023, the vehicle's engine blew. The best cost option was to install a used engine that would make the van serviceable until funding was approved to replace. Maintenance cost of this older vehicle will continue to increase, and will be less reliable over time. Using the van reduces transportation costs and is more efficient and cost-effective than using employee vehicles.
Tax Levy Total				Total	600,540	-

Departmental Rent				Proposed	Proposed (Revised)	
Description	Department	Project #	Priority	2025	2025	Notes
Courthouse/Jail M.E.P. Updates	Maintenance	19-25-001	Urgent	50,000		
Courthouse Update and Repairs	Maintenance	19-54-002	Necessary	50,000		
River Block Update and Repairs	Maintenance	19-25-003	Necessary	175,000		
Security Updates	Maintenance	19-25-004	Necessary	25,000		
Departmental Rent Total			Total	300,000	-	

User Fees				Proposed	Proposed (Revised)	
Description	Department	Project #	Priority	2025	2025	Notes
Patrol Truck - Single Axle	Highway	16-25-004	Necessary	350,000		
Quad Axle Truck (Used)	Highway	16-25-005	Necessary	200,000		
Pressure Washer	Highway	16-25-007	Necessary	50,000		
Administration Vehicle	Highway	16-25-008	Necessary	30,000		
Commissioner Vehicle	Highway	16-25-009	Necessary	60,000		
Asphalt Plant Burner	Highway	16-25-010	Necessary	120,000		
Sign Shop Box Truck (Used)	Highway	16-25-011	Necessary	15,000		
Vacuum Trailer	Highway	16-25-012	Necessary	50,000		
Off Road Fork Lift	Highway	16-25-013	Necessary	40,000		
Ice Breaker for Patrol Truck	Highway	16-25-014	Necessary	50,000		
Message Board	Highway	16-25-015	Necessary	30,000		
User Fee Totals			Total	995,000	-	

State/Federal Grant				Proposed	Proposed (Revised)	
Description	Department	Project #	Priority	2025	2025	Notes
Boat Dock Replacement - Nepco Lake	Parks	21-25-008	Necessary	5,000		Total cost is \$10,000. (Grants \$5,000 Debt \$5,000)
Bituminous Overlays/Construction	Highway	16-25-001	Necessary	236,316		Replacement of worn driving surfaces - includes debt of (\$2,692,684) Total project \$2,929,000
Bus Purchase	Human Services	40-25-002	Necessary	105,000		\$45,000 funded by other sources (Total cost \$150,000)
Grant Total			Total	346,316	-	

Other				Proposed	Proposed (Revised)	
Description	Department	Project #	Priority	2025	2025	Notes
VOIP System Upgrade	Information Sys	27-25-003	Urgent	87,500		The VOIP system provides phone and video conferencing systems to all County facilities.
Bus Purchase	Human Services	40-23-001	Necessary	45,000		\$105,000 funded by grant (Total cost \$150,000)
Other Total			Total	132,500	-	

GRAND TOTAL				11,020,540	-	
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Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

April 30, 2024

To: Wood County Operations Committee
From: Kimberly McGrath, Director of Human Resources
Subject: Sheriff's Department Lieutenant Proposal

Proposal 1 (High priority)

In 2023, a number of deputies/investigators out-earned their Lieutenants (their supervisors) due to working overtime, the extra holiday pay, and call-in pay (all included in the union contract).

Due to this, the request of the Operations Committee is to make the following adjustments effective June 1, 2024:

- Wages
 - Increase the 4 Patrol Lieutenants, Investigative Lieutenant, and Security Services Lieutenant to Grade M, Step 9 (they are currently Grade L, Step 8-10)- total increase 9.6-11.7%
 - Increase the Operations Captain to Grade N, Step 9 (currently Grade M, Step 9)- total increase 6.4%
 - Increase the Chief Deputy to Grade P, Step 5 (currently Grade O, Step 7)- total increase 3.1%
- Call-in Pay
 - When a Lieutenant is called into work with less than 4 hours' notice by the Sheriff, Chief Deputy, or Operations Captain, they are entitled to 3 hours call-in pay at straight rate.
- Clothing/Shoe Allowance
 - All Uniformed Lieutenants are eligible for an annual footwear allowance of \$150.
 - The Investigative Lieutenant is eligible for an annual clothing allowance of \$700.
 - All clothing allowance amounts are subject to WRS and IRS reporting guidelines.
- Lieutenant Comp Time
 - All Lieutenants will work a schedule of 84 hours every pay period (2 weeks). Of that, 80 hours will be paid in straight wages, and the last 4 hours worked of the pay period will be designated as "Lieutenant Comp Time" and be placed into an accrual bank, subject to all the same rules and policies as standard compensatory time.
 - Lieutenants must work 84 hours to be eligible for Lieutenant Comp Time- any vacation, comp time, or sick time taken in the pay period will eliminate the eligibility for Lieutenant Comp Time in that specific pay period.
 - If a Lieutenant receives call-in pay or straight time, those hours that are paid out are not included in the 84 hour threshold.

Proposal 2

In an effort to maintain the departmental internal equity, Sheriff Becker is requesting a wage grade increase for the Jail Captain. In moving the Operations Captain up one grade, the departmental hierarchy is interrupted as these two leadership positions have historically been in the same wage grade. There are currently no compression concerns with this position and the staff this person oversees. The position appears to be slightly below market (about 94.1%) based on responses from six of our comparable counties. However, we are currently in the midst of a Market Update with an external consulting firm, which would likely address this concern and would be the intended mechanism to do so.

The request from Sheriff Becker of the Operations Committee is to make the following adjustment effective June 1, 2024:

- Increase the Jail Captain wage to Grade N, Step 9 (currently Grade M, Step 10)- total increase 5.2%

Safety and Risk Management Manual



Updated – 5/1/2024

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NOTE: Appendices and Written Programs, as referenced in this Manual, are to be reviewed and updated on a regular basis, no less than annually, or as needed based on organizational changes.

Wood County Human Resources (Risk Management Program) – General Information

Wood County Courthouse
400 Market Street
P.O. Box 8095
Wisconsin Rapids, WI 54494

Direct Phone Number: (715) 421-8412
Direct Fax Number: (715) 421-8692

SAFETY POLICY STATEMENT

Wood County recognizes its responsibility to provide a safe and healthy workplace, to the greatest extent possible. To do this, Wood County must be aware of potentially hazardous conditions in all work areas. Thus, employee cooperation in detecting and reporting hazards is necessary. Employees should inform immediate supervisors or Human Resources (Risk Management) immediately of any situation beyond the employee's ability or authority to correct. Wood County establishes the following overall policy statement:

1. Wood County intends to comply with all applicable safety regulations.
2. The safety of employees and the public are of great importance.
3. Safety should take priority over shortcuts.
4. Every reasonable attempt should be made to reduce the possibility of accident recurrence.
5. All employees shall follow established rules of safety, and use safety equipment and personal protective equipment (PPE) that has been provided.

RESPONSIBILITIES

Wood County Board of Supervisors – The Wood County Board of Supervisors is committed to maintaining a safe and healthy work environment. Policies are established to meet or exceed State and Federal regulations pertaining to County lands, facilities, operations and employees.

Risk Management – Develop, implement and administer the Wood County Safety and Risk Management Program. This function may assist department heads as needed with accident investigation/review, claims reporting and training of employees. To ensure the success of the Safety Program, the position will also inspect facilities, review department programs and make the appropriate recommendations to department heads and their committees, as necessary.

Departmental Safety Committees (where applicable) – Departmental Safety Committees should work toward improving safety of operations and controlling losses through a direct interaction of employees with management. Regular meetings should be held for the purpose of discussing departmental safety issues.

Department Heads – Department heads are responsible and accountable for the safety and well-being of the individual employees in their department. Their attitude toward safety should be apparent in the daily activities of employees and the use of County equipment. The following are specific responsibilities of department heads:

1. Aid Human Resources (Risk Management) in development of safety policies and procedures for special exposures and operations.
2. Ensure that all employees have received training in the safe operation of all required equipment and job responsibilities.
3. Ensure continuous compliance with safety programs and policies.
4. Schedule refresher safety training for current employees.
5. Provide necessary guidance to perform duties safely.
6. Correct unsafe habits or conditions immediately.
7. Budget for safety equipment and protective devices.

Supervisors – The responsibility of all Supervisors is to:

1. Inform employees of hazards they may encounter on their job and how to avoid or control such hazards.
2. Ensure all employees under their supervision receive safety training including the use of PPE, the safe operation of equipment, and other pertinent policies.
3. Enforce all safety programs and policies.
4. Promptly report and investigate all accidents or near-miss situations to prevent recurrence; and see that all injuries/illnesses are properly treated.
5. Inspect workplaces and equipment on a regular basis, taking action to correct unsafe conditions and acts.
6. Promote safety within their department or division.

Employees –The responsibility of all Employees is to:

1. Follow established safety rules, wear required personal protective equipment, use provided safety equipment, and work in a safe manner at all times.
2. Immediately report all work-related injuries/illnesses.
3. Immediately report defective equipment, machinery and safety devices, or other unsafe conditions.

Seasonal/Temporary Employees and Authorized Volunteers – All of the programs and policies set forth in this manual apply equally to all employees of Wood County, regardless of employment classification. Department Heads or their designated supervisor(s) shall ensure that all employees working in the respective department are trained and informed on the various safety programs, and provided with the appropriate personal protective equipment.

Outside Contractors – All contract work performed for Wood County by outside contractors should be performed in a safe and efficient manner as not to endanger County employees or residents. All contract work performed for Wood County by outside contractors shall be completed in accordance with applicable local, state and federal safety regulations. Wood County shall take reasonable steps to provide a safe and healthy work environment for outside contractors.

GENERAL SAFETY RULES

Employee Conduct – Each employee bears primary responsibility for ensuring their own personal safety. Employees are responsible for learning and obeying the safety rules and wearing all required personal protective equipment. Each employee should become familiar with safety rules as they pertain to their job. Employees should notify their supervisor or Human Resources (Risk Management) immediately of any unsafe conditions or acts. Wood County will take reasonable means to reduce and/or eliminate the safety risk. Any unsafe conditions or acts should be dealt with as soon as practical. Employees who are impaired by drugs or alcohol are potential hazards to themselves and co-workers. Practical jokes, rowdiness, and horseplay are forbidden. These actions can lead to a very serious accident and will not be tolerated.

Operation of Equipment – Do not operate any equipment or power tools unless instructed to do so by your supervisor, and only if you have been properly trained on the operation and safety rules of that piece of equipment.

Safety Equipment Usage – Certain safety products may be provided by Wood County and should be used for their designated purpose. Safety supplies such as safety glasses/goggles, hard hats, respirators, hearing protection, protective gloves, lockout/tagout equipment, safety belts/harnesses, and ergonomic equipment should be provided by departments depending upon the assessed need. When new protective equipment is introduced to the County, training on its proper use should be provided.

Housekeeping – Each employee is responsible to keep his/her work area clean and free from recognized hazards. Shop areas should be swept and cleaned to eliminate possible trip or slip hazards. Office areas should be kept clean with electrical cords secured and out of the way and file drawers closed after use.

OUTSIDE CONTRACTOR POLICY

This policy is in place to ensure that there is a method of notifying outside contractors of their safety responsibilities prior to their working on Wood County premises. Also, all chemical agents (i.e. solvents, gases, paints, etc.) and all physical agents (i.e. noise generation, heat) should be properly evaluated prior to all contract work commencement. This means that all hazardous chemicals used by outside contractors on Wood County premises should have an accompanying inventory of Safety Data Sheets in which one copy is given to Maintenance or Human Resources (Risk Management) and the other is kept with the contractor on-site.

Procedures – Each operation is different in terms of associated risks and hazards. For this reason, contractors are required to submit an Outside Contractors Work Evaluation Form (**Appendix A**) to Human Resources (Risk Management) or Maintenance before the work is performed.

1. The following information is required prior to commencement of contract work:
 - a. The outside contractor should complete the designated section (items 4 through 10) and sign and return this completed form to Wood County Human Resources (Risk Management).
 - 1) Outside contractors should give a copy of their Safety Data Sheet inventory for chemicals they are going to use on Wood County premises to Maintenance or Human Resources (Risk Management) at least three (3) working days before work is to be started, unless work is performed on an emergency basis. In that case, it must be presented at the time of work being performed. They should also keep a copy of the inventory and copies of all Safety Data Sheets used on the worksite.
 - Should vendors store chemicals on Wood County property for a period of longer than 24 hours, a copy of the Safety Data Sheet will be kept in the storage location at all times, until removal of the chemical upon completion of work.
 - 2) Human Resources (Risk Management) should receive a copy of a Certificate of Insurance, with Wood County as an additional insured (Required minimum limits of liability - \$1,000,000) from the Outside Contractor prior to commencing work. Underground contractors (excavation, trenching, well digging, utility work, etc.) may be required to carry a minimum limit of liability of \$2,000,000. For structural

contractors, general contractors, steel erection, and precast erection, the County's insurance company may be contacted to determine the required minimum limits of liability. These certificates should be kept on file along with the signed contract.

3) Certificates of Insurance should be filed at the following address:

Wood County
Attention: Human Resources (Risk Management)
P.O. Box 8095, 400 Market St.
Wisconsin Rapids, WI 54494

Responsibilities

1. Human Resources (Risk Management)

- a. Inform and discuss with the Contractor the responsibilities as listed in this procedure if needed.
- b. Review Outside Contractor Evaluation Forms, review hazardous processes/operations, Contractor's chemical inventory, and Safety Data Sheets, and evaluate potential health hazards prior to work commencement.
- c. Explain any hazardous or dangerous operations associated with the work to the contractor or its representative. Provide County Safety Data Sheets as requested by the contractor.
- d. If it is deemed necessary for contractors to use Wood County-owned tools or equipment, then the Department Head or Human Resources (Risk Management) should determine if they have been properly trained in accordance with OSHA/Department of Safety and Professional Services (DSPS) standards, other agencies' guidelines and/or manufacturer requirements.

2. Outside Contractors Responsibilities Prior to Commencement of Work

- a. The Contractor should complete the Outside Contractor Work Evaluation Form and return it to Maintenance or Human Resources (Risk Management) at least three (3) days prior to work commencement. In an emergency situation, the form may not have to be complete, but all precautions of the form shall be implemented.
- b. The Contractor should provide an inventory of chemicals being used, and maintain on-site Safety Data Sheets for any hazardous substance that will be utilized on the premises.
- c. The Contractor should keep Human Resources (Risk Management) advised of any processes/operations that may affect the safety of County employees.
- d. The Contractor should ensure that all its employees are aware of the necessary safety compliance standards regarding the work to be completed on County premises.
- e. The Contractor should provide and assure that all necessary personal protective equipment is worn with respect to OSHA or other industry standards.
- f. Contractors should ensure that all their employees are properly trained in accordance with OSHA, other guideline-setting agencies, or manufacturer requirements in the use of power operated equipment.

Written Safety Programs

Written safety programs can be found on Wood County's Intranet Site.

WORKPLACE VIOLENCE PREVENTION

Wood County is committed to providing a safe work environment free from the risk of violence for our employees and customers. Wood County will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any Wood County owned or leased facility or any Wood County sponsored activity. Violence/threats include, but are not limited to: striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking, or harassment. Such action by or directed at Wood County employees, clients, or visitors may lead to disciplinary action and possible legal action. Wood County will take immediate corrective action in case of a threat of violence. Employees are responsible to immediately report anything they feel is physically threatening towards themselves or another person or Wood County property.

Employees are restricted from possessing any weapons or dangerous items that are in violation of the Wood County Workplace Violence Prevention Policy, department policy, or state law while on duty. The Workplace Violence Prevention Policy allows approved employees to carry concealed firearms in non-restricted County facilities and in certain situations while conducting County business.

Employees need to be aware of Wood County's policies on carrying concealed weapons, and are responsible to abide by all requirements. Any employee who becomes aware of a violation of Wood County's policies regarding dangerous weapons should immediately report it to their supervisor or another member of management.

For more information, see the Violence in the Workplace Prevention Policy.

HAZARD COMMUNICATION

The Hazard Communication standard has been designed to ensure that:

1. Hazardous substances present in the workplace are identified and labeled.
2. Employees have ready access to information on the hazards of these substances.
3. Employees are given information on how to prevent injury or illness due to chemical exposure.

The Written Hazard Communication program is available to all applicable employees for review and a copy should be located in the following areas:

Parks Department

- Safety cabinet at each shop (Power's Bluff, North Park, Lake Dexter and South Park)
- In the Parks Department (River Block)

Highway Department

- Wisconsin Rapids Highway Shop
- Marshfield Highway Shop
- Asphalt Plant – Wisconsin Rapids

Norwood

- Maintenance Manager's office
- Facility Administrator's office

Edgewater

- 400 Wing Nurse's Station

Courthouse

- Facilities Manager's office.

Emergency Management Shop (17th Avenue)

- Shop Office
- Emergency Management office (courthouse)

Wood County Jail

- Supervisor's office

Department of Health

- Employee Break Area near Front Desk

River Block

- Reception Area near Front Entrance

City Hall Plaza (Marshfield)

- Employee Break Area on 4th floor

Chemical Inventory List – Each appropriate location should maintain a list of all chemicals regulated under the Hazard Communication standard. This physical inventory should be reviewed periodically, no less than annually, to ensure the list is accurate and up to date. The chemical or substance name on the chemical inventory list should correspond with the chemical name on the appropriate Safety Data Sheet and also on labels for containers. A complete copy of this chemical inventory list may be found in the front of each SDS binder. All employees should have access to this list during their work shift. The chemical inventory list should also contain the appropriate hazard ratings for each hazardous material on the list. This will aid in correctly filling out and applying labels to all unlabeled containers.

Safety Data Sheets (SDS) – A safety data sheet should be obtained for each substance used at a location that is regulated under the Hazard Communication Standard. SDS should be available for every chemical present at any time in the workplace. SDS for new or different substances should be obtained and filed before the substance is used in the workplace. The following information may be obtained from a SDS:

- | | |
|--------------------------------|-------------------------------------|
| 1. Identification | 9. Physical and Chemical Properties |
| 2. Hazard(s) Identification | 10. Stability and Reactivity |
| 3. Composition/Ingredients | 11. Toxicological Information |
| 4. First-aid Measures | 12. Ecological Information |
| 5. Fire-fighting Measures | 13. Disposal Considerations |
| 6. Accidental Release Measures | 14. Transport Information |
| 7. Handling and Storage | 15. Regulatory Information |
| 8. Exposure Controls/PPE | 16. Other Information |

Container Labeling – Employers should ensure that each hazardous chemical container is marked or tagged with the identity of the hazardous chemical and appropriate hazard warning as soon as the chemical is present in the workplace. All containers of hazardous

chemicals/materials, regardless of size, need to be labeled. The labeling of these containers should follow these guidelines.

1. Original labels on containers when the material was received are not to be removed.
2. If a material is transferred from the original container to a secondary container, then the secondary container should be labeled properly. Exception: Containers filled by the person using the material and consumed by that same person during his/her work shift do not need to be labeled.
3. If a different material is placed in a container other than what the label designates, a new label should be applied.
4. Tanks should be labeled to indicate the appropriate hazards.

Label information will include the following:

1. Appropriate hazard rating(s) for that chemical
2. Name of chemical or substance
3. Manufacturer of the chemical or substance

Wood County uses the Hazardous Material Identification System (HMIS) for its labeling system. HMIS communicates hazard information through the use of colors and numbers. Numerical ratings are assigned for the following areas: Health, Flammability and Reactivity. Health ratings are designated by the color blue, flammability by the color red, and reactivity by the color yellow. In general, the numbers 0 through 4 designate the following: 4 indicates a severe hazard, 3 indicates a serious hazard, 2 indicates a moderate hazard, 1 indicates a slight hazard, and 0 indicates a minimal hazard. The following is a sample picture of the HMIS label that Wood County uses:

○ H	CHEMICAL NAME
○ F	COMMON NAME
○ R	MANUFACTURER
○ PE	

Hazardous Chemical Spills – In case of a hazardous spill, the following should be done:

1. Inform other employees of the spill.
2. Evacuate the area.
3. If the material is flammable, turn off any ignition sources.
4. Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures beyond those required to evacuate the area.
5. Perform clean-up as appropriate and as directed by the Safety Data Sheet.

Employee Training – All affected employees should receive initial safety orientation training covering the elements of the Hazard Communication Program. This training should cover specific chemical safety training for the chemicals they will be using or may be working around, including hazards, risk mitigation, and potential protective equipment that may be required. Additional training may be conducted by Human Resources (Risk Management) or department

supervisors for any employee that requests additional information or exhibits a lack of understanding on the safety requirements.

Employee Responsibilities – When an employee is not following safety and health rules while working with a hazardous chemical, disciplinary action may be taken according to the Wood County Employee Policy Handbook.

Record Keeping – All SDS should be kept for a period of 30 years after the use of the substance has been discontinued. The OSHA Hazard Communication Standard, 29 CFR 1910.20 “Access to Employee Exposure and Medical Records,” requires that exposure records on an employee be kept for a period of 30 years beyond the duration of employment. If the SDS is the only exposure information available, these become exposure records. The actual SDS does not have to be kept; though a record of the identity and manufacturer of the substance (enough information to track down the SDS) should be kept.

Community Hazard Communication – Human Resources (Risk Management) is responsible for handling requests for information from members of the community on hazardous substances used at Wood County facilities.

Evaluation and Program Maintenance – Human Resources (Risk Management) is responsible for program evaluation and maintenance. An evaluation of the program will be conducted periodically.

For more information, see the Hazard Communication Safety Program.

LOCKOUT / TAGOUT PROGRAM

Purpose – The purpose of this program is to establish the minimum requirements for isolating pieces of equipment/machines before servicing or repairing operations take place. Lockout/Tagout (or LO/TO), should be used to ensure that a machine or piece of equipment is isolated from all potentially hazardous energy. This procedure should be followed before employees perform any servicing, testing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury. This policy has been developed and implemented in accordance with 29 CFR 1910.147 of the Occupational Safety and Health Act and Department of Safety and Professional Services (DSPS) regulations, as amended.

Employees Involved – All employees involved in maintenance activities should be instructed in the purpose and use of the lockout/tagout procedures. Human Resources (Risk Management), or designated competent trainers at the department level, should be responsible for the training of this program. All employees who use pieces of equipment/machines that are subject to maintenance activities should be instructed in the purpose of this Lockout/Tagout Program.

General Lock Out and Tag Out Procedures – Before working on, repairing, adjusting, or replacing machinery and equipment, the following procedures should be utilized to place the machinery and equipment in a neutral or “zero” mechanical state.

1. Perform a survey to locate and identify all energy sources to be certain which switch(s), valve(s), or other energy isolating devices apply to the equipment to be locked out / tagged out. More than one energy source may be involved.

2. Notify all affected employees that a lockout/tagout procedure is going to be utilized and the reason for it. All affected employees should know the type and magnitude of the energy that the machine or equipment utilizes and should understand the hazards.
3. If the machine or equipment is operating, shut down by normal stopping procedure (press stop button or toggle switch, etc.)
4. Operate the switch, valve, or circuit breaker so the equipment is isolated from its entire energy source. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) should be dissipated or restrained by methods such as repositioning, blocking, or bleeding down.
5. Attach the appropriate energy-isolating devices to the switches, valves, circuit breakers, etc.
6. Attach assigned locks and tags to these energy-isolating devices.
7. After ensuring that no personnel are exposed, and as a check on having disconnected the proper energy sources, operate the normal starting controls to make certain the equipment will not operate. CAUTION: MAKE SURE YOU RETURN THE OPERATING CONTROLS TO THE "NEUTRAL" OR "OFF" POSITION AFTER THIS TEST.
8. The equipment is now locked out/tagged out.

Procedures for restoring energy to equipment/machine – Before lock out or tag out devices are removed and the energy is to be restored to the machine or equipment, the following actions should be taken:

1. The work area should be thoroughly inspected to ensure that nonessential items have been removed and that the machine or equipment components are operational.
2. The work area should be checked to ensure that all employees have been safely positioned or removed from the area. Before lockout or tagout devices are removed, affected employees need to be notified that the lockout or tagout devices are being removed and the machine or equipment may soon return back to service.
3. Authorized employees should remove the lockout/tagout device (s) from each energy source. Once this has been accomplished, then the machine can return back to service.

Lockout/Tagout Procedures for Electrical Plug-Type Equipment – This procedure covers all electrical plug-type equipment such as battery chargers, pumps, office equipment, powered hand tools, powered bench tools, fans, etc. When working on, repairing, or adjusting equipment with only a plug-in, the following procedures should be utilized to prevent accidental or sudden startup:

1. Unplug electrical equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" tag and also lock out device / padlock over the end of power cord. An exception is granted to not lock and tag the power cord when the cord and plug remain in the exclusive (direct) control of the employee working on, adjusting or inspecting the equipment / machine.
3. Test equipment to assure power source has been removed by depressing the "Start" or "On" switch. CAUTION: MAKE SURE YOU RETURN THE OPERATING CONTROLS TO THE "NEUTRAL" OR "OFF" POSITION AFTER THIS TEST.
4. Repair equipment.
5. Replace all guards that were previously removed.
6. Ensure the surrounding work area is safe (tools used are picked up and placed away from the affected area, etc.)

7. Remove padlock, tag, and lock out device.
8. Inspect power cord and outlet before plugging equipment into power source. Any defects found should be repaired before placing the equipment back into service.

Procedures Involving More Than One Employee for Lockout/Tagout – If more than one employee is assigned to a task requiring a lock and tag, each person should place his or her own lock and tag on a hasp lockout device.

Supervisor's Removal of Lock and Tag – Only the employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the employee leave the facility before removing his/her lock and tag; only supervisors (minimum of 2 is needed) may be allowed, if necessary, to remove this lock and tag. Prior to the removal of the lock and tag, every attempt should be made to try to contact the employee who had initially placed the lock and tag on the piece of equipment.

If contact cannot be made with this individual, then the following should occur, if necessary: One supervisor should serve as witness to the removal of the lock and tag while the other supervisor performs the actual removal of the lock and tag. These supervisors should assure that all tools have been removed, all guards have been replaced, and all employees are free from any hazard(s) before the lock and tag are removed and the machinery, equipment, or processes are returned back to service. The employee who had initially placed the lock and tag should be notified of the removal immediately upon arrival at the workplace.

Periodic (Annual) Inspection of Program – Periodically, Human Resources (Risk Management) may conduct an inspection/evaluation of the LO/TO policy and procedures. Upon completion of this periodic inspection, the appropriate department head/facility administrator should be notified of any deficiencies in the policies and / or procedures.

Contractors – Contractors, working on Wood County property and equipment should follow the applicable requirements of this LO/TO program while servicing or maintaining equipment, machinery, or processes. Contractors in turn are expected to exchange information about their own LO/TO program with Maintenance or Human Resources (Risk Management).

Employee Training – Human Resources (Risk Management), or designated trainers within departments or facilities, should provide training to ensure that employees understand the purpose and function of this LO/TO program. Wood County should also train designated employees (authorized employees – those who perform servicing or maintenance) to ensure that they have acquired the knowledge and skills required for the safe application, usage and removal of the energy control devices. Each “authorized employee” should receive training in the following:

1. The recognition of applicable hazardous energy sources.
2. The type and magnitude of the energy available in the workplace.
3. The methods and means necessary for energy isolation and control.
4. The limitations of using tags alone.

Each “affected employee” (those who use the machines/equipment subject to lockout/tagout) should be instructed about the procedure and about the prohibition relating to the attempt to

restart or re-energize machines or equipment, which have been locked out or tagged out. Retraining should be provided for all authorized employees and affected employees whenever the following occurs:

1. There is a change in their job assignments.
2. A change in machines, equipment, or processes presents a new hazard.
3. When a change is made to the written Lockout/Tagout Program.
4. Whenever a periodic inspection reveals non-compliance.
5. Whenever Human Resources (Risk Management) has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

For more information, see the Lockout/Tagout Safety Program.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

Head Protection – Hard hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical, and fire hazards. Head protection should be furnished to and used by all employees and contractors engaged in construction and other miscellaneous work in head injury hazard areas. Head protection may also be required by engineers, inspectors, and visitors at construction sites. Bump caps may be issued to and worn for protection against scalp lacerations from contact with sharp objects. Bump caps should not be worn as substitutes for hard hats because they do not afford protection from high impact forces or penetration by falling objects. Where falling hazards are present, hard hats should be worn. Some examples include: working below other workers who are using tools and materials which could fall, working below machinery or processes which might cause objects to fall, etc.

Eye and Face Protection – Protective eyewear should be worn whenever there is any danger of particles or chips entering the eyes or danger from radiant light. Face protection should be worn whenever there is a potential risk of injury to the face. All eye and face protection should be provided by Wood County in accordance with OSHA/DSPS regulations with the exception of prescription glasses. Eye and face protection is needed in, but not limited to, the following areas:

1. Anyone performing maintenance on vehicles or equipment.
2. Chipping or drilling.
3. Cutting with any type of saw.
4. Cleaning with air pressure (air pressure not to exceed 30 PSI).
5. Battery Charging.
6. Working on or around crushing and washing equipment.
7. When using a torch.
8. While welding a welding hood shall be worn at all times.
9. Any other activity, which could potentially cause injury to the eyes and face.

Arm and Hand Protection – Departmental management or Human Resources (Risk Management) may determine, through a hazard assessment, which types of gloves should be worn when completing various tasks. Leather or other cut-resistant gloves should be worn when the possibility of lacerations or abrasions from sharp objects exist, such as in performing sheet metal work. Long sleeves should be worn when performing welding. There may be other areas that require the use of some sort of gloves, such as working with cleaners, disinfectants,

solvents, or other types of chemicals, which may be harmful to your skin. In such cases, rubber or nitrile gloves may be required. These hazards are defined in the chemical's Safety Data Sheet.

Foot and Leg Protection – Each affected employee should wear protective footwear/ protective leg coverings when working in areas where there is a danger of falling or rolling objects, sharp objects, molten metal, hot surfaces, and wet slippery surfaces. Leggings protect the lower leg and feet from molten metal or welding sparks. Safety snaps permit their rapid removal. Steel- or safety-toed shoes or boots provide both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection.

In some work situations, metatarsal protection should be provided, and in other special situations electrical conductive or insulating safety shoes would be appropriate. Steel-toed shoes or boots with impact protection are needed when carrying or handling materials which could be dropped, and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are needed for work activities involving skid trucks and around heavy pipes, all of which could potentially roll over employee's feet. Safety shoes or boots with puncture protection are needed where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc. could be stepped on by an employee.

Employee Training – All employees who are required to use personal protective equipment should be trained to know at least the following:

1. When personal protective equipment is required.
2. What personal protective equipment is required.
3. How to properly put on, remove, adjust, and wear personal protective equipment.
4. The limitations of the personal protective equipment.
5. The proper care and maintenance of the PPE.

Each affected employee should demonstrate an understanding of this training and the ability to use personal protective equipment properly, before being allowed to perform work activities that require the use of personal protective equipment.

For more information, see the Personal Protective Equipment Safety Program.

RESPIRATORY PROTECTION PROGRAM

Purpose - The purpose of this program is to protect the health of all employees by preventing their exposure to harmful levels of airborne contaminants by the proper use of respiratory protection. Where feasible, exposure to airborne contaminants should be eliminated through the application of engineering controls (ex. ventilation), such as enclosure of the operation, ventilation, or substitution of less toxic materials. In situations where engineering controls are not feasible, protection should be accomplished by the use of personal respiratory protection equipment where Permissible Exposure Limits (PEL's), or in their absence, Threshold Limit Values (TLV's) are or could potentially be exceeded.

Air Monitoring – Appropriate air monitoring of work conditions and the degree of employee exposure should be conducted initially to assure the program is still effective. The results of the air samples could aid in the determination of where respiratory protection is required.

Selection of Respirators – The proper selection of respirators will be coordinated with Human Resources (Risk Management) and supervisory personnel. The selection is based upon the physical and chemical properties of the airborne contaminants and the levels likely to be encountered by the employees. All respirators should be NIOSH approved and meet OSHA or DSDS requirements.

Medical Evaluation – All applicable employees are required to have a medical evaluation to ensure they are “medically fit” to wear a respirator. If a change in the employee’s medical condition occurs, the healthcare provider may establish the interval for periodic evaluation. Applicable employees should be able to pass a “Fit Test” before being allowed to wear a respirator in a hazardous environment.

Cleaning/Disinfection of Respirator – Each employee using a respirator is responsible for cleaning and maintaining the respirator. The respirators are to be stored in a clean and dry environment, according to the manufacturers’ recommendations.

Inspection of Respirator – The respirator should be inspected before and after each use by the employee. The employee should check for:

1. Cracks, tears, decomposition, stiffening, or distortion of the rubber face piece.
2. Distorted or badly worn parts.
3. Rubber gaskets that contain cuts, cracks, or scratches.
4. Rubber inhalation valve flap and head harness that is stiffened or decomposed.
5. Snap fasteners on head straps or face pieces that are worn or loose.
6. Exhalation valve seat, valve flap, and valve cover that are distorted or decomposed.
7. Rubber filter clip that is distorted, decomposed, or contains cuts.

If there are any questions about the physical condition of the respirators, contact Human Resources (Risk Management), or departmental management immediately.

Employee Training – To ensure the safe and proper use of any respirator, all affected employees should be instructed in the selection, use, limitations, and maintenance. Respirator training should include the following:

1. Instruction in the nature of respiratory hazard(s).
2. Discussion of the proper type of respirator for the particular hazard.
3. Instruction regarding the respirator’s capabilities and limitations.
4. Instruction in the care and cleaning of the respirator, changing of canisters and/or filters (if applicable), and the proper storage of the respirator.
5. Instruction in the proper fitting and use of the respirator.

Program Evaluation – Periodically, the Respiratory Protection Program should be evaluated by Risk Management, with input from supervisors and Department Heads, as applicable.

For more information, see the Respiratory Protection Safety Program.

HEARING PROTECTION PROGRAM

The purpose of this program is to prevent occupational hearing loss and comply with the OSHA Standard 29 CFR 1910.95 (Occupation Exposure – Hearing Conservation Amendment). The Occupational Safety and Health Administration's (OSHA) Occupational Noise Exposure Standard establishes a permissible exposure limit (PEL) for occupational noise exposure and requirements for audiometric testing, hearing protection, and employee training if those sound levels are exceeded.

This regulation defines an "action level" (AL) as a dose of 50%, which is equivalent to an 8-hour time weighted average of 85 dBA. When noise levels exceed this amount, an effective hearing conservation program is required, which includes as a minimum:

1. Noise monitoring
2. Audiometric testing
3. Availability of hearing protection
4. Education and training
5. Recordkeeping

NOTE: The OSHA standard only indicates a minimum level of hearing protection and focuses on permanent hearing loss. Short durations of noise especially sharp bursts of noise at these levels can not only induce hearing loss but can also affect an employee's health and safety in other ways.

Ear protection should be worn at all times when working on or around sound pressure levels at or above 85 dBA. Tasks that require hearing protection include, but are not limited to, the following:

1. Sweepers
2. Mowers
3. Grinders
4. Wood Chippers
5. Saws
6. Jack hammering
7. Heavy equipment operation (i.e., rock crusher, dump trucks or paving equipment)
8. Running engines while working on them in the shop
9. Small powered hand tools, such as weed trimmers

Noise Monitoring – Noise monitoring should be conducted whenever exposures are expected to be 85 dBA or higher. Human Resources (Risk Management) may conduct this monitoring with the assistance of affected employees.

Audiometric Testing – Audiometric testing should be performed on all employees whose exposure equal or exceed an 8-hour time-weighted average of 85 decibels. Audiometric testing will be provided at no cost to employees. A licensed audiologist or physician can perform this testing. A valid baseline audiogram should be obtained within 12 months of an employee's first exposure at or above the action level. At least annually after obtaining this baseline audiogram, a new audiogram for each employee should be obtained.

If a comparison with a new audiogram and the baseline audiogram indicates a standard threshold shift (defined as an average shift in either ear of 10 decibels or more at 2,000, 3,000, and 4,000 hertz), the following steps should be taken:

1. Employees not using hearing protectors should be trained, fitted, and required to use them.
2. Employees already using hearing protectors should be retrained, refitted with hearing protection that offers a greater protection (if necessary), and be required to use them.
3. Human Resources (Risk Management) should inform the employee, in writing of this determination, of the existence of a permanent Standard Threshold Shift. A copy of this letter should also be sent to the employee's supervisor.
4. Human Resources (Risk Management) should advise the employee on the importance of using hearing protectors and refer the employee for further clinical evaluation, if necessary.

Availability of Hearing Protection – Hearing protection should be provided, at no cost, to all employees exposed to a time weighted average of 85 dBA or greater. Management personnel should ensure that all affected employees wear appropriate hearing protection during the entire duration of the elevated sound condition.

Employee Training – An annual training program for affected employees should be conducted by either Human Resources (Risk Management) or owning department and will include information on:

1. The effects of noise on hearing.
2. The purpose and use of hearing protectors.
3. The advantages and disadvantages of various types of protection.
4. Instruction in the selection, fitting, use, and care of protectors.
5. The purpose of audiometric testing.

Recordkeeping – Noise exposure measurements should be retained for two years. Audiometric test records will be retained for the duration of the affected workers employment plus 30 years. These records may include:

1. Name of the employee.
2. Date of the audiogram.
3. The examiner's name.
4. Date of the last acoustic or exhaustive calibration of the audiometer.
5. Employee's most recent noise exposure assessment.

Program Evaluation – Periodically, the Hearing Protection Program should be evaluated by Human Resources (Risk Management), with input from supervisors and Department Heads, as applicable.

For more information, see the Hearing Conservation Safety Program.

FIRE PREVENTION/FIRE CONTROL PROGRAM

Fire and explosion hazards can exist in almost any work area. Potential hazards include, but are not limited to:

1. Improper operations or maintenance of gas-powered equipment.
2. Improper storage or use of flammable liquids.
3. Over-accumulation of trash.
4. Unauthorized Hot Work operations (ex. unauthorized welding operations).

Hazard Control Measures -

1. Elimination of Ignition Sources – All nonessential ignition sources shall be eliminated where flammable liquids are used or stored. The following is a list of some of the more common potential ignition sources:
 - a. Open flames, such as those from welding operations.
 - b. Electrical sources of ignition such as motors and switches. Only approved explosion-proof devices should be used in areas where flammable liquids are handled or stored.
 - c. Mechanical Sparks – Only non-sparking tools should be used in areas where flammable liquids are stored or handled.
 - d. Static Sparks – All containers of Class I liquids (liquids with flash points lower than 73 degrees F) should be bonded and grounded while dispensing. If these containers are not properly bonded and grounded, the resulting static spark could be capable of causing an explosion.
2. Removal of Incompatibles – Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids.

Fire Extinguishers – A portable fire extinguisher is a device that is effective when used while the fire is small (incipient stage). Early detection of a fire is essential if it is to be controlled with only an extinguisher. Call for professional help (9-911 on County phones) immediately if the fire has spread out of control. Portable extinguishers will be maintained in a fully charged and operable condition. They should be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement extinguisher shall be provided.

Classification of Fires and Selection of Fire Extinguishers – Fires are classified into four general (and one specialized) categories depending on the type of material or the fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

1. Class A (Ordinary Combustibles) involves materials such as wood, paper, and cloth which produce glowing embers or char.
2. Class B (Flammable Liquids) involves flammable gases, liquids, and grease, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.
3. Class C (Live Electrical Equipment) involves electrical equipment or fires in materials near electrically powered equipment.
4. Class D (Combustible Metals) involves materials such as magnesium, potassium, and sodium.
5. Class K (Commercial Cooking Equipment) involves flammable oils, greases, or fats, and is designed to be less damaging to commercial cooktops and surfaces.

Operation of a Typical Fire Extinguisher (PASS) –

1. Hold the extinguisher upright.

2. PULL the pin.
3. Stand back six to eight feet from the fire.
4. AIM at the base of the fire and SQUEEZE the handle.
5. SWEEP at the base of the fire with the extinguishing agent. If you aim high at the flames, you won't put out the fire. You need to aim at the base so the extinguishing agent will be able to suffocate the fire from oxygen. Most standard ten (10) pound extinguishers have a very limited operation time, usually eight (8) to ten (10) seconds, so you will have to act fast.

Employee Training – Fire Prevention/Control training will be completed periodically. The content of this training program includes:

1. Location and content of written fire prevention program.
2. Purpose of fire prevention program.
3. Hazard Control Measures
4. Fire Extinguisher Information and Operation
5. For more information, see the Fire Protection/Control Program and Fire Extinguisher Training Handout.

For more information, see the Fire Prevention Safety Program.

CHAINSAW OPERATION PROGRAM

Only employees that have received appropriate chainsaw safety training shall be authorized to operate a chainsaw.

Hazard Controls – In order to minimize the risk of injury, the following is a list of hazards and what safety controls to utilize to decrease or eliminate the hazard:

1. Operating Alone – Employees, unless in case of emergency (tree in road, accident, etc.), are to have at least one other employee with them while cutting and/or chipping as to avoid being alone and injured. If you are in an emergency situation and cutting alone, you are to call your supervisor before you start cutting, periodically while cutting, and when you are finished cutting.
2. Injuries to General Public – Employees should secure area before cutting. Notify any non-employees in the general area of danger and have them at a safe distance from the cutting operations.
3. Flying and Falling Debris – Employees are to wear hard hats with safety shields and safety glasses. This is to protect employees from flying and/or falling debris when cutting and/or chipping.
4. Sharp cutting blades and teeth – When carrying a chain saw the saw blade and teeth should be pointed backwards or in the opposite direction of travel. You should NEVER walk around with a chain saw running for a distance greater than from tree to tree. Chaps and gloves shall be worn at all times when cutting.
5. Transporting saws – When transporting saws in the vehicle the chain saws are to be secured or tied to prevent shifting in case of an emergency stop or an auto accident.
6. Noise from saw/chipper – Because of the noise from the chain saw, hearing protection is to be worn at all times during operation.

7. Falling or Rolling Objects – Foot protection such as leather lace-up boots is to be worn when cutting. Steel- or safety-toed boots are required. This protects the foot from falling or rolling objects.
8. The cutter should determine prearranged escape routes before cutting a tree down. Ample warning should be given to other workers when the tree is about to fall. Before engaging in cutting down a tree, you should always check for overhead lines to make sure they are clear of the tree. The chainsaw is to be shut down when refueling. Smoking while operating/fueling a chainsaw is prohibited. Saws should be allowed to cool before refueling. Chainsaws are to be checked before and after each use. Chain saws are to be properly maintained. All safety systems are to be checked and in place before, during, and after use. Training will be provided both initially and periodically.

For more information about proper chainsaw operation, see the Chainsaw Safety Program.

POWERED INDUSTRIAL TRUCK (PIT) PROGRAM

The purpose of this Powered Industrial Truck Program is to protect the health and safety of all employees assigned to operate powered industrial trucks and to comply with the requirements of 29 CFR 1910.178 (Powered Industrial Trucks) and 29 CFR 1926.602 (Material Handling Standard – Construction).

Definitions

1. Authorized Operator – County employee who has successfully completed training on powered industrial truck operation at county facilities.
2. Material Handling – Any activity that involves picking up and moving objects/materials with a powered industrial truck.
3. Powered Industrial Truck – An industrial vehicle used to carry, push, pull, lift, or stack material that is powered by an electric motor or an internal combustion engine.
4. Rated Capacity – The maximum weight that the truck is designed to lift. This is determined by the manufacturer of the truck. To lift the maximum rated capacity, the load must be as close as possible to the drive wheels. The rated capacity of a truck can be found on the identification plate on the vehicle and/or in the manufacturer's operator's manual.

Responsibilities for Compliance

1. Human Resources (Risk Management)
 - a. Coordinating the training and performance testing of PIT operators.
 - b. Maintaining the training certification records and performance tests.
 - c. Periodically reviewing the effectiveness of the program.
2. Department Heads and Supervisors
 - a. Ensure that all employees who operate powered industrial trucks in their department have received appropriate training.
 - b. Providing observations and feedback to operators to ensure safe equipment operation.
 - c. Ensuring that the vehicles under their responsibility are properly inspected and maintained in a safe operating condition.
3. Powered Industrial Truck Operators
 - a. Operate all powered industrial trucks in a safe manner.

- b. Inspecting PIT's and completing the appropriate inspection forms as required.
- c. Reporting all equipment defects and/or maintenance needs to their supervisors.

Equipment Inspection and Maintenance

1. The operator should conduct an examination of the truck before the PIT is placed into service. This inspection should be made at least daily. Exception: If the equipment is not used on a day-to-day basis, than it should be inspected before it is used.
2. The operator should immediately notify his/her supervisor if the truck is found to be defective.
3. If repairs are needed on a powered industrial truck, the truck should be taken out of service until the repairs have been made.
4. Only authorized personnel may make any repairs.
5. Powered industrial trucks should be kept in a clean condition.
6. All parts used in any industrial truck requiring replacement should be replaced only with parts equal in safety to those parts originally provided by the manufacturer.

Operator Training

1. Only employees who have successfully completed training in accordance with 1910.178 (1) and 1926.602 (d) should be permitted to operate a powered industrial truck.
2. Training should consist of a combination of formal instruction (lecture, discussion, videotape program, written materials) and practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.
3. Persons who have the knowledge, training, and experience (qualified and competent) to train powered industrial truck operators and evaluate their competence should conduct the operator training and evaluations.
4. The lecture portion of the training should include a review/discussion of the following topics:
 - a. The factors that affect the stability of the truck.
 - b. The safe operation (fueling, etc.) and inspection process of powered industrial trucks.
 - c. The similarities and differences between powered industrial trucks and automobiles.
 - d. Load manipulation, stacking, and unstacking.
 - e. Pedestrian traffic in areas where the vehicle will be operated.
 - f. Narrow aisles or other restricted places where the vehicle will be operated.
 - g. Other unique and potentially hazardous environmental conditions.
5. Refresher training in relevant topics should be provided to the operator when:
 - a. The operator has been observed to operate the vehicle in an unsafe manner.
 - b. The operator has been involved in an accident or a near-miss incident.
 - c. The operator is assigned to drive a different type of truck.
 - d. A condition in the workplace changes that could affect safe operation of the truck.
6. An evaluation of each PIT operator's performance should be conducted at least every 3 years.
7. If an operator has previously received training in a topic specified in paragraph 29 CFR 1910.178 and 29 CFR 1926.602, and the training is appropriate to the truck and working

conditions encountered, additional training will not be required if the operator has been evaluated and found competent to operate the truck safely.

8. All training should be documented and placed in the employee's file.
9. All operators passing the course will receive a PIT authorization card.

Program Review – Human Resources (Risk Management) may review and evaluate the effectiveness of this program when any of the following occurs:

1. On a periodic basis using the Powered Industrial Truck Safety Checklist.
2. When changes occur to the OSHA Powered Industrial Truck Standard or Material Handling Standard that requires a revision to this program.
3. When changes occur to a facility's operation/procedures that necessitates a revision.
4. When there is a PIT accident.

For more information, see the Powered Industrial Truck Safety Program.

PUSH MOWER / RIDING MOWER/ WEED TRIMMER OPERATION

Only those employees that have been properly trained may operate a weed trimmer, push mower, or a riding mower on Wood County premises.

WELDING/CUTTING/BRAZING AND HOT WORK SAFETY PROGRAM

Welding/cutting/brazing presents a significant opportunity for fire and injury. For this reason, only authorized and trained employees and contractors should be permitted to operate welding/brazing/cutting equipment. Authorized county employees or contractors should apply all precautions of both the Welding/Cutting/Brazing Program and Hot Work Policy/Permit Program prior to any hot work. Reference: OSHA 29 CFR 1910.252.

For more information, see the Welding & Cutting Safety Handout & "Hot Work" Permit Program.

EXCAVATION AND TRENCHING SAFETY PROGRAM

This program outlines procedures and guidelines for the protection of employees working in and around excavations and trenches. This program requires compliance with OSHA standards described in Subpart P (CFR 1926.50) for the construction industry. Compliance is mandatory to ensure employee protection when working in or around excavations. It is the responsibility for each department head and supervisor to implement and maintain the procedures and steps set forth in this program. Each employee involved with excavation and trenching work is responsible to comply with all applicable safety procedures and requirements of this program.

For more information, see the Excavation & Trenching Safety Program.

SERVICING SINGLE AND MULTI-PIECE RIM WHEELS PROGRAM

This program applies to the servicing of single and multi-piece rim wheels used on large vehicles such as trucks, tractors, trailers and off-road machines. It does not apply to the servicing of rim wheels used on automobiles, or on pickup trucks and vans utilizing automobile tires or truck tires designated "LT" (Light Duty). Wood County should provide the necessary safety equipment required and training as specified in OSHA's standard 1910.177. Only authorized and trained

employees and contractors should be permitted to service one and two-piece rim wheels as specified above.

For more information, see the Single & Multi-Piece Rims & Wheels Serving Safety Program.

FALL PREVENTION/ FALL PROTECTION PROGRAM

Slips, trips and falls constitute the majority of general industrial accidents. Active participation by management, supervisors, and employees is necessary to prevent hazardous conditions that could result in slips, trips, and falls.

Responsibilities

1. **Department Heads and Management**
 - a. Provide adequate fall prevention measures and fall arrest equipment, if needed.
 - b. Ensure proper ladders are available and used for specific tasks.
 - c. Ensure affected employees receive fall prevention/protection training.
2. **Supervisors**
 - a. Conduct routine inspections to ensure all walking and working surfaces are free from slip, trip, and fall hazards.
 - b. Ensure all employees are properly utilizing all required fall prevention measures.
3. **Human Resources (Risk Management)**
 - a. Conduct periodic inspections to ensure all walking and working surfaces are free from slip, trip, and fall hazards.
 - b. Conduct or schedule training for employees who use ladders, scaffolds, other elevated platforms, and fall arrest equipment.
4. **Employees**
 - a. Maintain work areas free from slip, trip, and fall hazards.
 - b. Correct or immediately report recognized hazards.
 - c. Use proper ladders for assigned tasks.
 - d. Properly use fall prevention measures (i.e. fall arrest equipment, covers, etc.)

General Requirements

1. **Housekeeping** – Simple housekeeping methods such as the following can prevent slip-trip-fall hazards:
 - a. All work areas, aisles, passageways, storerooms, and service rooms should be kept clean and orderly, with no obstructions.
 - b. The floor of every area should be maintained in a clean, and, if possible, a dry condition. Where wet processes are used, drainage should be maintained and gratings, mats, or raised platforms shall be utilized.
 - c. Every floor, work area and passageway should be kept free from protruding nails, splinters, holes, or loose boards.
2. **Excavations** – Each employee at the edge of an excavation six (6) feet or more in depth should be protected from falling by a guardrail system, fence, barricade, or cover. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is six (6) feet or more above the excavation.
3. **Ramps, runways, and other walkways** – Each employee using ramps, runways, and other walkways should be protected from falling six (6) feet or more by the use of guardrails.

4. Roofs – Each employee on a roof with unprotected sides and edges six (6) feet or more above lower levels shall be protected by guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and guardrail system.
5. Protection of open-sided floors, platforms and runways – Every open-sided floor or platform four (4) feet or more above an adjacent floor or ground level should be guarded by a standard railing on all open sides, except where there is an entrance to a ramp, stairway, or fixed ladder.
6. Stairway railings and guards – Every flight of stairs with four (4) or more risers should have a standard stair railing or standard handrail.
7. Portable ladders – Proper use of ladders is essential in preventing accidents. Even a good ladder can be a serious safety hazard when used by workers in a dangerous way. The following are some precautions you should take when using a portable ladder:
 - a. Metal ladders should never be used near electrical equipment. Instead use a fiberglass or wooden ladder.
 - b. When ascending and descending a ladder, face the ladder, and use both hands.
 - c. The top of a regular stepladder should not be used as a step.
 - d. Ladders should never be used in the horizontal position as scaffolds or work platforms.
 - e. Ladders should be placed with secure footing or they should be lashed in position.
 - f. Ladders used to gain access to a roof or other areas should extend at least three (3) feet above the point of support.
 - g. The foot of a ladder should, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the ladder's foot and the base of the support).
8. Scaffolding Safety
 - a. Scaffolds and their components should be capable of supporting at least four (4) times the maximum intended load.
 - b. Scaffolds should be maintained in a safe condition and should not be altered or moved horizontally while they are in use or occupied.
 - c. Employees should not work on scaffolds during storms or high winds or when covered with ice or snow.
 - d. Damaged or weakened scaffolds should be immediately repaired and should not be used until repairs have been completed.
 - e. The footing or anchorage for scaffolds should be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks should not be used to support scaffolds or planks.
 - f. A safe means should be provided to gain access to the working platform level through the use of a ladder, ramp, etc.
 - g. Overhead protection should be provided for personnel on a scaffold exposed to overhead hazards.
 - h. Guardrails, midrails, and toeboards should be installed on all open sides and ends of platforms more than ten (10) feet above the ground or floor. Wire mesh should be installed between the toeboard and the guardrail along the entire opening, where persons are required to work or pass under the scaffolds.

9. Other Fall Protection – Wood County should supply and require the use of other types of fall protection such as personal fall arrest systems, positioning device systems, safety monitoring systems, safety net systems, and warning line systems, as necessary.

Employee Training – Employees should be trained in the following areas of fall protection and fall prevention:

1. The nature of fall hazards in the work area.
2. Employee's role in fall protection plans.
3. Ladder safety.
4. Scaffolding safety, if applicable.

For more information, see the Fall Protection Safety Program.

CONFINED SPACE ENTRY PROGRAM

Purpose - The purpose of this policy is to ensure that Wood County is in compliance with the requirements of OSHA's Confined Space Entry Standard – 29 CFR1910.146. It is the policy of Wood County, that entry into permit-required confined spaces, by Wood County employees, is not permissible.

Definitions

1. Confined Space is defined as a space that:
 - a. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - b. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry or exit); and
 - c. Is not designed for continuous employee occupancy.
2. Permit-Required Confined Spaces – a confined space that has one or more of the following characteristics:
 - a. Contains or has a potential to contain a hazardous atmosphere.
 - b. Contains a material that has the potential for engulfing an entrant.
 - c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - d. Contains any other recognized serious safety or health hazards that could result in immediate death.
3. Non-Permit Required Confined Space – a confined space that does not contain, or, with respect to atmospheric hazards, has the potential to contain, any hazards capable of causing death or serious physical harm.

General Requirements

1. Human Resources (Risk Management) or departmental management may evaluate Wood County workplaces to determine if any spaces are permit-required confined spaces.
2. If the workplace contains permit-required confined spaces, management should post a danger sign on the entryway to the permit-required confined space such as the one below:



3. When there is a change in the use or configuration of a non-permit required confined space that might increase the hazards to entrants, Human Resources (Risk Management) may re-evaluate that space, and if necessary, reclassify it as a permit-required confined space.
4. When Wood County arranges to have employees of another employer (contractor) perform work that involves entry into a permit-required confined space, the department which has the confined space must:
 - a. Inform the contractor that the workplace contains a permit-required confined space(s) and the permit space entry is allowed only through compliance with a permit-required space program meeting the requirements of 29 CFR 1910.146.
 - b. Apprise the contractor of any precautions or procedures that Wood County has implemented for the protection of employees in or near permit-required spaces.
 - c. Although, Wood County employees are not to enter a permit-required confined space, they might be assisting the contractor by working near the permit-required confined space. Human Resources (Risk Management) may develop and implement procedures with the contractor to coordinate operations so that employees of Wood County and outside employees do not endanger one another.
 - d. Debrief the contractor at the conclusion of the entry operations regarding the permit-required confined space program and any hazards confronted or created in the permit spaces during entry operations.

Written Contracts – Where a written contract is entered into for services related to permit-required confined spaces, the contract should address that the contractor will comply with all State and Federal Regulations.

Employee Training – All affected individuals shall receive training consisting of the following information:

1. Purpose of Program
2. Policy regarding entering permit-required confined spaces
3. Definitions
4. Contractors

For more information, see the Confined Space Entry Safety Program.

ASBESTOS SAFETY PROGRAM

Hazards – Asbestos is a common, naturally occurring group of fibrous minerals. Asbestos fibers have been used in a variety of building materials. However, Wood County uses an aggressive effort to use non-asbestos containing materials in new construction and renovation projects. Generally, most asbestos is found in pipe insulation, doors, textured paint and plasters, structural fireproofing, and floor tiles. Friable asbestos (that is, material that contains more than 0.1% asbestos by weight and can be crumbled by hand) is a potential hazard because it can release fibers into the air if damaged.

Long-term exposure to airborne asbestos results in chronic lung disease. Significant and long-term exposure to asbestos from activities that directly disturb asbestos-containing material (such as asbestos mining) can lead to a variety of respiratory diseases, including asbestosis and mesothelioma (cancer of the lining in the lung). Asbestosis is a non-malignant, irreversible disease resulting in fibrosis of the lung. Asbestos-related cancers tend to result from substantial long-term exposure to asbestos; however, mesothelioma may result from much smaller exposures to asbestos.

Purpose - The purpose of this program is to establish guidelines and procedures in the operations and maintenance of asbestos containing materials at Wood County to protect all employees, contractors, visitors, and vendors from potential health hazards of asbestos related diseases.

Applicability - This program applies to all building and structures owned by Wood County to all employees and sub-contractors of Wood County, to occupants of Wood County buildings, and to external organizations who may come into contact with disturbed asbestos-containing material in Wood County Buildings. The Program applies to routine work during which an employee might encounter asbestos as well as work undertaken to repair or remove asbestos-containing material.

Policy - It is the policy of Wood County that only qualified employees/contractors should be involved in any asbestos repairs, maintenance, or removal. All unqualified employees and general public should be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos work. All tasks involving the disturbance of asbestos containing material should be conducted only after the appropriate work controls have been identified and implemented. A qualified supervisor should be available at asbestos controlled work sites during removal activities. Proper personal protective equipment, vacuums, and HEPA filters should be used and properly maintained.

For more information, see the Asbestos Safety Program.

DISASTER PREPAREDNESS PROGRAM

The purpose of the emergency procedures outlined in this program is to provide protection to the lives, property, and operations through the effective use of community, county, and state resources. This document has been developed to provide a basic framework for the management of emergency situations. This program also provides guidelines for the coordination between Wood County and other government and emergency units. Additionally, the program has been assigned to provide a basic contingency manual for administration of Wood County in order to plan for emergencies. This program will not try to cover every conceivable emergency; however it does supply the basic guidelines necessary to cope with most emergencies. This program applies (unless a more stringent plan has been developed) to all employees, board members, and visitors and encompasses all buildings and grounds owned and operated by Wood County.

Fire Procedures – Fire is the most common of all emergencies. Every year fires cause thousands of deaths and injuries and billions of dollars in property damage.

Emergency Response Number – Fire Department (9-911 from County phones. 911 from outside lines)

If you discover a fire:

1. Activate the nearest fire alarm (if applicable).
2. Notify your supervisor and other occupants of the fire.
3. Call the appropriate fire department at the designated emergency response number. Give the operator your name and the exact location of the fire (i.e. building, floor, room, etc.). Be sure to stay on the phone until the emergency operator releases you.
4. Evacuate the building by the nearest exit away from the fire. DO NOT USE ELEVATORS. If individuals with mobility limitations cannot safely evacuate the building, assist them as best that you can.
5. Once outside, assemble in a designated area away from the building and out of the way of emergency vehicles and personnel.
6. Report to your direct supervisor so he/she can determine that all employees have safely evacuated the building.
7. Remain outside until competent authority states that it is safe to re-enter.

If you hear a fire alarm:

1. Evacuate the building. Close the windows (if applicable) and close the doors as you leave. Make sure that everyone has exited the room. If individuals with mobility limitations cannot safely evacuate the building, assist them as best that you can.
2. Once outside, assemble in a designated area away from the building and out of the way of emergency vehicles and personnel.
3. Report to your direct supervisor so he/she can determine that all employees have safely evacuated the building.
4. Remain outside until competent authority states that it is safe to re-enter.

Evacuation Routes

1. Learn at least two (2) escape routes and emergency exits in your work area.
2. Never use an elevator as part of an escape route.
3. Learn how to activate a fire alarm, if applicable.
4. Learn how to recognize a fire alarm, if applicable.
5. Keep evacuation routes including stairways and doorways clear of debris.
6. When escaping a hot or smoke-filled area, crawl on your hands and knees. This will allow you to breathe and move easier.

Tornadoes – Tornadoes are incredibly violent storms that extend to the ground with whirling winds. Sometimes spawned from powerful thunderstorms, tornadoes can uproot trees and buildings and turn harmless objects into deadly missiles in a matter of seconds. They occur with little or no warning.

Ensure that the facility has multiple methods of receiving weather-related information. These could include NOAA Weather Radios, third-party apps, or broadcast radio. Be sure to have a way of alerting personnel who may be in the field.

Tornado watch – means that conditions are favorable for tornadoes to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if upgraded to a warning.

Tornado warning – means a tornado has been spotted or it has been indicated on the weather radar. In the event of a tornado warning, employees/visitors are expected to take the following action:

1. If you receive notification of a tornado warning, move to your designated severe weather shelter area or lowest level in the interior hallway of the building as quickly as possible.
2. Stay away from windows and areas with a large expanse of glass.
3. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
4. DO NOT USE ELEVATORS.
5. Assist individuals with mobility limitations to a designated evacuation assistance location or interior hallway away from windows and areas with identified hazards.
6. Protect your head and face with your arms and crouch down facing a wall. If possible, get under a sturdy table or other structure.

Winter Storms – Severe weather storms bring heavy snow, ice, strong winds, and freezing rain. Winter storms can prevent employees and the public from reaching the facility. Heavy snows and ice can also cause structural damage and power outages.

All hazardous conditions (i.e. ice covered sidewalks, etc.) should be reported immediately to the appropriate maintenance department, and addressed as available.

Bomb Threat - Call Emergency Response Number – Police Department (9-911 from County phones. 911 from outside lines)

1. If you observe a suspicious object or potential bomb on county property DO NOT HANDLE THE OBJECT. Clear the area and immediately call the appropriate law enforcement agency at the designated emergency response number.

- a. Any person receiving a bomb threat should use the Bomb Threat Phone Checklist (**Appendix S**), or another approved checklist, such as the ATF's.
- b. Keep talking to the caller as long as possible to record the information on the Bomb Threat Phone Checklist.
- c. Immediately notify authorities at the designated emergency response number.
- d. If the threat of an explosion is imminent, evacuate the building immediately. If applicable, pull the fire alarm.
- e. Evacuate the building by the nearest available exit. If disabled people cannot safely evacuate the building, assist them as best as you can.
- f. DO NOT USE ELEVATORS.
- g. Once outside, move to a clear area that is at least 300 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- h. Do not return to an evacuated building unless authorized by competent authority.

Chemical Spill/Airborne Release – There are two basic procedures, which should be followed, depending on whether the release is from an exterior source (i.e. a hazardous chemical is released by a local industry) or is released from within the building itself (i.e. natural gas leak). Although both procedures have steps in common, there are very significant differences, so that they are treated separately.

1. External Release Procedures – If it is reported that a hazardous chemical is airborne, the affected building may receive notification via Emergency Management or the Sheriff's Department. Based upon Emergency Management's recommendations, it may be determined if the affected building should be evacuated, and personnel moved to a safer area, or if employees should shelter in the affected building itself (normally the preferred method), unless sufficient advance notice and the anticipated duration of danger indicates evacuation is a better choice.
 - a. If shelter-in-place is ordered –
 - 1) Upon consulting with Emergency Management, Dispatch, or Human Resources (Risk Management), you should then attempt to notify the appropriate maintenance department to shut down the ventilation system to slow the intake of the hazard materials into the affected building.
 - 2) If safely able, personnel may be assigned to prevent the unnecessary entrance or exit from the building to slow air exchanges.
 - 3) Employees should be informed on the situation and special instructions may be passed onto them. Employees should be kept informed as the situation progresses.
 - 4) Human Resources (Risk Management) and other affected County operations will continue to monitor the situation, requesting additional assistance as needed from Emergency Management or other external partners.
 - b. If evacuation is deemed appropriate –
 - 1) In coordination with Emergency Management, safe evacuation routes, safe areas, and recommended action should be determined.

- 2) Employees may be informed of the safe evacuation routes, safe areas, and recommended actions.
- 3) The ventilation system should be shut down to prevent possible contamination of work areas.
- 4) When determined through coordination with Emergency Management, an all-clear may be announced or additional actions may be announced.

2. Internal Release Procedures

- a. Human Resources (Risk Management) will be notified of any hazardous chemical release that affects County facilities or employees.
- b. Human Resources (Risk Management), or their designee may notify:
 - 1) Facility Maintenance
 - 2) Additional emergency services, if they have not already been notified.
- c. In the event of a natural gas leak, any non-essential electrical service or appliance should be shut off.
- d. Human Resources (Risk Management), along with Emergency Management, may determine if evacuation is necessary. If so, personnel should move a minimum of 300 feet away “upwind” from the building. Additionally, safe routes for building evacuation may be determined and announced.
- e. Evacuation routes may be communicated with all employees. If appropriate, building occupants should be asked to refrain from any flame producing activities.
- f. Human Resources (Risk Management), or their designee, in coordination with the appropriate fire department as well as Emergency Management, should determine an all clear.

Medical and First Aid - Call Emergency Response Number – (Call 9-911 on a County phone. 911 on outside lines)

1. If a serious injury or illness occurs on county property, immediately call the designated emergency response number. Give your name, describe the nature and severity of the medical problem, and the location of the victim. Do not hang up until released by the emergency operator.
2. If the victim is conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs.
3. In circumstances involving a person who is unconscious and/or not oriented, calling the emergency response number is the appropriate response.
4. Keep the victim still and comfortable until help arrives. Do not move the victim unless a hazardous situation dictates otherwise.
5. Persons with serious or unusual medical problems are encouraged to notify their supervisors of the medical problems and the standard emergency treatment related to them.

Explosion Within Building – In the event of an explosion within a building, take the following action:

Dial the appropriate Emergency Response Number (9-911 on a County phone. 911 on outside lines)

1. Immediately take cover under tables, desks, or other objects that will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, notify the fire department at the emergency response number. Give your name and describe the location and nature of the emergency.
3. Activate the building's fire alarm, if applicable.
4. Evacuate the building by the nearest available exit. Assist individuals with mobility limitations in evacuation.
5. DO NOT USE ELEVATORS.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. Remain outside until competent authority states that it is safe to re-enter the building.

For more information, see the Disaster Preparedness Safety Program.

BLOODBORNE PATHOGENS (BBP) PROGRAM

Definition - Bloodborne Pathogens can be defined as pathogenic microorganisms present in human blood that can lead to diseases. There are many disease-causing microorganisms that are covered; however, the most common and those of primary concern are Hepatitis B (HBV) and C (HCV); and the human immunodeficiency virus, HIV.

Potentially Infectious Bodily Fluids – The body fluids that you are most likely to encounter in the industrial workplace are blood, saliva, vomit, and urine. Other potentially infectious materials (OPIM) that you may encounter in the workplace are skin, tissue, stool, or other bodily fluids. To be safe, you should assume that all bodily fluids are potentially contaminated with infectious blood. This is called Standard Precautions.

Transmission – Most people you encounter on the job do not carry HIV, HCV, or HBV, and many encounters with a HIV, HCV, or HBV carrier pose no risk. HIV, Hepatitis B, and Hepatitis C are not transmitted by:

1. Touching an infected person
2. Using the same equipment, materials, toilets, or water fountains as an infected person

HIV, Hepatitis B, and Hepatitis C **can** be transmitted by:

1. Sexual contact
2. Shared drug needles
3. Needle stick injuries from an infected hypodermic needle or sharps
4. Direct contact between broken or chafed skin and infected bodily fluids
5. Hepatitis B can be transmitted through caked, dried blood and contaminated surfaces.
6. If your skin is not intact at the point of contact with the contaminated blood or bodily fluid, the blood borne pathogen could potentially be transmitted. Examples of non-intact skin include: dermatitis, hangnails, cuts, abrasions, acne, etc.

Potential Exposure – The Bloodborne Pathogen Standard requires employers to identify the jobs, tasks and activities that could expose employees to potentially infected blood or bodily fluids (occupational exposure). The following is a list of, but not limited to, those occupations

throughout Wood County that have an occupational exposure to potentially infectious blood or bodily fluids:

1. Janitorial Workers and Maintenance Workers (if required to work on plumbing fixtures)
2. Coroners
3. Deputies and Correctional Officers (Sheriff's Department)
4. Healthcare providers, especially those employees who administer vaccines or draw blood
5. Rescue Squad Members
6. Bus Drivers (Human Services – Transportation Division)
7. Other employees who provide First Aid/CPR as a requirement of their job

Hepatitis B Vaccination Policy – The use of the HBV vaccine is strongly endorsed by medical, scientific, and public health communities as a safe and effective way to prevent disease and death. Wood County should offer the Hepatitis B immunization to each occupationally exposed employee within ten (10) working days of their start date. Employees that transfer to a job or their job is reclassified to include exposure to bloodborne pathogens should be offered the HBV vaccination series (series of three (3) shots) within ten (10) working days of the transfer or reclassification. This will be provided at no cost to the employee.

Affected employees may decline the administration of the Hepatitis B vaccine. If an affected employee declines the vaccine initially, he/she may be able to (depending upon occupational exposure status) receive this vaccination at a later date. A licensed healthcare worker who is authorized to administer such injections within his/her scope of practice should administer the vaccination.

Methods of Compliance

1. Engineering Controls – prevention of exposure to bloodborne pathogens through engineering controls, which includes proper storage facilities and containers (SHARPS containers), syringes designed to prevent accidental needle sticks, and disinfectant equipment.
2. Administrative Controls – prevention of exposure to blood borne pathogens through administrative controls, which includes standard precautions, assignment of personal protective equipment, employee training, use of spill kits specifically designed for blood and body fluids, restricted access to waste collection points, and waste disposal procedures.
 - a. Where occupational exposure remains after engineering and administrative controls, personal protective equipment should be used. The county should provide and make available personal protective equipment (PPE) to those persons with a job description that has been classified by the county as having an occupational exposure to potential infectious materials. PPE may include gloves, gowns, face shields, antiseptic towelettes, spray disinfectant, etc.

Post Exposure Evaluation and Follow-up – Under the bloodborne pathogen standard, an occupational exposure incident is defined as “a specific eye, mouth, or other mucous membrane, non-intact skin or parental contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.” When such an incident

occurs, certain follow-up activities should be performed. These follow-up activities shall be provided by the employer at no cost to the employee and should be conducted in a confidential manner.

1. Employees should inform his/her supervisor of the occupational exposure. If that supervisor is not available, the employee should inform the next person in charge.
2. After completing an injury report, the employer should immediately make available, at no cost to the employee, a confidential medical evaluation and follow-up. An employee can decline this medical evaluation if he/she chooses to.

Training – All employees that have a potential occupational exposure to bloodborne pathogens or other potentially infectious materials should receive initial and annual training by a qualified individual.

For more information, see the Bloodborne Pathogens Safety Program.

OFFICE SAFETY

Slips/Trips/Falls Prevention

1. Reroute power cords and computer cables away from walkways.
2. Clean up all spills immediately.
3. Report loose carpeting, damaged flooring, or burned-out light bulbs to your supervisor. This should then be reported to the appropriate maintenance staff/ department.
4. When something is out of reach, use an approved ladder or stepstool rather than furniture, boxes, or a pile of books.
5. Make sure your pathway is clear and that your view is not blocked before you lift anything.
6. Wear appropriate footwear for the conditions.
7. Walk cautiously and carefully on snow-covered sidewalks or other walking surfaces.
8. Close file and desk drawers after every use.
9. Avoid bending, twisting, and leaning backwards while seated.
10. Look where you're going when you walk.
11. Get help before carrying awkward or heavy loads.
12. Store purses and other personal items out of the way.
13. When using a ladder in front of a door, make sure the door is locked or blocked.
14. Report any unsafe walking conditions (i.e. slippery sidewalks) to your supervisor. This should then be reported to the appropriate maintenance staff/ department.

Using Dollies or Hand Trucks:

1. Make sure that the dolly has no mechanical defects, such as a cracked axle or a wobbling wheel. If it does, use another dolly and notify the appropriate maintenance department of the defective dolly.
2. If the dolly comes with a securing strap or belt, use it.
3. Push dollies, except when going up ramps or squeezing by an obstruction, when you should pull them instead.
4. Move dollies no faster than you would normally walk, slowing down over bumps, holes, grates, loose debris, thresholds, carpet seams, broken tiles, wet or oily surfaces, or at corners.

Using Four-Wheeled Carts or Bins

1. Always attempt to push them, except through doors, when you should pull them.
2. Keep your load from hanging over the side of the cart.
3. Get help in controlling the loaded cart when the load is very large, when you have to descend a ramp, or when you have to push it through an area with heavy traffic.

Electrical Safety

1. Ensure electrical equipment is in good condition.
2. Use electrical equipment only when your hands are dry.
3. Keep electrical equipment clean and free from oil, dust, and foreign items such as paper clips.
4. Do not overload power strips and electrical receptacles. If there is a question as to the capabilities of the facilities' electrical system, contact the appropriate maintenance staff/ department.
5. Electrical safety rules for non-qualified workers:
 - a. Do not conduct any repairs to electrical equipment. Only qualified personnel can make repairs to electrical equipment.
 - b. Report all electrical deficiencies to the appropriate maintenance staff/ department.
 - c. Do not use cords or plugs if the ground prong is missing.

LIFTING BASICS - TECHNIQUES FOR SAFE LIFTING

Safe lifting means keeping your back aligned while you lift, maintaining your center of balance, and letting the strong muscles in your legs do the actual lifting. By using the following techniques you can learn how to lift safely.

1. **Bend Your Knees** - Bend your knees, not your waist. This helps you keep your center of balance and lets the strong muscles in your legs do the lifting.
2. **"Hug" The Load** - Try to hold the object you're lifting as close to your body as possible, as you gradually straighten your legs to a standing position.
3. **Avoid Twisting** - Twisting can overload your spine and lead to serious injury. Make sure your feet, knees, and torso are pointed in the same direction when you are lifting.

Things You Can Do To Prevent Back Pain

1. Maintain your ideal weight. Consult your physician to determine your ideal weight.
2. If you spend most of your workday sitting down, shift your position frequently.
3. Strengthen your back and abdominal muscles.
4. If you need to move an odd-size object, use mechanical aids whenever possible. If mechanical aids are not available, use a two-person lift.
5. Always bend your knees when lifting anything.
6. Maintain good body mechanics when carrying anything.
7. Be careful when getting heavy loads in or out of the trunk of your car. Stand with feet shoulder-width apart; bend your knees and start to squat, bending at your hip joints not at your waist. Tighten your abdominal muscles as you lift or lower.
8. Avoid crossing your legs when sitting at your desk or workstation.
9. Avoid twisting and lifting at the same time. Remember to keep your feet, knees, and torso pointed in the same direction.

10. When driving for a long time, make regular stops. Take a short walk or do some gentle stretching exercises to relieve the kinks.
11. Use a rolled up towel or pre-made lumbar support if your desk chair doesn't give your lower back the support it needs.
12. When sitting, keep your back straight, lean forward from your hip joint, and make sure the seat is flat or tilted slightly forward.
13. Test the weight of an object before lifting it. If it's too heavy for you to lift alone, get help – a buddy or a mechanical aid.
14. Push, don't pull. You have twice as much power and less chance of injury.
15. Stand tall. Put one foot on a small footstool if you're on your feet for long periods of time. Keep your knees flexed, not locked.
16. If you have to lift an object that's above shoulder level, use a stepstool or ladder to avoid overreaching.
17. When lifting objects, keep the load as close to your body as possible.
18. Split larger loads into several smaller ones.

SAFE DRIVING HABITS

1. Preventative Maintenance Tips – Check these items frequently and regularly:
 - a. Brakes – Check brake fluid and brake wear often. Adjust them if needed.
 - b. Tires – Maintain correct air pressure. Rotate at regular intervals. Check balance and tread wear. Change tires at the first sign of trouble.
 - c. Lights – Make sure all lights work properly. Keep lights clean for brightness and visibility.
 - d. Windshield wipers – Replace when streaking occurs.
 - e. Horn – Repair immediately if a malfunction develops.
 - f. Rearview mirror – Keep clean and adjusted properly.
 - g. Seats – Adjust for comfort and prevention of fatigue and strain.
 - h. Carry emergency equipment, such as:
 1. Spare tire, jack, lug wrench, jumper cables
 2. Wrenches, pliers, screwdrivers
 3. Unopened containers of oil and other vehicle fluids
 4. Flashlight or safety flares
2. Defensive Driving – Quick reactions can mean the difference between preventing and having an accident. Stay alert while driving. Know where and what to look for:
 - a. Look for moving vehicles when approaching entrances to roadside businesses and cross streets. Always expect other drivers to do the unexpected.
 - b. Be alert to vehicles ahead of you.
 - c. Watch for pedestrians, especially children and animals. Be brake-ready.
 - d. Watch for passers coming up behind you, especially in your blind spot.
 - e. Watch what's beyond the vehicle in front of you.
 - f. For each ten (10) miles per hour, stay at least one vehicle length behind the vehicle in front of you.
 - g. Pull over and stop if you have to read a map, make a phone call, etc.
 - h. Don't drive when you are sleepy.
 - i. Yield to drivers who have the right of way.
 - j. Give driving full attention; keeping your mind and eyes on the road.

- k. Always wear seat belts.
 - l. Always use child restraints properly.
 - m. Always wear a motorcycle helmet.
3. Changing Conditions – Driving conditions will not always be the same. Techniques that are good on dry roads in the daylight in the summer will need to change for wet roads at night in the winter.
- a. Winter Driving:
 - 1. Slow down on ice or snow. Avoid slamming your brakes.
 - 2. Turn in the direction of a skid.
 - 3. Keep an ample windshield washer fluid supply.
 - 4. Clean snow entirely from windows (no peepholes).
 - 5. Use snow tires or all-weather radials.
 - 6. Allow extra time to reach your destination.
 - 7. Wear sunglasses or use the vehicle's sun visor on sunny days.
 - b. Night Driving:
 - 1. Allow your eyes to adjust to the darkness before driving.
 - 2. Make sure mirrors, lights, and windshield are clean.
 - 3. Turn on headlights before dusk.
 - 4. Use high beams only if no one is in front of you or coming toward you.
 - 5. When oncoming lights are distracting, focus on the right edge of the road.
 - 6. Obey speed limits.
 - c. Driving in the Rain or Fog:
 - 1. Keep windshield wipers on and in good repair.
 - 2. Use the defroster or a fan to cut condensation on windows.
 - 3. Keep headlights on low beam.
 - 4. If rain/fog makes it difficult to see, stop only when completely off the road.
 - 5. On wet pavement, apply brakes smoothly and evenly.
4. Avoiding Deer and Other Wild Animals:
- a. Be vigilant in early morning and early evening hours, the most active time for wild animals.
 - b. Use your high-beams headlights, when you can, to help you identify any animals in your area.
 - c. Slow down and blow your horn with one long blast to frighten the deer away.
 - d. Brake firmly when you notice a deer in or near your path. Do not swerve. It can confuse the deer as to where to run. It can also cause you to lose control.
 - e. Be alert and drive with caution when you are moving through a deer-crossing zone.
 - f. Always wear your seat belt.
 - g. Look for other deer after one has crossed the road. Deer seldom run alone.
 - h. If your vehicle strikes an animal, do not touch the animal. The animal, especially if injured, could hurt you. The best procedure is to get your car off the road, if possible, and call the appropriate law enforcement agency.

WORKER'S COMPENSATION INFORMATION

Entitlement to Claim - All Wood County employees and certain authorized volunteers may claim compensation under the Wisconsin Workers' Compensation Act, as amended, where the following conditions occur:

1. The employee sustains an injury.
2. At the time of the injury, both the employee and the employer are subject to the provisions of the Act.
3. At the time of the injury, the employee is performing services growing out of and incidental to his or her employment.
4. The employee's injury has not been self-inflicted.
5. The accident or disease that causes the employee's injury arises out of and in the course of his or her employment.

Where such conditions exist, the right to recovery of workers' compensation shall be the injured employee's **exclusive remedy** against his or her employer.

Administration of Claims

All claims involving lost time, work restrictions, and/or medical costs will be forwarded to Wood County's Third Party Administrator (TPA) for proper claims management. All employees are expected to be cooperative regarding inquiries made about a workers' compensation claim. Submission of a claim does not guarantee payment under the County's workers' compensation policy.

Should a workers' compensation claim be denied for being not work-related, the County's third-party administrator (TPA) will issue a denial letter to the employee stating the reasons for the denial. The employee will then have the option to appeal to the Wisconsin Department of Workforce Development (DWD). Instructions on how to appeal will be included in the denial letter.

If the claim is denied, incurred medical expenses may be forwarded to the County's Health Insurance carrier for consideration, provided the employee is enrolled in the health insurance benefit. A copy of the denial letter should be included when submitting.

Worker's Compensation Claim Procedures

1. A work-related injury/illness occurs.
2. Employee should **immediately** notify their supervisor (or another member of management) that a work-related injury/illness has occurred.
3. If employee will be receiving medical attention (for an injury that is not severe), supervisor should distribute a copy of the following information to the injured employee: Letter to Injured Employee (**Appendix D**), Order for Medical Treatment (**Appendix E**), and Physical Capabilities Report Form (**Appendix F**). Obviously, in the event of a severe injury, proper medical assistance will be made first priority.
4. Employee is required to complete the Employee's Report of Injury or Illness Form (**Appendix B**) as soon as practical. This completed form should immediately be forwarded to the proper supervisor and then to Human Resources (Risk Management).
 - a. If the employee is unable to complete Appendix B, the supervisor or their designee may complete it with as much detail as currently available. The

supervisor, or designee, should indicate that they were responsible for completing but will not sign the form.

5. Supervisor should complete Supervisor's Incident/Accident Report Form (**Appendix C**) immediately upon notification of a work-related injury. This completed form should be forwarded to Human Resources (Risk Management) within 24 hours of injury occurrence.
6. Supervisor should complete an Accident Analysis Report (**Appendix I**) on all work-related injuries and illnesses involving lost time. Documentation from this investigation should be forwarded to Human Resources (Risk Management) upon completion.
7. Employees should distribute the Order for Medical Treatment (**Appendix E**) and the Physical Capabilities Report Form (**Appendix F**) to the treating medical provider. The medical provider should complete the Physical Capabilities Report Form (**Appendix F**), or a comparable form.
8. An employee, upon returning from the location where medical treatment was rendered, should provide his/her supervisor with a completed copy of the Physical Capabilities Report Form (**Appendix F**) or a comparable form.
 - a. If the report states that the employee cannot return to work, the supervisor should forward a copy of the completed form to Human Resources (Risk Management).
 - b. If the report states that the employee can return to work with certain restrictions, the following should be done:
 - 1) Both the employee and direct supervisor should fill out the applicable sections of the Return to Work Agreement (**Appendix G**). A copy of this completed form should be forwarded to Human Resources (Risk Management).
 - 2) The employee and supervisor may elect to complete the Temporary Modified Duty Work Schedule (**Appendix H**) as long as the worker's compensation claim is open. Note: If used, this form should be completed and forwarded to Human Resources (Risk Management) weekly.
 - A. Employee completes: Restriction(s) Section, Date(s) Worked, Hours Worked – Log Breaks and Lunch, Duties Performed, Employee Comments, and Signature.
 - B. Supervisor completes: Supervisor Comments (document discussion of problems and actions taken) and Supervisor Signature.
 - c. If the report states that the employee may return to work to full duty (no restrictions), then this completed form should be forwarded to Human Resources (Risk Management).

Waiting Period

The three (3) day waiting period means the first three (3) scheduled days lost, for which no workers' compensation benefits will be paid, counted from the first day of disability due to a compensable injury (this does not include the date of injury). If the disability continues beyond seven (7) calendar days, benefits will be paid retroactively for the first three scheduled days lost. If the employee chooses to utilize accrued leave, those days will be deducted from the lost-time paid.

Modified Duty (Light Duty) Policy/Program

Employees who sustain work-related injuries, which limit or prevent completion of their normal duties, may be considered for TEMPORARY modified duty assignments. The Department may accommodate a limited number of employees on temporary modified duty assignments at any given time depending on the availability of work. Each person will be evaluated on a case-by-case basis. Returning employees back to work on modified duty helps them recover from injuries more readily. Modified duty keeps employees engaged, while also encouraging them to keep current with their medical treatment and rehabilitation.

Requirements to Be Considered For Modified Duty

The employee shall provide a physician's statement (the aforementioned Physical Capabilities Report Form would or a comparable form would suffice) that clearly defines the extent and the expected duration of their physical limitations. The employee should regularly provide a physician's statement to keep the employer constantly updated on any changes in their restrictions or the expected duration of the restrictions.

The employee shall also sign a Return to Work Agreement Form (**Appendix G**), which describes the work restrictions assigned by the treating physician. No employee may work in excess of the restrictions indicated by the physician. Failure to comply with restrictions or the modified duty job description is cause for disciplinary action and/or termination of modified duty assignments. Employee should report to their supervisor at the beginning of each assigned work shift to receive instructions for that shift.

Factors to Be Considered In Modified Duty Assignment

Hours or duties assigned may be on a different shift or in a different department than regularly scheduled. Hours should match department need, not physician maximums. Physicians and employees cannot prescribe department assignments. The decision on temporary modified duty assignment will be made by the department head/administration with the assistance of Human Resources (Risk Management). Modified duty assignments are only available while the employee is subject to temporary restrictions and in a healing period. Medical release by the treating physician is required prior to returning to regular duties. An employee's participation in the modified duty program may be terminated if there is a medical dispute as to the employee's need for temporary restrictions.

Temporary Modified Duty Expectations

The injured employee:

1. Should participate in temporary modified duty assignments, when available, and adhere to the modified duty policy.
2. Should regularly provide a physician's statement and return a copy of the completed Physical Capabilities Report (**Appendix F**) immediately or before the next scheduled work shift and keep his/her supervisor constantly updated on any changes in restrictions.
3. Should sign a Return to Work Agreement that describes the work restrictions assigned by the treating physician.
4. Should comply with restrictions listed on Physical Capabilities Report (**Appendix F**) and understand that these restrictions apply to activities both at work and during non-work hours.

5. Should comply with completion of Temporary Modified Duty Work Schedule (**Appendix H**). Employee should complete the following: Restrictions, Date Worked, Hours Worked, Duties Performed, and Signature.
6. Should perform their assigned work in a manner deemed satisfactory by the appropriate supervisor. In determining whether the employee is performing at a satisfactory level, the appropriate supervisor may take into consideration the medical restrictions placed upon the employee as well as the work to which he or she is assigned.
7. Should they refuse an offer of modified duty work, the employee, in accordance with the provisions of the Wisconsin Worker's Compensation Act, will lose his/her right to workers' compensation benefits.

The supervisor or management designee will:

1. Thoroughly explain the use of the Temporary Modified Duty Work Schedule (**Appendix H**).
2. Monitor employee's adherence to performance of modified duty assignments.
3. Comply with completion of Temporary Modified Duty Work Schedule (**Appendix H**). Supervisor completes the following: Supervisor Comments (documents discussion of problems and actions taken) and Supervisor Signature.
4. Fax or email the completed form to Human Resources (Risk Management) at the end of each week for as long as necessary.

Injury/Illness Analysis Procedures

1. Purpose – Incident prevention and control of hazards is the result of a well-designed and executed safety and health program. One of the keys to a successful program includes unbiased, prompt, and accurate incident investigations. The basic purpose of these investigations is to determine measures that can be implemented to prevent similar accidents in the future.
2. Policy – It is the policy of Wood County that certain work-related injuries, illnesses, and near misses (events that do not directly result in an injury or illness) will be investigated in a professional manner to identify probable causes, which are used to develop specific actions for the prevention of future accidents.
3. Responsibilities
 - a. Management
 - 1) Ensure accidents and injuries are properly investigated.
 - 2) Ensure medical care is available for all injured employees (i.e. medical assistance is called for injured employees, etc.)
 - b. Human Resources (Risk Management)
 - 1) Conduct accident investigation training, as needed, for all applicable personnel or supervisors.
 - 2) Ensure immediate and long term corrective actions are taken to prevent reoccurrence.
 - 3) Maintain Injury/Illness Reports on file per statutory requirements.
 - 4) Ensure required injury/illness reports are filled out.
 - c. Supervisors
 - 1) Conduct immediate initial accident investigations.
 - 2) Report all accidents to Human Resources (Risk Management) as soon as possible.

- 3) Conduct interviews of witnesses in a polite and professional manner.
- 4) Take action to protect people and property from secondary effects of accidents.
- d. Employees
 - 1) Immediately report all accidents and injuries to their supervisors.
 - 2) Assist as requested in all accident investigations.
 - 3) Report all hazardous conditions and near misses to supervisors.
4. Basic Rules for Injury/Illness Investigation
 - a. Find the root cause to prevent future accidents – use an unbiased approach during investigation.
 - b. Interview witnesses and injured employee(s), if possible, at the scene – conduct a walkthrough of the accident.
 - c. Conduct interviews in private – interview one witness at a time.
 - d. What hazards are present – what unsafe acts or conditions contributed to the incident?
 - e. Ensure hazardous conditions are corrected immediately.
5. Initial Investigation Procedures
 - a. Steps
 - 1) Secure the area. Do not disturb the scene unless a hazard exists.
 - 2) Prepare any necessary sketches/notes of the accident scene.
 - 3) Interview each victim and witness. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview.
 - b. Determine:
 - 1) What was not normal before the accident?
 - 2) Where the abnormality occurred?
 - 3) When it was first noted?
 - 4) How it occurred?
6. Follow-up Injury/Illness Investigation – The follow-up investigation is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence.
 - a. Steps
 - 1) Analyze the data obtained in the initial investigation.
 - 2) Repeat any of the prior steps, if necessary.
 - 3) Determine:
 - A. Why the accident occurred?
 - B. A likely sequence of events and probable causes.
 - 4) Determine the most likely causes.
 - 5) Conduct a post-investigation briefing.
 - 6) Prepare a summary report, or complete Accident Analysis Report (**Appendix I**), including the recommended actions to prevent recurrence.

VEHICLE FLEET GUIDELINES

Types of insurance coverage include:

1. **Auto Property** – Auto property insurance coverage is for damage or a loss to county-owned vehicles licensed for use on public roadways.

- i. **Collision** protection pays for damage to county vehicles involved in collisions with other vehicles or property.
 - ii. **Comprehensive** covers damage from almost all other causes, including fire, water, vandalism, hail, wind, falling objects, theft, flood, and animal damage.
2. **Auto Liability** coverage is for claims in which a county vehicle causes damage to a third party and the third party is attempting to recover money from the County employee driver. Although a county vehicle may be damaged as well, only the damages to the third party are considered auto liability. For example, if a county vehicle backed into a privately owned vehicle in a parking lot, the damage to the county vehicle would be considered auto property and the damage to the other vehicle would be considered auto liability.
 - a. **Causes of Loss**
 - i. **Driver Condition** – refers to the physical condition of the driver.
 - ii. **Driver Factors** – refers to acts that the driver was doing or not doing, which contributed to the accident.
 - iii. **Vehicle Factors** – refers to the condition of the vehicle that may have contributed to the accident.
 - iv. **Environmental Factors** – refers to the condition of the roadway and/ or environment (ice, rain, wind, etc.) that may have contributed to the accident.
3. **Workers' Compensation** – Workers' compensation pays for medical expenses, hospital expenses, and loss of wages for county employees and certain volunteers injured while in work status.

Individuals Authorized to Operate County Owned Vehicles

Background Information

On July 20, 2004, the Wood County Board passed a resolution to implement a policy clarifying which individuals are authorized to operate County-owned vehicles. This policy was later revised by the Public Property Committee on December 12, 2006.

List of Wood County Approved Volunteers

- Sheriff's Department - Wood County Rescue Squad Members
- Parks Department - Camp Ground Hosts and Green Thumb Workers

Policy Statement

Only Wood County employees and approved volunteers shall be permitted to operate County-owned vehicles.

Driver Orientation / Training

A lead person from each department should be designated to introduce the new driver to the vehicle. This should include, but not be limited to:

1. Vehicle inspection (ex. horn, lights, directional signals, mirrors, tires, vital fluids, etc.) and vehicle maintenance.
2. Vehicle road test: length to be determined by the complexity of the vehicle and the anticipated use of the vehicle.
3. Additional in-service driver training will be provided as necessary.

4. All paper work (accident reports, pre-operational checklist, etc.) needed when operating a county vehicle will be explained and reviewed.

Vehicle Inspection and Maintenance

Introduction

The purpose of regularly scheduled vehicle inspections and maintenance is to increase vehicle dependability. A properly maintained vehicle is not likely to break down en route and become a traffic hazard. A properly maintained vehicle is also more easily controlled under emergency conditions.

Inspection

Initially and periodically thereafter, drivers should be trained in proper inspection procedures. Drivers are responsible for checking the following, as a minimum, on a daily basis or, if not operated daily, before each operation:

1. Fuel Supply
2. Oil Level
3. Tires
4. Lights
5. Wipers
6. Horn
7. Brakes

If any defect is found, the vehicle should be repaired immediately.

Maintenance

A good preventative maintenance program contains four essential elements:

1. Regularly scheduled maintenance procedures in accordance with manufacturer's instructions and vehicle usage.
2. A current maintenance record for each vehicle, containing pertinent operating and maintenance information.
3. Properly trained maintenance individuals with adequate tools, parts and facilities to do their job.
4. Extra vehicles or an operating schedule designed to permit each vehicle to receive its scheduled maintenance, when due.

Each department should be responsible to ensure that its county vehicles are receiving the necessary pre-trip inspections and preventative maintenance.

Cell Phone Usage Policy While Operating a County-Owned Vehicle/Equipment

No employee may manually dial or message using a regular hand held cellular phone while operating a county-owned vehicle/equipment. Hands-free voice activated technology or one-touch type devices are acceptable as long as the employee remains focused on the roadway and in a seated driving position. All state and local laws apply when operating any county-owned vehicle. Employees found violating this policy may be subject to disciplinary action. (Exceptions include Sheriff's Department personnel and Highway Department management personnel when communicating tactical or confidential information while responding to or organizing deployment for an emergency call for service.)

Using Personally Owned Vehicles for County Business

The County does not insure damage sustained to an individual's personal vehicle. It is the employee's responsibility to carry personal auto insurance, equivalent to or greater than the State of Wisconsin statutory minimums. Under limited circumstances, Wood County or Wood County's property/liability insurance may pay for an employee's personal vehicle repairs, regardless of fault or negligence. These situations will be evaluated on a case-by-case basis.

Repairs to other vehicles involved in an accident are the responsibility of the employee's insurance company. The county's liability program only provides coverage for amounts in excess of any collectible liability insurance held by the employee if the employee was working within the scope of employment at the time of the accident. The employee should report the accident to his/her automobile insurance company immediately.

Proof of insurance (for employees who use their personal vehicles for county business) should be obtained, cataloged, and kept within the employee's Department. For volunteer workers, the same rules shall apply, with the authorizing department (Sheriff's or Parks & Forestry Departments) responsible for cataloging proofs of insurance.

Those employees who submit for mileage reimbursement shall ensure that they have a valid driver's license and adequate insurance per Wisconsin statutes, and can provide proof upon request.

Auto Accident Procedures Involving a County Vehicle

1. The employee involved in the accident should follow the responsibilities listed on the Driver Responsibility at the Scene of an Accident (**Appendix L**) and should also complete the Vehicle Accident Report (**Appendix O**).
2. The Supervisor should complete the Supervisor's Review of Auto Accident (**Appendix P**).
3. Both the completed Vehicle Accident Report (**Appendix O**) and the Supervisor's Review of Auto Accident (**Appendix P**) should be forwarded to Human Resources (Risk Management) within 24 hours of accident occurrence.
4. Copies of all police investigation reports should be sent to Human Resources (Risk Management).
5. The department incurring the vehicle loss should obtain estimates to repair/replace the damaged vehicle. The estimates obtained should be forwarded to Human Resources (Risk Management), who will forward all necessary reports and estimates to the appropriate insurance company. Approval to repair/replace the damaged vehicle may be made by the County's insurance company.
6. Once repairs/replacement is made, the affected department should turn in the invoice to Human Resources (Risk Management) for payment.

PROPERTY INSURANCE INFORMATION

(Auto Comprehensive and Collision, Building and Contents, Contractor's Equipment, Monies and Securities, and Animal Coverage)

Administration of Claims: The department incurring the property loss (other than vehicles) should complete a Property Loss Report (**Appendix J**) and forward this completed form to Human Resources (Risk Management). In addition, the department incurring the property loss

should attempt to obtain at least two estimates (unless bidding is required) to repair/replace the damaged property. The estimates should be forwarded to Human Resources (Risk Management) who will forward all necessary reports and estimates to the appropriate insurance company. Approval to repair/replace the damaged property may be made by the County's insurance company, should the damage be greater than the County's deductible amount. Once repair/replacement occurs, the affected department will turn in the invoice to Human Resources (Risk Management) for payment. Individual departments or operations may elect to pay the repair costs directly if budget allows.

County Asset Inventory: Any change to County inventories (purchase/sale/disposal, etc.) shall be communicated to Human Resources (Risk Management) as soon as practical. All buildings, property in the open, and licensed vehicles must be inventoried, regardless of vehicle/building age or valuation. Items that are below the County's movable equipment deductible (currently \$5,000) do not need to be reported, but may be submitted for recordkeeping.

Employee's Personal Property: Wood County or Wood County's property/liability insurer will not pay for any lost, stolen, or damaged personal property, except where specifically authorized by a collective bargaining agreement. Employees should contact their personal insurance company for claims concerning lost, stolen, or damaged personal property.

LIABILITY INSURANCE (GENERAL & AUTO) INFORMATION

Introduction: The liability program provides funding for payment of liability claims brought against county officers, employees, and agents, whose actions while within the scope of their employment resulted in bodily injury or property damage to a third party.

Coverage Types

1. Auto Liability – Auto liability coverage is used for claims in which a county vehicle licensed for use on public roadways causes damages to a third party.
2. General Liability – General Liability coverage is used for claims that involve county premises, products, operations, completed operations, and non-certified first response.

Administration of Claims – Liability claims against the county are to be filed with the County Clerk (Individual should fill out the Notice of Injury and Claim (**Appendix Q**)).

Human Resources (Risk Management) processes claims by compiling the necessary forms and documentation (general liability or automobile loss notices) and forwards this information to the appropriate insurance agency. The insurance company takes action from that point on and seeks assistance and/or advises Human Resources (Risk Management) of activity on the claim and when it is closed. The County receives a monthly loss run that provides information on all open claims and recently closed claims.

Other Insurances

1. Special Use – Animal (Sheriff's Department K9 units)
2. Bonds
 - a. Public Employee Blanket Bond
 - b. Resident Funds Surety Bonds (Norwood and Edgewater)
 - c. Position Schedule Bond (Constitutional Officers)

3. Underground Storage Tanks – Highway Department
4. Above-Ground Storage Tanks – Norwood, Edgewater, Courthouse, and Highway
5. Hospital and Nursing Home – Professional Liability (Norwood and Edgewater)
6. Equipment Breakdown

Request for Certificates of Insurance (COI)

Certificates of Insurance are usually needed when dealing with an outside vendor or facility. To obtain a certificate of insurance, put your request in writing (note or e-mail) and include the following information:

1. Description of event to include (which department, what type of function, etc.)
2. Location of the event or operation (include a complete address)
3. When the event is going to take place (exact date or dates)
4. Who the certificate should be addressed to (name and complete address)

Requests should be sent to Human Resources (Risk Management). Please allow a minimum of ten (10) working days to allow for the certificate to be obtained.

Contractual Agreements

1. Indemnification Provision – An indemnification provision is a provision in a contract that requires one contracting party to insure certain legal liabilities of the other party. A hold harmless provision is an arrangement whereby the first party agrees to absolve a second party from any blame even when property damage or bodily injury is caused by negligence of the second party.
2. Agreements with Contractors and Vendors – Contractors and vendors are not considered employees of Wood County. Therefore, any negligence committed by contractors and/or vendors is not covered under the risk management program for Wood County. Contractors and vendors may, however, attempt to subrogate for any losses sustained while working with the County. Because the County does not want to be held liable for exposures associated with contractors and vendors, the County requires contractors and vendors to furnish proof of acceptable insurance with adequate limits and coverage as well as name Wood County as additionally insured for liability insurance. Below are the recommended limits of liability insurance:
 - a. Tenant Users / Vendors - Class 1 Events (Example: use of public park shelters) - **\$250,000**
 - b. Construction Group
 - 1) *Structural Contractors* (General Contractors, Steel Erection, Masonry, Major Carpeting, Roofing, HVAC, Plumbing, Electrical, etc.) - **\$1,000,000** Note: In any case, blanket attachments of limit requests are difficult because one must weigh the exposure, both in terms of the type and scope of the work to be performed. Therefore, in order to protect the interests of Wood County from sharing in the liability of a contractor, it is necessary to be comfortable with the adequacy of the limits you are requesting. If there are any questions regarding this issue, please contact Human Resources (Risk Management).
 - 2) *Trade Contractors* (Painting, Drywall, Finish Flooring, Finish Carpeting / Woodworking, etc.) - **\$1,000,000**
 - 3) *Incidental Contracts* (Service Contracts to Include: Plumbing, Electrical, HVAC, Telephone/Communications Repair, Individuals, or Companies Providing

Maintenance under Service Agreements, Carpet or Floor Cleaning, etc.) -
\$1,000,000

4) *Below or Underground Contractors* (Excavation, Trenching, Well Digging, Utility Work, etc.) - **\$2,000,000**

- c. Other Contracts – In order to simplify the whole question of adequacy of limits, it is strongly recommended that each contract request provide for a dollar amount as a standard setting point. For example, in today's marketplace it is not unusual for most insured businesses to carry total limits of \$1,000,000. Therefore, it is not without reason for the County to request \$1,000,000 for all contracts (except below or underground contractors). Keep in mind that \$1,000,000 can be a combination of an underlying General Liability policy and an Umbrella or Excess Liability policy. For longer term contracts, it is important to request that the contractor's carrier provide you with notice of cancellation or non-renewal of the policy. Time requirements for notice typically range from ten (10) to sixty (60) days.
- d. Professional Service Contracts – Public entities today use a wide variety of professional services contracts in daily operations. Architects, engineers, lawyers, accountants, medical, and mental health professionals are examples of classes of professions that contract with public entities to perform specific services. It is important to request that your professional contractors provide you with evidence of professional liability insurance in the amount of not less than **\$1,000,000**. In addition, it is wise to ask for language requesting that professional liability insurance carriers provide you with notice of cancellation or non-renewal of the pertinent policy. Time requirements for notice typically range from ten (10) to sixty (60) days.

- 3. *Certificate of Insurance* – If a contractor or vendor requires proof of insurance coverage by the County, a Certificate of Insurance in lieu of our insurance policy may be issued.

Property Use Agreements

- 1. Purpose: County departments may experience situations in which outside (non-Wood County sponsored) groups request to use County-owned facilities. The purpose of this section is to provide departments with a consistent means of maintaining control over the assets of the County that it allows others to use.
- 2. Department heads and facility operators shall exercise discretion in the use of their facilities by non-County employees. Common sense and the basics of property liability can assist the department head in controlling the assets of their department.
- 3. Applicable Departments (Note: This list may not be all inclusive): Parks Department (shelter areas), Edgewater Haven (dining room, chapel, recreational therapy room, conference rooms), and Human Resources (Risk Management) (safety conference room).
- 4. Procedures: When a request of this nature, is made of a county department, the following steps should be taken for insurance purposes unless the department uses a different form with similar meaning: Both the borrower and the affected department should complete the Facility Use Agreement (**Attachment R**), or local alternative agreement. A copy of this form and other pertinent information should be maintained locally.

BAN ON BURNING CANDLES IN COUNTY OFFICES/OFFICE AREAS

Per County resolution, effective December 12, 2006, no one may burn a candle(s) in County offices/facilities.

This prohibition is also expanded to include wax melters, candle warmers, or any other device intended to heat items for scent-releasing purposes.

Safety & Risk Manual – Summary of Changes
May 2024 Revision

Workplace Violence Prevention Program (p.5)

- Added language allowing concealed carry weapons in non-restricted County buildings as part of the changes to the Workplace Violence Prevention Program

Worker's Compensation Information (p.37)

- Changed use of Temporary Modified Duty Work Schedule (Appendix H) to optional, and clarified the processes for submission, if utilized

Vehicle Fleet Guidelines, Using Personally Owned Vehicles for County Business (p.43)

- In the added language to clarify that the County and their insurer(s) will not be responsible for insuring damage to individual's personal vehicles.
- Removed minimum requirements of \$300,000/\$100,000/\$50,000. Changed requirements to Wisconsin statutory minimums, as County does not have a mechanism to enforce the additional coverage requirement.
- Removed prohibition on repairing damage to employee's personal vehicle, as we have covered these costs in the past. These were extraordinary circumstances, and were as a direct result of the employee's job responsibilities.
- Added section clarifying that employees who submit for mileage reimbursement shall ensure that they valid a valid DL and insurance per Wisconsin Statutes.

Property Insurance Information (p.43-44)

- In "Administration of Claims", added language clarifying that affected departments should attempt to obtain two estimates for repair or replacement of damage to County facilities. Two bids was the previous requirement; now recommended.
- In "Administration of Claims", clarified processes for paying for repair or replacement of damaged property. Only those damages exceeding the County's current deductible will be submitted to our insurer. All other costs will be the responsibility of Human Resources/Risk Management, or the affected department, should funds allow.
- Removed section titled "Annual Renewal of Insurance Policy". In the past years, Wisconsin County Mutual would only review the County's asset inventory at renewal time. Currently, they are utilizing a system to allow Risk Management to make changes to inventory on a continuous basis.
- Added section titled "County Asset Inventory". This section clarifies that all departments with fixed assets, including licensed vehicles, movable equipment, buildings, or property in the open, shall notify Human Resources/Risk Management of

any changes as soon as practical. This allows County Mutual to have an accurate understanding of the County's holdings at all times.

Liability Insurance Information (p. 44-46)

- In "Other Insurances", clarified Special Use Insurance to include Sheriff's Department K9 Units.
- In "Other Insurances", updated description of Position Schedule Bond to include all Constitutional Officers. Previously only listed Clerk of Courts.
- In "Property Use Agreements", removed section on restricting use of County facilities. Added language clarifying Facility Management/Department Head's discretion in allowing non-employees to use County buildings for non-work purposes.
- In Property Use Agreements", removed requirement to send Facility Use Agreements to Human Resources/Risk Management, and allowed them to be stored locally, especially in the Parks & Forestry Department, who rents facilities to outside groups regularly and often.

Ban on Burning Candles in County Offices (p. 47)

- Expanded prohibited items to include wax melters, candle warmers, and other similar products